



## RESET MAILBOX PASSWORD BCM

This programming should be performed on a set that has 3 grey keys underneath the display (if you do not have one of these sets, please call for the appropriate programming template)

This programming does not have to be completed using the phone that has the issue; this can be completed from almost any phone on the system

Programming must be done when phone is idle (no calls incoming or on hold)

The handset is to be left in the cradle while programming

Press **FEATURE 983**

Enter **738662**

Press **OK**

Enter **266344**

Press **OK**

Press **MBOX**

Press **CHANGE**

Using the keypad **enter the mailbox number that requires password reset**

Note: Reception main mailbox or general delivery mailbox # will usually be

**100** (for systems with 3 digit ext#s)

Press **RESET**

Now press the **RELEASE** key (RLS )

The mailbox password has now been reset to '0000'

You can now go to the set that has had the mailbox password reset and access the mailbox using the password '0000', you will then be prompted to change the password immediately.