

# How to change the time on the VoiceMail system

- 1) From any extension press "Voice Mail" #;
- 2) When prompted for your password, press "#"
- 3) When prompted for an extension number, press "#"
- 4) When prompted for a mailbox number, dial "70"
- 5) When prompted for a password dial "70"
- 6) Press "6" #; for supervisors menu
- 7) Press "7" #; to change the system time or press "8" #; to change the system date.

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