

# Ted the Telephone Guy

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## How to Change the Date and Time on Your Amanda Voice Mail

log Into Amanda as follows:

1. Press the Intercom key.
2. Dial the main number for the VM pilot group.
3. Dial the Administration Mail Box code (**usually 999**)
4. Dial **#**.
5. Dial the **security code** (initially the same number as the mailbox)
6. Dial **#**.
7. Dial **883** for the time and date program. Note that each digit accesses something specific but you can dial all three quickly without waiting for each individual prompt.

Enter the correct date and time as follows:

Enter the date in the following format: **MMDDYY**.

Use 2 digits for the month, 2 digits for the day and 2 digits for the year.

1. Dial **2** digits for the **month**
2. Dial **2** digits for the **day**
3. Dial **2** digits for the **year**
4. Dial **#**. This acts as an "enter" function.

Enter the time in the following format: **HHMM**.

You can either enter time as "military" or 24-hour time, or as a.m./p.m. time.

5. Dial 1 or 2 digits for the **hour**.

If you use 13 through 23 for the hours after noon ("military" or 24-hour time), the system does not prompt for a.m. or p.m. Otherwise, after entering the hour, Amanda prompts you to dial 1 for a.m. or to dial 2 for p.m.

6. Dial **1** for **a.m.** or **2** for **p.m.** if Amanda prompts you to do so.
7. Dial **2** digits (00-59) for the **minutes**.
8. Dial **#**. This acts as an "enter" function. Amanda confirms the date and time.

Exit from Programming:

Dial 99# to exit from programming. Note that each 9 returns you to the previous menu and the # actually hangs up but you can dial all three quickly without waiting for each individual prompt.