

# How to Reset Your Voicemail PIN

If you have forgotten your PIN or need to reset it, complete the following steps:

1. Log into <http://service.ringcentral.com> using Single Sign-On (SSO)
2. Click "**Settings**"
3. Click "**Phone**"
4. Scroll down until you see "**VOICEMAIL PIN**" and enter your new PIN. You will be prompted to enter it twice.
5. Click "**Save**"