



## Vodavi Talkpath Voicemail

1. First access or enter your voice mailbox
2. Dial **7** to enter Administrative Options
3. Enter the administrator password **2275** is the default password for administrator access
4. Dial **8** - System Administration
5. Dial **4** - Set Time / Date, system then plays current system date and time
6. **Enter the two-digit month**, 01 through 12. Press \* to go back or # to cancel  
**Type in the two-digit month.** (01=January, 02=February, 03=March, etc.)  
If you press # the system will re-ask for the month  
If you press \* the system will send you to the Setup Lines menu
7. **Please enter the two-digit day**, 01 through 31. Press \* to go back or # to cancel  
**Type in the two-digit day**  
If you press # the system will re-ask for the month  
If you press \* the system will send you to the Setup Lines menu.
8. **Please enter the four-digit year.** Press \* to go back or # to cancel  
**Enter the four digit year**  
If you press # the system will re-ask for the day  
If you press \* the system will send you to the Setup Lines menu.
9. **Please enter the two-digit hour**, 00 through 23. Press # to go back or \* to cancel  
**Enter the time in a 24 hour clock format** (13=1:00pm)  
If you press # the system will re-ask for the year  
If you press \* the system will send you to the Setup Lines menu.
10. **Please enter the two-digit minute**, 00 through 59. Press \* to go back or # to cancel". 13) Enter the minute of the hour. If you press # the system will re-ask for the hour. If you press \* the system will send you to the Setup Lines menu.
11. **Press # to confirm or \* to cancel.**  
The system will now tell you the new date and time set and ask you to confirm what you have entered. If you press # the system's date and time will be saved and the system will reset itself. If you press \* then the system will send you to the Setup Lines menu.

## Vodavi MiniVoice Voicemail Systems

1. Dial into voice mail.
2. Dial # followed by the System Administrator Mailbox number:  
# + 0 = 2 Digit mailbox system  
# + 00 = 3 Digit mailbox system  
# + 000 = 4 Digit mailbox system  
The system will announce: "Mailbox 15-0", which is the System Administrator Mailbox number.
3. When requested, enter Administrator password. 9#56 is the default password for administrator access.
4. Dial 4 - Set Time / Date.
5. Dial 2 to change data.
6. After the first prompt, enter the time in four-digit military time format e.g., 0930 for 9:30 A.M. or 1830 for 6:30 P.M.
7. After the second prompt, enter the date as a six-digit number in MMDDYY format. You are then returned to the prompt that asks if you want to review data, change data, or exit.
8. Press \*\* to exit system.