



CHANGE TIME
NVM VANGUARD VOICEMAIL

- Log into the System Administrators mailbox from the appropriate telephone lift handset and press "Voicemail" or "Message" key
- Enter security code
- Press "SA (72 on dial pad)" for the system administrators menu.
- Press "84" on the dial pad to change the time
- Enter 2 digits for the hour and 2 digits for the minutes followed by a "2" for AM or a "7" for PM
- Now the voicemail will read the time and date back to you. Press "2" if it is correct or "4" if incorrect.
- You will now be back at the system administrators menu, press "#" to exit then hang up or dial "38" to change the date.
- The voicemail will read the current date and time. Enter 2 digits for the month, 2 digits for the day, and 2 digits for the year (i.e April 25, 1995 would = 042595).
- You will hear the new date and time. If correct press "2" - if not press "4" and re-enter it.
- You are back at the system administrators menu. Press "#" and hang up to exit.