

TOSHIBA DATE AND TIME CHANGE

CIX systems

System Time

From The Main Phone

Press **#652**(You will hear a confirmation tone)

Enter the time as HHMMSS (Hour/Minute/Second in military time, example 132830 for 1:28 pm)

Press **#** to save the time

Press **Spkr** to exit

System Date

From The Main Phone

Press **#651** (You will hear a confirmation tone)

Enter the date as YYMMDD (Year/Month/Day)

Press **#** to save the date (You will hear a confirmation tone)

Press **Spkr** to exit

DK 40/280/424

System Date

From The Main Phone

Press Intercom

#651(You will hear a confirmation tone)

Enter the date as YYMMDD (Year/Month/Day)

Press **Redial**

Press **Spkr.**

System Time

From The Main Phone

Press Intercom

Press **#652**(You will hear a confirmation tone)

Enter the time as HHMMSS

(Hour/Minute/Second in **military time** , example 132830 for 1:28 pm)

Press **Redial**

Press **Spkr.**

System Day of Week

From The Main Phone

Press Intercom

Press #653

Enter the number which corresponds with the appropriate day of the week

(1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, 7=Saturday)

Press **Redial**

Press **Spkr.**

TOSHIBA STRATAGY VOICE MAIL

Dial **400** from **inside the Office**

Wait for the Auto Attendant to Answer, then Press *

Enter User ID **999** “#”

Enter Security Code and then press “#”

Press 8 for the System Administration Menu

1 = Record System Announcement (**NEVER SELECT THIS**)

2 = Delete System Announcement (**NEVER SELECT THIS**)

3 = Record Busy-Hold music (**NEVER SELECT THIS**)

4 = Manage Mailbox

5 = Add New Mailbox

6 = Set Date and Time

Press **1** to Set Date

System prompts you to enter date as **MM/DD/YY**, then press “#”.

Follow Prompts to Confirm

Press **2** to Set Time

System prompts you to enter time as **HH/MM**, then press “#”.

Follow Prompts to Confirm

Contact Voice Mail

Dial Voicemail Extension Number (number dialed to hear main greeting)

Next Press *999

Enter Password

The Voice Mail will then announce an option to change date and time.

Press 3 for the Date/Business Hours menu

Then **Press 1** for the Set Date/Time menu

Enter the month, day, and year MMDDYY

Enter the current time, using four digits, in 24 hour format HHMM.

Contact will return you to the Date/Business Hours menu.

Press * and hang up

Perfect Voice Answer

Press Intercom and call the Perfect Voice Answer System

You will hear the greeting.

Enter system Access Code: 7

Enter User ID: 900

Enter password for User ID 900

You will hear a prompt says System Administrator Menu. For Current Date and Time press “1”.

To change the System Time press “2” etc

Press “1” to review the current date and time.

Press 3 to change the current Date; Enter new date in YYMMDD format

Press 2 to change the current Time; Enter new time in 24 hour format

When satisfied with the Time and Date press “0” to return to the Whattodo.

ITI V-plus Voicemail

Go to C:\ prompt on Voicemail
Type the word Time

So it will look like C:\time

And then the time will come up and then change it to correct time.