

## **Emerald ICE Administrative Features**

*To enter the administrative feature mode to Change Time in the Phone System:*

### **From a display phone**

Press the Pgm button

Press #

Press \*

The system will prompt you for the password:

Password is the # sign 8 times (#####)

Press the "Show" button

At the blank screen enter 0 8 - 1 3      NOTE: (0 8 - 1 4 - 0 1 for older systems)

Press the "Save" button

The screen will say "System Time"

Press the "Show" button

Press the "Next" button until you get to hour

Press the "Chg" button to change the hour

Enter the correct hour (in Military Time)

Press the "Save" button

Then lift handset and hang up to exit programming.

*To enter the administrative feature mode of the Voice Mail System:*

Press the "voice mail" key

Press "\*"

Press "#"

Press "#00"

Enter the password "1234"

*Choose from the following administrative options:*

Press **option 1** to record greetings

Enter the greeting number (**01** is usually the main greeting)

Press **option 2** for mailbox maintenance

Enter the mailbox that needs changes such as resetting passwords, etc.

**Press option 4 to set the voice mail date and time**

**Note: The system will then prompt you through the correct steps to set the date and time.**