

Voicemail

From the System Administrator telephone (usually ext.300 or 301), go into the System Administrator by pressing the voicemail key, then S A (on dial pad) + T I, then follow the voice prompts

i-Series

To set the time and date (no prompts will be given)

From any phone on the system, do not lift handset:

Press CALL 1 (button) + dial 828

Dial time and date password (usually 0000)

Dial 2 digits for year, month & day (02-04-02)

Dial the day of the week (0=Sunday-6=Sat., single digit only)

Dial 2 digits for the hour (13=1pm)

Dial 2 digits for the minutes (you will hear a confirmation beeps)

Press speaker key to disconnect.

Onyx

Lift the handset

Press Intercom

Press PGM #

Dial T (display shows "set time HHMMSS")

Dial 2 digits each for hour, minutes & seconds

Wait for the beep confirmation and hang up.

Aspire

Press Call1 + dial 828

Dial two digits for the hour (24 hour).

For example, 13 = 1:00 P.M.

Dial two digits for the minutes (00-60).

Wait for the beep confirmation beeps and hang up.