

# Voicemail Reset Instructions

1. From your work phone, call the Helpdesk (ext. 77700) and request that telephone password be reset to the default and the mailbox be set for self enrollment.



2. Pick up the receiver of your phone and press the **MESSAGES** button.



3. The default password is **12345**.
4. You will be welcomed to the system and asked to add your recorded name, personal greeting, and to change your password.

**NOTE:** The new password should be 3 - 5 digits.