How to Change Your Audix Password

The following steps, which are a condensed version of the Audix Voice Mail Reference Guide, will guide users through the procedures for changing the default password on the Audix messaging system. Users requiring further assistance should contact the IT Help Desk at (254)501-3103.

To change your password:

1. Dial extension 1771 to access Audix.

2. Log in to your account.

3. Enter your extension and press '#'.

4. Enter the default password and press '#'. If you do not know the default password, contact the Help Desk.

5. Press '5' to access the Main Menu.

6. Press '4' to select the Change Password option.

7. Enter your new password and press '#'.

8. Re-enter your new password and press '#' to confirm the change.

9. Hang up.