

HOW TO CHANGE TIME AND DATE

Model: Compact II

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 the M2 Network”

To activate holiday mode, press hash #

To monitor a message, press 1.

To record a message, press 2.

To change On Hold play mode, press 4.

To change On Hold volume, press 5.

To change the Line volume, press 6.

To change the time, press 9.

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

Current Year/number eg: for 2008 Enter 08

Current Month eg: for October is month 10 Enter 10

Current Day eg. the 9th Enter 09

Current Weekday eg: Monday is day 2 Enter 02

Current Hours eg. for 5pm Enter 17

Current Minutes eg. for 6 minutes Enter 06

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”

Note 1 The clock is a 24hr clock

Note 2 Day 1 is Sunday, Day 2 Monday, etc.

Note 3 All values are a 2 digit format