

Voice Mail Instructions

Change your Password

Change your password immediately after you become an Intuity AUDIX subscriber. You should also continue to change your password at least once every three months.

If the system asks you to change your password as you log in, you must press **1** and begin at step 2 in the instructions below. You can change your password at any time after logging in by following the entire procedure, beginning at step 1.

1. Press **5** then **4** from the Activity Menu.
2. Enter new password (must be 5 digits) and press **#**.
3. Re-enter new password and press **#**.

Caution:

- Do not use a password that uses:
 - Ascending or descending digits (for example, 12345 or 54321)
 - The same digits (for example 00000)
 - Digits corresponding to your name or initials (for example, 56467 for Johns)
 - Current year (for example, 19931)
 - The same number as your extension (for example, extension 3455, password 34551)
 - Reverse extension (for example, extension 3455, password 55431)
 - Numbers that identify you, such as your social security number, employee ID, room number, or department

Also, **do not** put your password on a programmable function key or speed-dial key.