First Time Easy Set-Up

After log in, set up the following five options for optimum performance:

1. **Change Your Password:**
   - Required to Log In as a Subscriber. Password length can be from 1 to 8 digits.
   - Default password is 0000.

2. **Record Your Name:**
   - This recorded name plays to your callers when they are transferred through the Auto Attendant. The Automated Directory also plays your recorded name so callers receive the correct spelling.

3. **Enter Your Dial-By-Name Directory Name:**
   - You are asked to first spell, enter, and accept your Last Name, then your First Name on the Telephone Keypad. The Automated Directory uses the feature for callers who do not know your extension number but do know your name.

4. **Record Your Primary (No-Answer) Greeting:**
   - This Personal Greeting plays to your callers when you do not answer your phone.

5. **Record Your Mailbox Greeting:**
   - This Greeting plays when a Primary Greeting is not recorded and/or a call is transferred directly into your Mailbox.

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Quick Reference Guide

**Accessing Your Mailbox** (Subscriber Services Menu)

**From Your Desk**
- Press the button labeled MESSAGE or VMMSG
  - (You will be prompted to enter your Passcode)
  - Enter your Password ________
    - (Default Password: 0000)

**From Off-Site (Home, Cell Phone)**
- Dial the phone number that is answered by the Voicemail ________
  - (Your Company’s Main Greeting)
  - At the Main Greeting dial (#) plus your Subscriber (or Mailbox) number.
    - (Subscriber and Mailbox Number usually match your extension number)
  - Enter your Password ________
    - (Default Password: 0000)

**From Another Subscriber’s Phone**
- Press the button labeled MESSAGE or VMMSG or dial the Access Code.
  - Dial (#) followed by (#) and your Extension / Mailbox Number.
    - (You will be prompted to enter your Passcode)
  - Enter your Password ________
    - (Default Password: 0000)

**Alternate Off-Site for DID Users** (Home, Cell Phone)
- Dial your DID phone number.
  - Your Personal Greeting will answer in approximately 4-6 rings/
    - During your Personal Greeting dial (#) directly followed by your password.
    - (Default Password: 0000)

*Must be Authorized by System Administrator.*
**First Time Easy Set-Up**

After log in, set up the following five options for optimum performance:

1. **Change Your Password:**
   - Required to Log In as a Subscriber. Password length can be from 1 to 8 digits. Default password is 0000.

2. **Record Your Name:**
   - This recorded name plays to your callers when they are transferred through the Auto Attendant. The Automated Directory also plays your recorded name so callers receive the correct spelling.

3. **Enter Your Dial-By-Name Directory Name:**
   - You are asked to first spell, enter and accept your Last Name, then your First Name on the Telephone Keypad. The Automated Directory uses the feature for callers who do not know your extension number but do know your name.

4. **Record Your Primary (No-Answer) Greeting:**
   - This Personal Greeting plays to your callers when you do not answer your phone.

5. **Record Your Mailbox Greeting:**
   - This Greeting plays when a Primary Greeting is not recorded and/or a call is transferred directly into your Mailbox.

---

**Quick Reference Index**

- **AUTO PLAY OF MESSAGE INFORMATION**
  - Time & Date Stamp Information. This option can be turned on/off.
  - Plays new messages after you log in. This option can be turned on/off.

- **DIRECT CALL**
  - Used for placing outgoing calls while logged in.
  - This option can be turned on/off.

- **FIND ME**
  - Calls you at a series of numbers in your stored number list.

- **FOLLOW ME**
  - Changes the number where you are taking your calls.

- **LISTEN TO NEW MESSAGES**
  - When enabled, the system calls to let you know you have new messages. This option can be turned on/off.

- **PAGER NOTIFICATION**
  - When enabled the system will call your Pager to let you know you have new messages. This option can be turned on/off.

- **QUICK MEMO**
  - Quickly send a message to another Subscriber.

- **RECORD AND SEND A MESSAGE**
  - Quickly send a message to yourself.

