

## **TIME CHANGE INSTRUCTIONS** **for Telekol Voice Mail System**

Pick up handset *OR* press ON/OFF (or your intercom button), then:

Dial the voice mail extension number (*usually 50 or 500*)

When the voice mail greeting begins, press \*

Enter **99** (or **999** if you use 3-digit extension numbers)

Access code **9876**

Press **9** (voice mail will say "this is the Administration Options main menu")

Press **3** for System Configuration

Press **3** again to set new time

The voice mail will repeat the current time and ask you to enter a new time

Enter **4 digits** using military time (9:30 a.m. = 0930)

When finished, press the # sign several times to back out of the voice mail, then press ON/OFF or hang up.

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### ***RESET Access Codes***

Pick up handset *OR* press ON/OFF (or your intercom button), then:

Dial voice mail extension number (*usually 50 or 500*)

If asked for your passcode, press #

When the main greeting begins, press \*

Enter **99** (or **999** if you use 3-digit extension numbers)

Access code is **9876**

Press **9** (voice mail will say "This is the Administration Options Main Menu")

Press **1** for Mailbox Setup

Enter the \_\_\_\_\_ **mailbox number**, and press **1** to confirm when prompted

Press **3** to change the access code

Voice mail will give you the existing access code; enter a new one if you wish,  
OR hit the # sign several times to back out without changes, then go into the mailbox  
from its user set-up and change the access code from inside the mailbox.