

34 Rundlett Hill Road • Unit 4 • Bedford, NH 03110
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TIME CHANGE INSTRUCTIONS: Partner ACS R5 (and older), Partner Endeavor, Partner II, Partner Plus, Partner Basic

How do I program System Time (#103)?

This System Programming procedure sets the time that appears on system display phones. Please see the note on the next page concerning disabling the Daylight Savings Time feature.

Enter the time in 24-hour notation. In this scheme, the hours of the day are 0000 (12 midnight) to 2359 (11:59 p.m.). Since each time must have four digits, use leading zeros when necessary. For example, to set the time to 9:00 a.m., enter **0900**. For 4:45 p.m., enter **1645**.

The time appears on system display phones as a.m. or p.m. (not in 24-hour notation).

To change the System Time using a display phone at extension 10 or 11:

1. Press **[Feature] [0] [0]**.
2. Press **[System Program]** (Left Intercom button).
3. Press **[System Program]** (Left Intercom button).
4. Press **[#] [1] [0] [3]**.
5. Enter the time in 24-hour notation. For example, to set the time to 2:15p.m., press **1415**.

A display similar to the following appears:

- System Time
- Data 1415

Note: The time will appear on system display phones as 2:15p.

6. Select another procedure or press **[Feature] [0] [0]** to exit programming mode.

If you encounter problems programming this feature:

- You are not programming the from extension 10 or 11.? To determine the extension you are using, press **[Feature] [0] [0]**.? The display should show "Programming ext. XX".
- You are not using a display phone.
- The Partner phone you are using is on a MERLIN Legend (R7) or MERLIN MAGIX system.? How can you determine if this is the case?? Pick up the handset and select a line button.? Dial **[Feature] [#] [1]**.? If you hear a series of beeps, you are on a Partner system.? If you hear a waive-off (siren) tone, you are on a Legend or MAGIX system.

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Telephone Systems • Voice and Data Cabling

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How do I deactivate the Automatic Daylight Savings Time feature?

1. Log in to the PARTNER ACS system in the System Administration mode
 - a. From extension 10 or 11, press [**FEATURE**] [**0**] [**0**]
 - b. Press the LEFT intercom button twice
2. Dial [**#**] [**1**] [**2**] [**6**]
3. The default setting is 1 (active). To deactivate, dial 2
4. Exit from System Administration [**FEATURE**] [**0**] [**0**]