

VOICE MAIL PASSCODE RESET

DIAL-IN INSTRUCTIONS

- Dial your voice portal access number, or use the 'messages' button on your device to access the voice portal
- Enter the mailbox ID, enter the 10-digit phone number, followed by #
- When prompted, enter new passcode, followed by #
- Press 8 for passcode options.
- Follow prompts to change and save the new passcode.

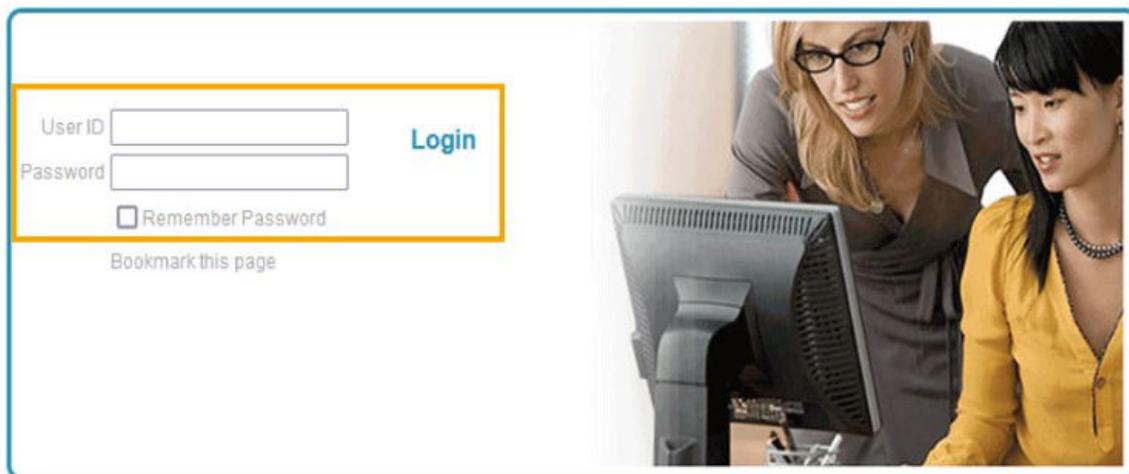
PASSCODE RULES

For security purposes, your passcode must be between 6 and 8 digits, and must not contain:

- More than 2 repeated digits
- More than 2 consecutive digits
- Your own extension or phone number
- The reverse of your extension or phone number
- Your previous passcode
- The reverse of your previous passcode

USER PORTAL INSTRUCTIONS

STEP 1: To change the Business Voice with Webex voicemail passcode, simply access the portal at <http://bwbs.comporium.com> and log in.

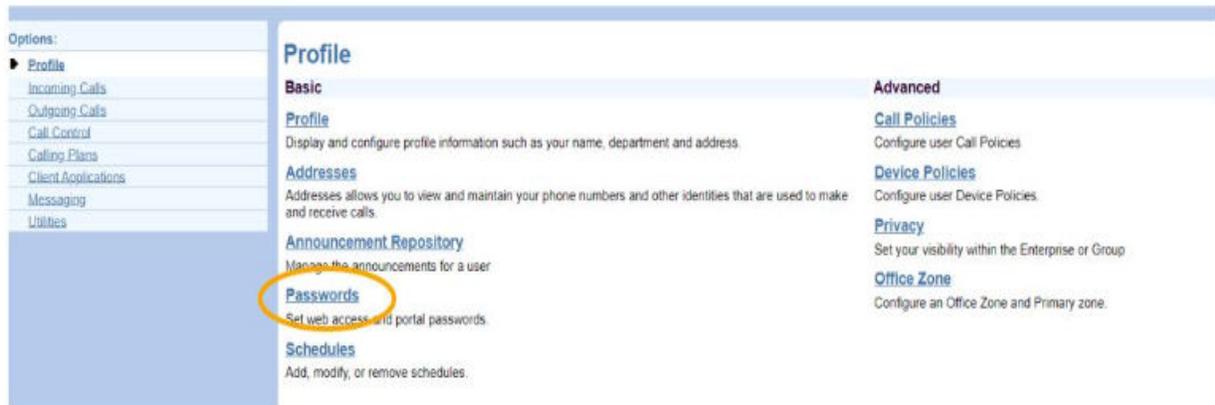


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USER PORTAL INSTRUCTIONS

STEP 2: After logging into the portal, navigate to the **Profile** page and select 'Passwords' from the list options



STEP 3: In the **Passwords** section, click on 'Set portal password.' Then, enter your current password followed by the desired new password and confirm by re-typing it in the appropriate box.



Note: Click 'Apply' before leaving the page.