

2.5 Changing the System Time

1. From a telephone, call into voice mail and log into the **supervisor mailbox 70**. The system responds with the Main menu:
“To listen to your messages press 1. To send a message press 2. To change your options press 3.”
2. To access the Supervisor menu, **press 6** (this option is not voiced). The system announces the Pres #

Supervisor Menu	
For Mailbox Administration	Press 1
For Routing Box Administration	Press 2
For Question Box Administration	Press 3
For Port Administration	Press 4
To Change the System Broadcast Message	Press 5
To Change the Voice Mail Day/Night Service	Press 6
To Change the System Time	Press 7
To Change the system Date	Press 8
To Modify System parameters	Press 9
To Perform First-Time Setup	Press 0
To Exit	Press #

System Supervisor Instructions

3. From the Supervisors menu, **press 7** to access Changing the System Time.
4. The system responds with “*The current time is.....(HH:MM AM/PM). “ If you would like to change this, press 1, otherwise, press #”* If you press 1, you will be further prompted to enter the new time.
5. “*Please enter the hour.*” Enter the hour from the keypad (1-12)
6. “*Please enter the minutes*”. Enter the minutes from the keypad (1-59).
7. *For AM, press 1. For PM, press 2.*
8. The system responds with the new time.

2.6 Changing the System Date

1. From a telephone, call into voice mail and log into the **supervisor mailbox 70**. The system responds with the Main menu:
“To listen to your messages press 1. To send a message press 2. To change your options press 3.”
2. To access the Supervisor menu, **press 6** (this option is not voiced). The system announces the Supervisor menu options:

Supervisor Menu	
For Mailbox Administration	Press 1
For Routing Box Administration	Press 2
For Question Box Administration	Press 3
For Port Administration	Press 4
To Change the System Broadcast Message	Press 5
To Change the Voice Mail Day/Night Service	Press 6
To Change the System Time	Press 7
To Change the system Date	Press 8
To Modify System parameters	Press 9
To Perform First-Time Setup	Press 0
To Exit	Press #

3. From the Supervisors menu, **press 8** for Changing the System Date.
4. The system responds with “*The current date is.....(month, day, year). “If you would like to change this, press 1, otherwise, press #”* If you press 1, you will be further prompted to enter the new date.
5. “*Please enter the year.*” Enter the year from the keypad (ie 02 or 2002 for the year 2002.)
6. “*Please enter the month*”. Enter the number of the current month from the keypad (1-12).
7. “*Please enter the day*”. Enter the number of the current day from the keypad (1-31).
8. The system responds with the new date.