



750 ENSMINGER ROAD, SUITE 100
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TIME CHANGE

TOSHIBA STRATAGY 6 LITE -DK - FLASH-IVP

- USE HANDSET FROM ANY TELEPHONE TO MAKE CHANGE
- PRESS **VOICEMAIL** BUTTON, OR DIAL VOICE MAIL EXTENSION (USUALLY 450)
- WAIT FOR SYSTEM TO ANSWER AND PLAY MAIN GREETING
- PRESS * (STAR) BUTTON
- DIAL **999**
- ENTER SECURITY CODE DIAL **8** (FOR SYSTEM ADMINISTRATOR)
- DIAL **6** (TO SET DATE & TIME)
- DIAL **2** (TO SET TIME)
- ENTER TIME IN THE FOLLOWING MILITARY FORMAT: HH/MM

(HH = HOUR MM = MINUTES)

EXAMPLE - 8:15PM WOULD BE 20:15

- PRESS # (POUND) BUTTON
- YOU ARE ASKED TO CONFIRM
- DIAL **1** TO CONFIRM TIME
- HANG UP
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**BUSINESS TELEPHONE SYSTEMS – AUTO ATTENDANT – VOICE MAIL SYSTEMS
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