HOW TO CHANGE TIME AND DATE

Model: Flexicall Manager / FCM2

Dial your Voicemail extension;
When the System answers, enter your security code (if asked), then;
Enter the supervisor's pin code as per the user guide.

.: OR :.

Call your main number After Hours (after hours message will answer)
Enter the supervisor's pin code as per the user guide.

You will hear the following supervisory menu:

"Good morning/afternoon/evening. Welcome to Flexicall Manager/FCM2"
To activate holiday mode, press hash #
To set up on hold, press 1.
To set up Auto Attendant menu, press 2.
To set up Information messages, press 3.
To manage service messages, press 4.
To change line output value, press 5.
To change the line input volume, press 6.
To adjust the time and date, press 9.

Press 9 - This will start the time change menu and follow the prompts.

Current year 2008 please enter new	Enter 08
Current Month 1	Enter 01
Current Day eg. the 15th	Enter 15
Current Hours eg. for 9	Enter 09
To select am, press 1 - To select pm, press 2	Enter 01
Current Minutes eg. for 6 minutes	Enter 06

It will then comfirm the date and time for you.
Note: Press Star * key at any point will abort the setting without any changes.

Exit the system by pressing star until the system says "Good bye"