

## How to change a password on STS and STSe Flash Voicemail Systems

Press **VMAIL** or **450** on your phone or call your main number.

Press \* (star) and then # (pound).

Enter Mailbox #00

Enter password 9#56

Press 2 for Mailbox Administration

Enter Mailbox extension to change.

Press 1 to change an access code.

Enter new password followed by # (Pound) key. (*0000 is default*).

Press On/Off Button to end programming.

### **\*\*Note \*\***

If your system has 2 digit extensions the mailbox you enter is #0.

If your system has 4 digit extensions the mailbox you enter is #000.

If you have any questions please feel free to call us @ 303-688-6191