

Changing the Mitel 3000 Time and Date

To Set the Time and Date:

When entering into programming mode do not lift the receiver

From the Programming Station press the Programming Key (default is extension 20)

Press the Scroll down Key until **System Programming** is displayed

Select **System Programming** (using grey menu key next to display)

Enter the System Programming Password (Default is 1111). If System Programming Password fails and display shows **Invalid** on display, contact Commander for assistance **132777**

Select **System** by pressing the grey key

Select **Time and Date** by pressing the grey key

Enter the correct time in 24-hour format, (e.g. 1:30pm is entered as 1330 via the extension's dial pad). The display will prompt for date to be entered, the display will change automatically to "DDMMYY"

Enter in the correct date in DDMMYY format, (e.g. 20 January 2010, enter 200110 via the extension's dial pad) The display will now revert back to the top of the SYSTEM programming menu (Displaying Time and Date, Change Password and Programming position).

Press [**HANDSFREE**] key to finish programming.

Note: Following a system "Reset to default" values, the time shown will be 12:00 with the date 01-01-99.

In the event of a power failure, you may need to reset the time and date.