

INSKIN AND MINIVOICE

VOICEMAIL TIME CHANGE

FROM ANY OFFICE TELEPHONE.

1. DIAL **450** ON THE KEY PAD
(IF YOU HAVE *4 DIGIT EXTENSIONS*, YOU MUST START WITH YOUR LEADING DIGIT, IE. **1450** OR **2450**, ETC.)
2. WHEN THE GREETING BEGINS TO PLAY,
DIAL: **# # 0009 # 56** (*WITH NO PAUSES BETWEEN THE DIGITS*)
3. DIAL **4** TO SET THE DATE AND TIME.

PLEASE NOTE:

- DATE MUST BE ENTERED IN DOUBLE DIGIT FORMAT
- TIME MUST BE ENTERED IN MILITARY FORMAT, SEE SECOND SHEET FOR TIME CONVERSION.

24-HOUR CLOCK CONVERSION SHEET (MILITARY TIME)

When using the 24-hour clock, you must remember to insert the leading “0” or “00”.

STANDARD	24-HOUR	STANDARD	24-HOUR
12 MIDNIGHT	2400	12 NOON	1200
12:01 AM	0001	12:01 PM	1201
12:15 AM	0015	12:15 PM	1215
12:30 AM	0030	12:30 PM	1230
12:45 AM	0045	12:45 PM	1245
1 AM	0100	1 PM	1300
2 AM	0200	2 PM	1400
3 AM	0300	3 PM	1500
4 AM	0400	4 PM	1600
5 AM	0500	5 PM	1700
6 AM	0600	6 PM	1800
7 AM	0700	7 PM	1900
8 AM	0800	8 PM	2000
9 AM	0900	9 PM	2100
10 AM	1000	10 PM	2200
11 AM	1100	11 PM	2300