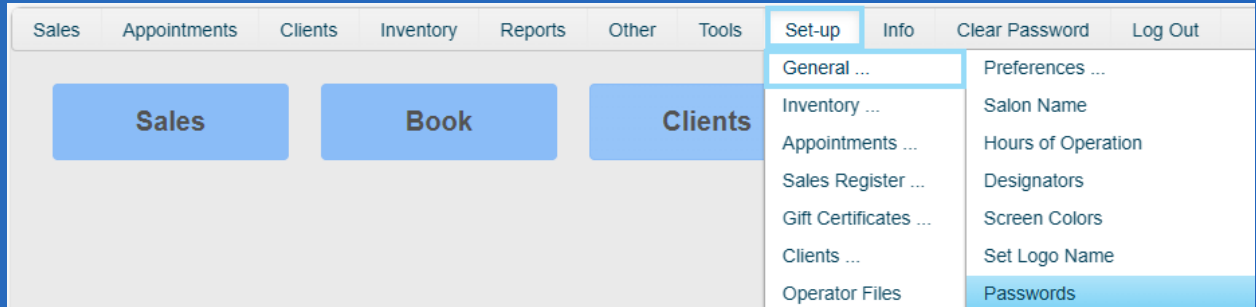# Changing a Password

1. From menu at the top of the homepage, select Setup – General – Passwords



2. When prompted, enter your "master password" user name and password and click 'Enter' on your keyboard. (*Note: If this is your first time setting up passwords, your default user name is 'master user' and your password is 'master1') It is recommended you change this password.

3. From the 'For Operator' drop down box, choose which operator you would like to change.



4. Click the 'Change' button.



5. Next, enter a new 7-character password followed by clicking 'Enter' on your keyboard and finally, click the 'Accept' button.