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Business Phone Systems
Voice and Data Networks
Certified Cabling Services
Repairs and Service

Southern Telephone Service, Inc.

www.stsnetworks.com

RESETS VOICEMAIL PASSWORD BACK TO ALL ZERO'S & CHANGES DISPLAY NAME.

****call STS to get your personal System ID# (password)****

- 1. Press feature (or the symbol feature) then press 983, enter the System ID # & press OK**
- 2. Press MBOX**
- 3. Press CHNG**
- 4. Enter your mailbox/ext number**
- 5. Press RESET (resets to 0000)**
- 6. The password is reset at this time if no other changes are needed you can press release**
- 7. If you need to make additional changes press NEXT**
- 8. To change the ext number press CHNG – if you do not press NEXT and go to step 10**
- 9. Enter the new ext number and press NEXT**
- 10. If you want to change the class of service press CHNG – if you do not press NEXT and go to step 12**
- 11. Enter class of service – usually 1 and press NEXT**
- 12. If you need to change the display name press CHNG – if you do not press NEXT and go to step 15**
- 13. Enter the last name, press # #, enter the first name or initial, press OK**
- 14. Press NEXT**
- 15. If you want name in the company directory press CHNG – if not press NEXT and go to step 17**
- 16. Press NEXT**
- 17. If you want to change the message waiting notification press CHNG**
- 18. Press release**