



Instructions to Update Date & Time on Toshiba Telephone & Voice Mail Systems

TOSHIBA CTX28, CIX40, CIX100, CIX200, CIX670 Telephone Systems

To update your telephone system with the proper time, please use the following steps:

1. With the handset down, dial #652.
2. Please use military time and enter the time in this order: hhmmss (hour, minute, second – each requires two digits).
3. Press #.

To update your telephone system with the proper date, please use the following steps:

1. With the handset down, dial #651.
2. Please enter the date in this order: yymmdd (year, month, and day – each requires two digits).
3. Press #.

TOSHIBA IVP8, LVMU, GVPH, GVMU, iES32 Voice Mail Systems

To update your voice mail system with the proper time, please use the following steps:

1. Dial 500 # * to access voice mail.
2. Dial 999 # (administrator User ID mailbox).
3. Dial 999997 # **or** 999 # **or** the administrator security code you programmed.
4. Choose 8 from the Main Menu.
5. Choose 6 from the System Administration Menu.
6. Choose 2 to set the time.
7. Please use military time and enter the time in this order: hhmmss (hour, minute, second – each requires two digits).
8. Press #.
9. Choose 1 to confirm entry.

Thank you for your continued business.

Please call 763-797-7900 for assistance with any of your telecommunication needs, questions, or services.