

Re-Setting Passwords in Voice Mail

As system administrator, you have the ability to delete a password from any mailbox. By following these steps, you delete the existing password (without knowing what it was). You can then log-in to the mailbox and enter a new password if desired.

Call the Voice Mail, press POUND 6, STAR 999.

Enter password if requested, followed by # (POUND)

Dial 4 (For other features)

Dial 1 (Mailbox Setup)

Dial 3 (Reset Password)

Enter the mailbox number in which you wish to delete the password

Press 1 to delete the password

*When satisfied with recording, press **STAR STAR STAR** to exit or **POUND 6** for another function*