

# VOICEWORKS SETTING TIME AND DATE

1. FROM ANY OFFICE TELEPHONE.
2. CALL VOICEWORKS AND ENTER PROGRAMMING BY DIALING THE ADMINISTRATOR'S PASSCODE, \*\*789#.
3. AT THE "ENTER FUNCTION" PROMPT, INPUT 320# , FOR THE TIME. INPUT 7325# FOR THE DATE.
4. THE CURRENT TIME WILL BE PLAYED, INPUT THE NEW TIME IN 12 HOUR FORMAT, FOLLOWED BY THE # KEY.  
*(THREE OR FOUR DIGITS MUST BE ENTERED.  
EXAMPLE: 812# = 8:12)*
5. AT THE "AM OR PM" PROMPT, INPUT 1# FOR AM OR 2# FOR PM.
6. AT THE "ENTER FUNCTION" PROMPT, INPUT ANOTHER FUNCTION NUMBER TO PROGRAM OR 111# TO EXIT PROGRAMMING AND DISCONNECT.