



Changing The Voicemail Time On Iwatsu System

The voicemail time can be changed from any mailbox that has been created as an administrator mailbox.

The Administrator mailbox is a mailbox that has been assigned to a user for the purpose of making administrative type changes such as deleting a mailbox, removing a password or changing the time.

From the phone assigned to the Administrator mailbox press the *Msg* button located on the top right just under the display. Enter the password when prompted. The recorded message will list a series of prompts that can be entered. Option 4 is "System Management". Press the digit 4 on the dial pad.

Option 5 allows the user to set or review the system time. Press 5.

Option 1 is to play the time. Option 2 is to set the time. To change the time, press 2.

The recorded voice will play a reminder that the time must be entered using 24 hour format. For example, 4:05 pm would be entered as 1605. 4:05 am would be entered as 0405. Enter the correct time at the prompt. The recording will play the time that has been entered, then return to the options menu in the mailbox.

Once the time has been successfully changed, simply hang up the handset or press the SPKR button to exit voicemail.

Note: This procedure only changes the time used by the voicemail. The Time used by the telephone system is separate and must be changed accordingly. Please use the list of instructions entitled "Changing System Time" to set the correct time on the telephones.

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