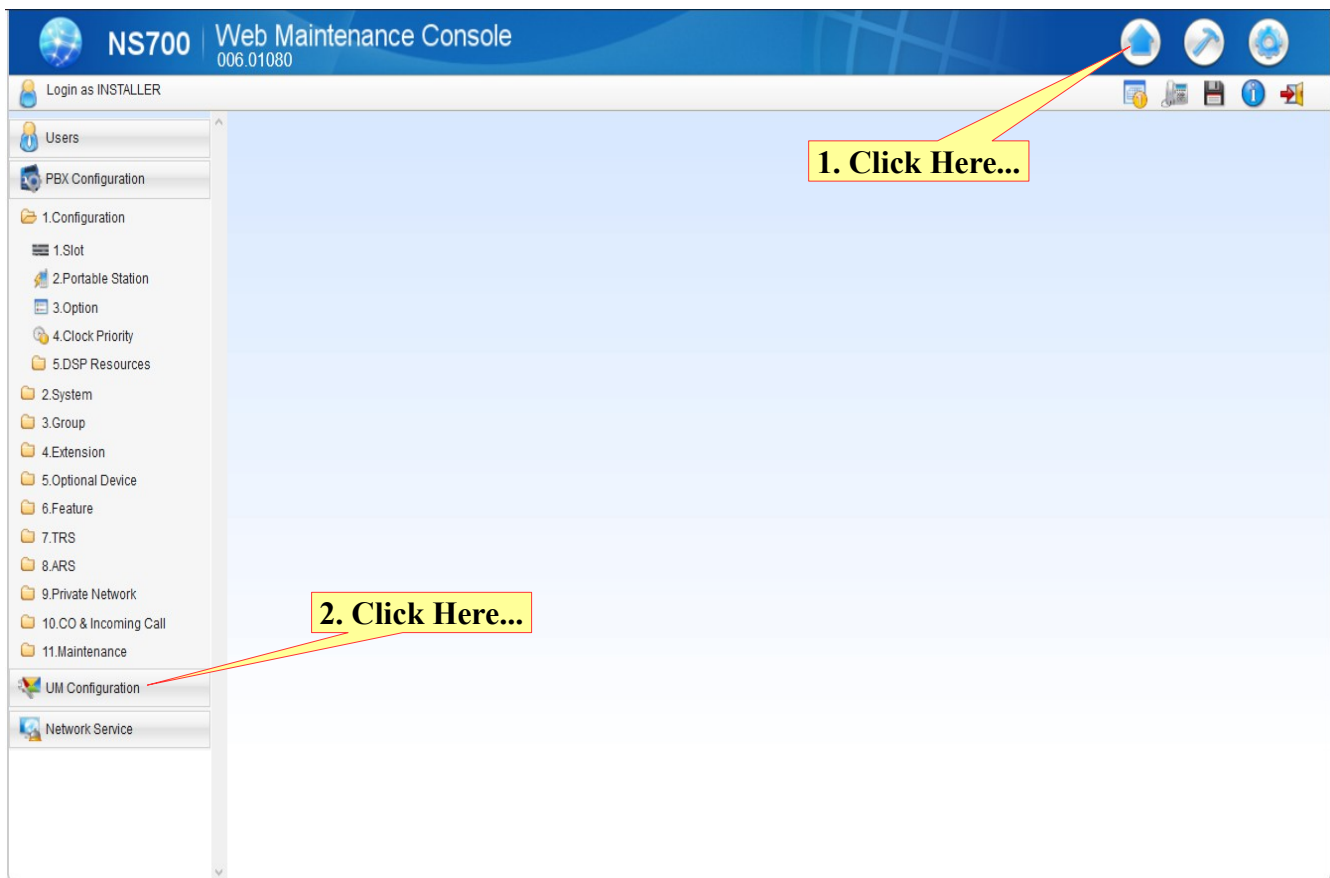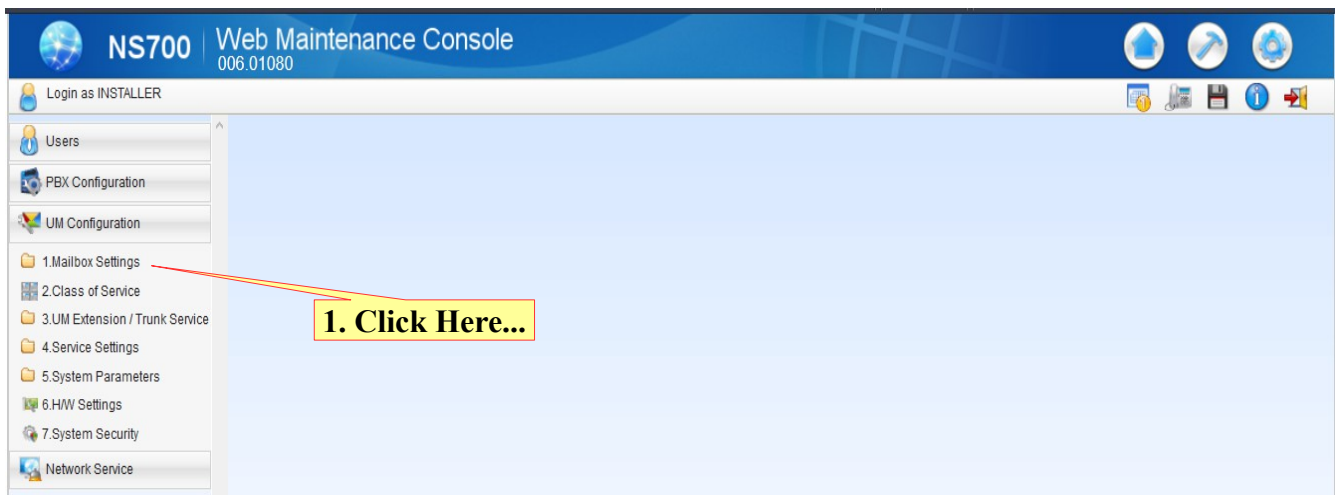TelQuest International
973-808-4588

