



Telrad Time Set Instructions

Time set instructions for Telrad Digital All Versions

These instructions should be used at the time set station. The time set station is generally the operator phone or the boss' phone.

1. **Do not** pick up the handset.
 2. Press **Feature 82**
Dial the following in succession
 3. Enter the time in military (Example, 2pm would be 1400)
 4. Enter the day of the month (the 18th would be 18)
 5. Enter the month number (January is 01, December is 12)
 6. Enter the 2 digit year (2004 would be 04)
 7. Press the **Spd/pgm** (or speed dial program button)
- This should change the time on all system phones.

Time set instructions for voicemail

Versions 3 and higher of digitals do not require this, once you set the time on the phone system, the voicemail system adjusts automatically. If you are a version 1 or 2, you will need to set the time independently on the voicemail computer.

1. Locate the voicemail computer
2. Press **F10** on the keyboard
3. At the C:\IVM prompt type the word **TIME** and press enter
4. Enter the time in the format as shown and press enter
5. Press **CTRL ALT DELETE** to reset the voicemail computer
6. When the voicemail screen comes back on ensure the time in the upper right hand corner of the screen is correct.

Time set instructions for Telrad Analog systems

Enter from the time set station (usually the operator or boss' phone)

1. **Do not** pick up the handset
2. Press the **SPKR** key
3. Press the **#** key
4. Press the **"TIME"** button
5. Dial the month (January is 01, December is 12)
6. Dial the date (the 18th would be 18, the 1st would be 01)
7. Enter the time in military (2pm is 1400, 8am is 0800)
8. Press the **"TIME"** button
9. Press the **SPRK** button