



FAQ - How do I change the time in my VERTICAL (COMDIAL) System:

CHANGING TIMES

KeyVoice VoiceMail DOS System Clock -

At the C:\VM> type TIME - Type in the current time in 24 hour numerals. ENTER - Type VERBATIM to return to the VoiceMail Screen.

Corporate Office & Small Office VoiceMail - On systems with SERIAL INTEGRATED VOICEMAIL systems – the Voicemail system's Time will not need to be changed when the Phone System is changed.

If your system needs to Change your VoiceMail Time when you Change your Phone System Time – **The Supervisor has the capability to change time in Supervisor Options (6)** from the main mailbox, and Option 7 Change Time – Use Military Time (24:00 settings) for most systems (see below for exceptions)

MOST VERTICAL / COMDIAL programs the Time and Date from Station 10, 100, 110 (usually the Receptionist position).

FROM STATION 10 (Usually the receptionist position)

VERTICAL / COMDIAL DSU or DSUII: Touch INTERCOM then press: [*] [#] [0] [1] Enter the YEAR with two Digits 00-99; Enter the Month [01-12]; Day [01-31]; Hour [00-23]; Minutes [00-59]; Touch the [SPEAKER] Button.

VERTICAL / COMDIAL DXP, FXII, MP5000 SYSTEM: Press INTERCOM [*] [#] [0] [*] [0] [1] Enter the Month [01-12]; Day [01-31]; Year [00-99]; Hour [00-23]; Minutes [00-59]; Press the # key to save then SPEAKER.

VERTICAL / COMDIAL UNISYN: Press INTERCOM [*] [#] [0] [1] Enter the Year, Month, Day, Hour and Minutes. Press [SPEAKER] to End.

VERTICAL / COMDIAL DX80 & DX120 (programming on DX120 can be done from any station):

Press [feature] [#] [*] [Admin password] [show] Input 08-14 [save] [show] [chg] to chg the year or [next] to advance to next item. Press [chg] and input data as required. [save] or [hold] to exit system time programming and return to previous menu level. **To change the hour mode**, input 08-03 [save] [chg] select 12/24 hour mode. Press [SPEAKER] to End.

VERTICAL / COMDIAL MP5000 System: Systems which do not have a level 220 Software – use the DXP, FXII instructions.

VERTICAL / COMDIAL SBX IP 320 System:

Press [Trans/PGM] [0] [4] [1] input Month, Day, Year MM/DD/YY, [HOLD/SAVE], input time using military format HH:MM, [HOLD/SAVE]. Hang up or press [SPEAKER] to end.

How Do I change the time on my phone system?: Common requests, at this time of year, are for reminders on how to change the time settings in our customers' phone or Voice Mail systems. Changing the time / date is as easy as requesting a faxed instruction sheet for your system. We'll gladly fax you instructions on manually changing the systems' date / time settings