

Texas TeleSys, Inc.

Your Telecom Solution! 512.468.8392

Resetting a Mailbox Password

Feature 983

Log:

(Password) *See Below*

For 2 Digit Extensions 120000

For 3 Digit Extensions 1020000

For 4 Digit Extensions 10020000

System Displays MBOX AA OTHER

Press MBOX.

System Displays Mailbox Admin

Press CHANGE.

Enter Mailbox#

System Displays Password

RESET NEXT

Press RESET to change password.

System Displays Password Reset

RESET NEXT

Press NEXT 3 Times to Change **Name** on Voice Mail for the Company Directory

To Change name, use dial pad to enter letters and press # to go to next letter.

Once you have RESET the password, at your own Phone,

Enter Feature 981 and enter 0000 for your password and it will prompt you to change it to a new password.

Press RELEASE to end.

Please call if you have any questions.