

## How to Change Date & Time for Pathfinder IS Voicemail

\*PLEASE NOTE: The voicemail is looking at the phone system date and time. Please change the date and time of the phone system first by pressing 692 and putting in the date and time using the YYMMDDHHMM format.

Press VM button

Enter your passcode

Press 7

Enter passcode 2275 – If your mailbox is setup for admin rights you may or may not have to enter the passcode

Press 8

Press 4 – This will change the time and the date for the VM to the current time on the phone system. The system will say, “Date and Time has now been changed”.

If you have any questions please feel free to call us @ 303-688-6191