

## Avaya IP Office Basic/Partner/Quick How to Reset Any Mail Box Password Telquest Tech Support

**This will reset the Voicemail Password to be blank. (No Password)**

### **1408/1416/9504/9508 Phone**

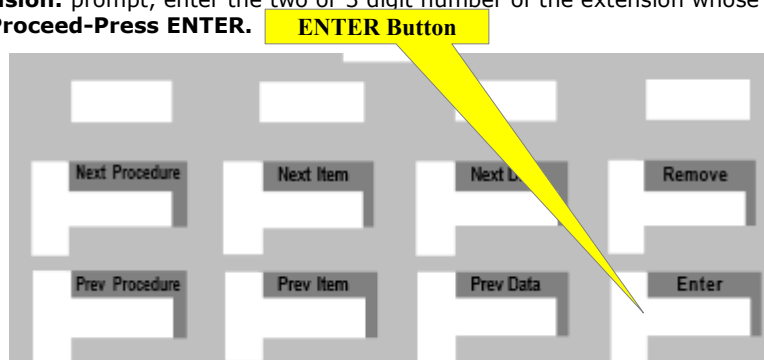
1. At either of the first two extensions on the system, with the phone idle, press the button below LCD **Admin**.
  2. Use the up or down arrow buttons to scroll the display to **System Administration**. When shown, press **Select**.
  3. Dial **#325**. The display shows **Reset Voice Mail Pwd**.
  4. At the **Extension:** prompt enter the two or 3 digit number of the extension whose mail box is to be reset.
  5. Press **Proceed**.
- Exit programming by pressing **PHONE/EXIT**. Alternatively use the **Back** button to move to another menu.

### **M7324/M7324N/M7310/M7310N/T7316/T7316E Phone**

1. At either of the first two extensions on the system, with the phone idle, press **Feature \*\*config (Feature \*\*266344)**.
  - If the system has a system password set and it is requested. Enter the password.
  2. The phone displays **System Admin**.
  3. Dial **#325**. The display shows **Reset VM Pwd**.
  4. At the **Extension:** prompt enter the two or 3 digit number of the extension whose mail box is to be reset.
  5. Press **Enter**.
- To exit phone based administration at any time, press the **Release** button.

### **Avaya 18d and 34d Phone**

1. At either of the first two extensions on the system, with the phone idle, press the **FEATURE** button and dial 00.
2. Press the **LEFT INTERCOM** button twice and you will see **System Administration:** in the display.
3. Dial **#325**. (**POUND 325**) The display shows **Reset Voice Mail Pwd**.
4. At the displays **Extension:** prompt, enter the two or 3 digit number of the extension whose mail box is to be reset.
5. The display will say **Proceed-Press ENTER**.



- Exit programming by pressing **FEATURE** button and dialing 00.

**The User of the phone should put a new Password in ASAP.**

**From the phone whose Password has been reset:**

**Press one of the Intercom Buttons (a=, b=) and dial 777**

**Dial \*04 (STAR 0 4)**

**When it asks you to enter your current Access Code, press # (POUND)**

**Next, enter your new Access Code (Password) followed a #. (POUND)**

**Your Voice Mail Access Code/Password has been changed.**

**Test it.**

Avaya 34d Telephone ENTER button location:

