



Setting the System Date and Time – Mitel 5000 or MiVoice Office 250

You can change the date and time for an individual node or for the entire network.

To set the system date and time (from administrator phone):

Note: At any time, you can press * to return to the previous menu, or press the Speaker button to exit programming and cancel any unsaved changes.

1. Dial **7800** (single node) or **7810** (multi-node). The programmed date appears.
2. Use the dial pad buttons to enter the month, day, and year. For example, enter **020311** for February 3, 2011. The day of the week is automatically calculated and set by the system when you enter the date. When you have finished, the displays shows the current time. If you entered the date incorrectly, **INVALID DATE** appears, and you are prompted to enter a new date.

If you do not need to change the date, press **#** or the **ACCEPT** menu button to skip to the **TIME** *<programmed time>* prompt.

3. Use the dial pad buttons to enter the time in hours and minutes. For example, enter **0900** for 9:00. If you entered the time incorrectly, **INVALID TIME** appears and you are prompted to enter a new time.

If you do not need to change the time, press **#** or the **ACCEPT** menu button twice to exit. **SYSTEM DATE AND TIME UPDATED** appears.

4. If the system is set for 12-hour display format, **SELECT AM OR PM (AM=1 PM=2)** appears. Press **1** (or the **AM** menu button) for a.m. or press **2** (or the **PM** menu button) for p.m. **SYSTEM DATE AND TIME UPDATED** appears.

If you press any button other than 1 or 2, **INVALID TIME** appears, and you are prompted to enter a new time.