



750 ENSMINGER ROAD, SUITE 100
PHONE: 716-874-5500

TONAWANDA, NY 14150-6640
FAX: 716-874-9260

www.comtelnet.com

TIME CHANGE

MARCOVOICE

- USE HANDSET FROM ANY TELEPHONE TO MAKE CHANGE
- PRESS **VOICEMAIL** BUTTON
- WAIT FOR SYSTEM TO ANSWER AND PLAY MAIN GREETING
- PRESS * (STAR) BUTTON
- DIAL **999**
- DIAL SECURITY CODE
- DIAL **8** (FOR SYSTEM ADMINISTRATOR)
- DIAL **7** (TO SET DATE)
- ENTER TIME IN THE FOLLOWING MILITARY FORMAT: HH/MM

(HH = HOUR MM = MINUTES)

EXAMPLE - 8:15PM WOULD BE 20:15

- PRESS # (POUND) BUTTON
- HANG UP

**BUSINESS TELEPHONE SYSTEMS – AUTO ATTENDANT – VOICE MAIL SYSTEMS
COMPUTER NETWORKING– HIGH SPEED INTERNET ACCESS
DIGITAL CELLULAR SERVICE**