

How to Reset a Password or Reinitialize a Mailbox with Partner Voice Messaging:

You cannot use this procedure to reinitialize the System Manager's password for mailbox 0. If you change the System Manager's password and forget it, please contact our office for instructions for how to reset the password.

To **reinitialize a password** to 1234:

1. Press intercom (7) (7) (7) or the pre programmed voice mail access button.
2. Press (0) followed by the system password. Example (0 1 2 3 4)
3. Press (9) followed by the **mailbox number** to reinitialize a password.

The system plays: "The password has been reinitialized."

4. Repeat step 3 as necessary for another mailbox to be reinitialized.
 5. Hang up or press (*) (*) (9) to exit programming.
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To prepare a previously used mailbox for a new subscriber, you can reinitialize the mailbox. This procedure deletes any messages left in the mailbox and turns off the phone's message light (if on), erases the personal greeting (if recorded), and changes the password back to the factory setting (1234).

To **reinitialize a mailbox**:

1. Press intercom (7) (7) (7) or the pre programmed voice mail access button.
2. Press (0) followed by the system password. Example (0 1 2 3 4)
3. Press (6) to Initialize Mailboxes

The system plays: " **Caution:** Initializing a mailbox erases its greeting and messages. To exit without making any changes, press (*) (7)."

4. Enter the number of the mailbox you want to reinitialize. Example (for mailbox 1, press 1, for mailbox 2 press 2.) The system plays: "Reinitialized."
5. Repeat step 4 as necessary to reinitialize more mailboxes.
6. Hang up or press (*) (*) (9) to exit programming.