Panasonic NS-700
Administer Mailbox Passwords
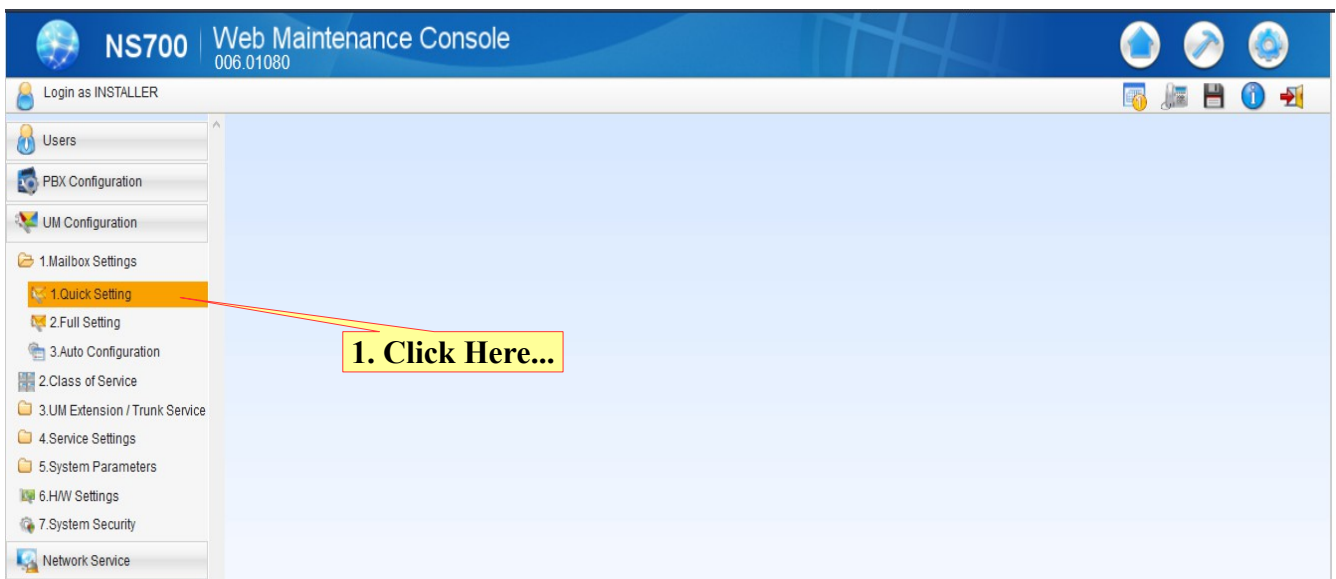# Telquest Tech Support

This Help Sheet explains how to change the password for a mailbox.

In this example, I will be changing the Password for Extension 101.

Page 2

Next screen:

1. Click/Check Here...

Remember, I am changing Extension 101.

