

# Re-Initialize Password for Merlin Legend Mail

## How do I modify a mailbox?

1. Dial into voice mail.
2. Dial System Administrator's extension number and # (default is 9997).
3. Dial the first System Administrator's password and #.
4. Dial **9** for the Administration menu.
5. Dial second System Administrator's password and #.
6. Dial **4** for mailboxes.
7. Dial **6** to modify a mailbox.
  - Dial 1 to Modify Name.
  - Dial 2 to Modify Class of Service.
  - Dial 3 to Initialize Password.
8. Dial the extension number to be administered and #.
9. Dial **\*\*9** to exit the voice mail system.