

HOW TO RESET/OVERRIDE A MAILBOX PASSWORD

Step #1

Press: Feature 983
Display Shows: LOG
Enter in: 120000 (if you have 2 digit extensions) or
1020000 (if you have 3 digit extensions)

Press: OK

Display Shows: ADMIN
Mbox AA CCR

Press: MBOX
Display Shows: Mailbox Admin
ADD DEL CHNG

Press: CHNG
Display Shows: Mbox:
Enter in extension/voice mailbox number
Display Shows: Password
RESET NEXT

Press: RESET
Display Shows: Password Reset

Press: RLS to end Session

Step #2

Press: Feature 981
Display Shows: Pswd
Enter in: 0000
Display Shows: Must Change password
Password: Enter in new password
Press: OK
Display Shows: Accept Password
Press: YES