

# Memorandum

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## HOW TO RESET A MAILBOX PASSWORD

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1. **Make sure you are at a 7310 phone (has 3 buttons under the display)**
2. **Press Feature 983 display will show LOG:**
3. **Enter password, if you have 2 digit extension numbers then the pass should be 120000, if 3 digits then pass is 1020000, and if 4 digits then 10020000 and press OK.**
4. **Then press MBOX**
5. **Then press CHG**
6. **Then enter mailbox number (should be same as extension)**
7. **Then press RESET**
8. **Then Press RLS key**
9. **This should reset the mailbox password to 0000**