

Time Change for the NEC EliteMail Voice Mail System

Change from Master Mail Box.

(Mail Box 100 or Front Desk phone is the Master Mail Box in default setting.)

A). From Ext. 100 (or the Front Desk) log into Ext. 100(or Front Desk) mailbox.

(EX- SPK 300 THEN ENTER SECURITY CODE.)

1). (If system set to Display Faecture)

a).Select **More** from display's softkey

b). Select **MGR** key and **Schedule** Key

You will hear The clock is set to *current time*'. Then, you will hear "would you like to change it?"
press 1 for yes.

Enter the new clock time then press * when you are finished.

Then press 1 for AM and 2 for PM.

The Voice Mail will repeat the corrected time.

Press ****(4 Stars) then hang up.

2). (If system set to Voice Feature)

a). Listen for System Administraion Options' and press 1 for yes.

(Ex. voice mail should announce to retrieve message like usual; keeping press 2 until you hear " Enter System Administraion Mode" and you press 1)

Listen for "System Schedules' and press 1 for yes.

b). You will hear The clock is set to *current time*'. Then, you will here would you like to change it?', press 1 for yes.

c). Enter the new clock time then press * when you are finished.

d). Then press 1 for AM and 2 for PM. and Voice Mail will repeat the corrected time.

e). Press ****(4 Stars) then hang up.

B) If you don't know which mail bos is Master Mail Box

Please make call to your own company number and wait for your Company Greeting . {If someone answers call, please have him / her press **Transfer** voice mail station no (300 in most of setting) and press **Transfer** and hand off.)

a) During company greeting press **9 9241**

If system ask for Security Code; enter 99241. If incorrect enter 99241and try security code 9241.

b). Listen for "**System Administraion Mode**" and press 1 for yes.

C). Listen for "**System Schedules**" and press 1 for yes.

d). You will hear "system current time'. Then, you will here would you like to change it?', press 1 for yes.

e). Enter the new clock time then press * when you are finished.

f). Then press 1 for AM and 2 for PM. and Voice Mail will repeat the corrected time.

g). Press ****(4 Stars) then hang up.

**ANY QUESTIONS YOU MAY REACH KINGTEL AT (626) 582-7088
AND ASK FOR SUPPORT**