



## Vodavi Time Set Instructions

### Time set instructions for Vodavi

These instructions must be followed from the main extension, usually 100

1. **Do not** pick up the handset
2. Dial **692**
3. enter the 2 digit year (2004 would be 04)
4. enter the 2 digit month (January is 01, December is 12)
5. Enter the 2 digit day of the month
6. enter the 4 digit time in military
7. the phone will return a confirmation tone
8. pick up the handset and hang up.

**PLEASE NOTE: if you have a flash based voicemail you must follow these instructions to set the time and date on it. If you are unsure as to what type of voicemail you have please call dispatch.**

1. Press the V-Mail key on your telephone
2. Press \* then #
3. Enter #00 when prompted for a mailbox number
4. Enter the administrator password (If you are unsure of your admin password please call our service department to ask what it is)
5. Press 4 to set date and time
6. Press 1 to listen to what the time is currently set for, or 2 to change the time
7. Follow the related instructions
8. Hang up when you have finished
9. Repeat steps 1 – 6 and select option 1 to listen to the current time. Confirm it is set correctly.