



## Amanda@SOHO Voice Mail System

Changing the time on a Amanda@SOHO system can be done from any extension but you must log in as the administrator.

1. Dial the voice mail pilot extension number (the same number normally used to check voice mail)
2. When the voice mail system answers press "STAR"
3. Enter "999#" then enter the administration password (default = 999) and press "#"
4. Enter "883"
5. Enter the date (MMDDYY) then press "#"
6. Enter the time (HHMM) then press "#"
7. The system will prompt for AM or PM
8. Exit

## Amanda@Work.Group DOS Voice Mail System

Changing the time on a Amanda@SOHO system can be done from the voicemail PC.

1. Start from the Main Screen (showing all the voicemail ports)
2. Press "Alt-D"
3. Enter password (Usually this is "MTI" in all caps if supplied by MN Telephone)
4. You must enter the time and date with all punctuation as shown on the screen.
5. After entering this correctly – you will be brought back to the main screen.
6. Verify date and time in the top right corner of the screen, if this is not correct – repeat all steps until it is correct.