

## **Amanda@SOHO Voice Mail System**

Changing the time on a Amanda@SOHO system can be done from any extension but you must log in as the administrator.

1. Dial the voice mail pilot extension number (the same number normally used to check voice mail)
2. When the voice mail system answers press "STAR"
3. Enter "999#" then enter the administration password (default = 999) and press "#"
4. Enter "883"
5. Enter the date (MMDDYY) then press "#"
6. Enter the time (HHMM) then press "#"
7. The system will prompt for AM or PM
8. Exit