

How do I check or change someone's Voicemail Box Password, as a supervisor?

At Main Banner Screen press F10 - system will beep -
input password - PW = (enter your administrator password)
Press Enter

At Main Screen - Main Menu - top

- 1) Display line Status
- 2) Box Information
- 3) System Information
- 4) Exist this program

Use the arrow key to go to Box information

Press Enter

Menu =

- 1) Mail Box
- 2) Question Box

Enter Mail Box –

And Input Box # -

Press Enter - this should jump to the Mail box information screen –

on the right hand screen below the last name line - PW will be shown here –

Record PW or enter new PS -

F10 takes you back to Main mail Box menu -

Exits and saves changes

F10 goes to Main Menu –

Go to Display line status –

Press Enter - takes you out of system programming -