

## **Inter-Tel Axxent - From the attendant telephone**

- While the phone is idle, enter "9800". Display shows "DATE:"
- Enter Date MM:DD:YY. Press "#" to skip date entry.
- The display will show "TIME". Enter the time in 12-hour format.
- The display will then show: "Press 1 for AM, press 2 for PM". Select one.
- Press "#" to exit.

## **Inter-Tel Axxess - *Networked Systems Only* - From the attendant telephone**

- While on hook, enter the Set Network Date and Time feature code (9810). Your displays the current date.
- If you do not need to change the date, press "#" or ACCEPT to skip to the time prompt.
- Use the dialpads to enter month day and year mm-dd-yy format.
- If you make a mistake, press "MUTE" to backspace or "\*" to start over.
- Use the dialpad buttons to enter the time in hours and minutes "0900" for 9:00.
- If 12-hour display is used, the display shows AM or PM. Press "1" for AM and "2" for PM.

## **Inter-Tel Axxess - *Non-Networked Systems* - From the attendant telephone**

- While on-hook, enter "9800" for Set Date/Time feature. The current date will display.
- Press "#" to skip. To change, use keypad to enter the month, day and year (010305=January 3, 2005). The new date will display.
- Use keypad keys to enter the time in hours and minutes (0900=9:00).
- If the system is set for 12-hour format, the display will show SELECT AM OR PM (AM=1 PM=2). Select 1 or 2.
- The display reads, "SYSTEM DATE AND TIME UPDATED".

## **Inter-Tel GLX-PLUS**

### *Time*

- While on-hook, press "SPCL" and enter the Program Time/Date feature code (4)
- Enter the Program Time feature code (1). Display will show TIME XX:XX
- Enter the 2-digit number for hour (00-24) and 2-digit for minutes (00-59).
- Lift and replace the handset.

### *Date*

- While on-hook, press "SPCL" and enter the Program Time/Date feature code (4).
- Enter the Program Date feature code (2). Display will show DATE DAY MON XX
- Press "\*" until the correct day is displayed. Press "#". Repeat for month and date.
- Lift and replace the handset.

### *Year*

- While on-hook, press "SPCL" and enter the Program Time/Date feature code (4).
- Enter the Program Date feature code (3). Display will show YEAR:XXXX.
- Enter 4 digits for the year (0000-9999).
- Lift and replace the handset.

## **Inter-Tel IMX 1224/2460**

- While on-hook, press the "SPCL" key and enter the set time of day feature code (021). Display will show "SET TIME OF DAY".
- Use the keypad to enter the time in hours and minutes. Then press "\*" for AM or "#" for PM. Display will show "SET DATE MM:DD:YYYY".
- Use the keypad to enter the month, day and year. Backspace to correct mistakes by using the "MUTE" key. Display will show "SET DAY OF WEEK SUN".
- Select the day of the week by scrolling through the selections. Press "#" to go forward and "\*" to go back. When the desired day is displayed, press the "SPKR" key to end.