

How to Change a Password for Partner Mail VS

How to Change a Mailbox Password (current password is known):

1. Press [Intercom] [7] [7] [7], enter extension number and press [#].
 2. Enter current Password and [#].
 3. Press [5] to change your Password.
 4. Enter up to four digits for the new Password followed by [#].
 5. Enter the new Password again followed by [#].
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How to Change a Mailbox Password (current password is lost/forgotten):

If a subscriber forgets the password for his or her mailbox, you can reinitialize the password to the factory setting of 1234 so the user can retrieve messages. Remind the subscriber to change the password immediately after logging in for the first time.

To reinitialize a mailbox password

1. Press intercom [7] [7] [7] or the pre programmed voice mail access button.
2. Press [9] [9] [#].
3. Enter administrative password and press [#].
4. Press [9]
5. Listen for system menu. Press [4] for mailboxes.

The prompt will ask you for mailbox (extension) number.

6. Enter mailbox number and [#].
7. Listen to prompt and press [3].

The password has been reinitialized back to the default setting of 1234

8. Hang up or press [*] [*] [9] to exit voice mail.

The owner of the mailbox can now access their mailbox. It is recommended that they change their password from the default setting to something different.