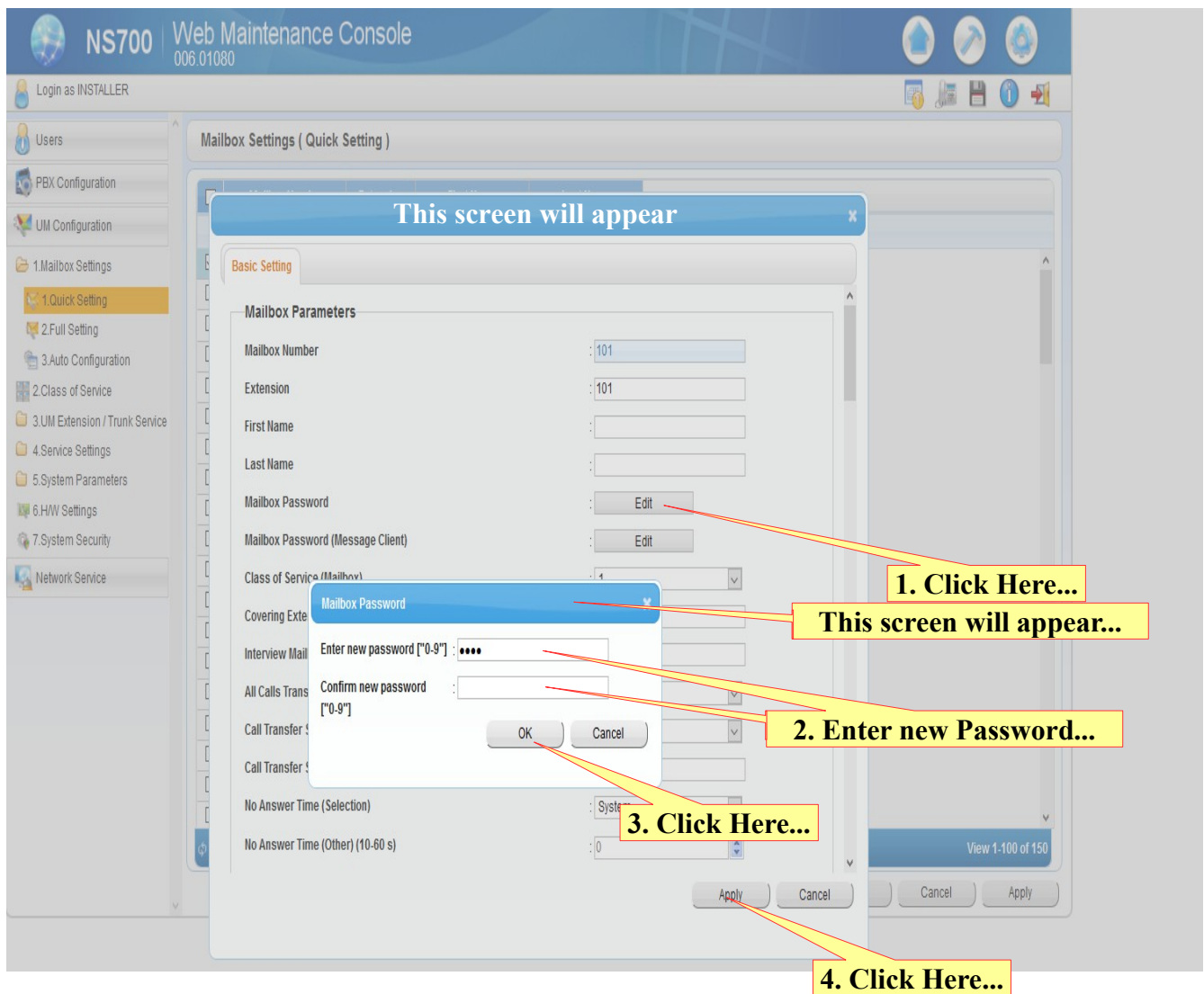**Be sure you select the correct Extension in your case.**

2. Click Here...

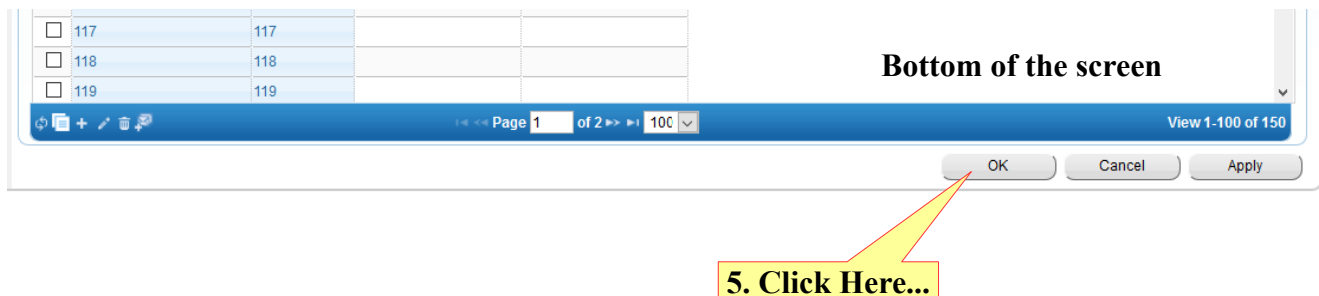**Close up view: Pencil Icon**

2. Click Here...

When entering a new password, please do not use 1234 or anything simple.

You are only making it too easy for hackers to get into your system and cause problems.

When you are done changing any extensions password, call into the Voice Mail System and test it.

To Test:

Go to the phone/extension that you changed the Password.

Press the Intercom button and dial 500.

The Voice Mail System will ask you for the password.

If the new Password is accepted, you are done.

If it is not accepted, go through the Help Sheets again and do it over.