- **STORED TELEPHONE NUMBERS**
  - Enter a list of numbers used by Follow Me, Find Me, and all Notifications.

---

**Accessing Your Desk (Subscriber Services Menu)**

- **From Your Desk**
  - Press the button labeled MESSAGE or VMMSG OR Dial the Samsung Voicemail Access Code: ________________
  - (You will be prompted to enter your Passcode)
  - Enter your Password: ________________ (Default Password: 0000)

- **From Off-Site (Home, Cell Phone)**
  - Dial the phone number that is answered by the Voicemail: ________________
  - At the Main Greeting dial [#] plus your Subscriber (or Mailbox) number. (Subscriber and Mailbox Number usually match your extension number)
  - Enter your Password: ________________ (Default Password: 0000)

- **From Another Subscriber’s Phone**
  - Press the button labeled MESSAGE or VMMSG OR dial the Access Code.
  - Dial [#] followed by [#] and your Extension / Mailbox Number.
  - (You will be prompted to enter your Passcode)
  - Enter your Password: ________________ (Default Password: 0000)

**Alternate Off-Site for DID Users (Home, Cell Phone)**

- Dial your DID phone number.
  - Your Personal Greeting will answer in approximately 4-6 rings
  - During your Personal Greeting dial [#] directly followed by your password.
  - (Default Password: 0000)
First Time Easy Set-Up

After log in, set up the following five options for optimum performance:

1. Change Your Password: _________________ [4][7][1]
   Required to Log In as a Subscriber. Password length can be from 1 to 8 digits. Default password is 0000.

2. Record Your Name: _________________ [4][7][2]
   This recorded name plays to your callers when they are transferred through the Auto Attendant. The Automated Directory also plays your recorded name so callers receive the correct spelling.

3. Enter Your Dial-By-Name Directory Name: _________________ [4][7][3]
   You are asked to first spell, enter and accept your Last Name, then your First Name on the Telephone Keypad. The Automated Directory uses the feature for callers who do not know your extension number but do know your name.

4. Record Your Primary (No-Answer) Greeting: _________________ [5][1]
   This Personal Greeting plays to your callers when you do not answer your phone*.

5. Record Your Mailbox Greeting: _________________ [5][7]
   This Greeting plays when a Primary Greeting is not recorded and/or a call is transferred directly into your Mailbox.

*Must be Authorized by System Administrator

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| **Time & Date Stamp Information. This option can be turned on/off.** | [4][5][6] |
| **AUTO PLAY NEW MESSAGES** | [4][5][6] |
| Plays new messages after you log in. This option can be turned on/off. | [4][5][6] |

**DIRECT CALL**

Used for placing outgoing calls while logged in.

**EXTENDED PROMPTING**

This option can be turned on/off.

**FIND ME**

Calls you at a series of numbers in your stored number list.

**FOLLOW ME**

Changes the number where you are taking your calls.

**LISTEN TO NEW MESSAGES**

[1]

**LISTEN TO SAVED MESSAGES**

[3]

**MESSAGE ALERT**

[4][3][1]
When enabled, the system calls to let you know you have new messages. This option can be turned on/off.

**PAGER NOTIFICATION**

[4][3][2]
When enabled the system will call your Pager to let you know you have new messages. This option can be turned on/off.

**QUICK MEMO**

[4][3][2][MAILBOX 4]

Quickly send a message to another Subscriber.

**RECORD AND SEND A MESSAGE**

[2]

**RENDER**

[4][3][4]

Quickly send a message to yourself.

**STORED TELEPHONE NUMBERS**

[4][3][2]

Enter a list of numbers used by Follow Me, Find Me, and all Notifications.

**UNDELETE MESSAGES**

[4][3][3]

Deleted messages can be recovered any time before Daily Maintenance time, scheduled by the System Administrator. The default time is 3 a.m.

Accessing Your Desk (Subscriber Services Menu)

From Your Desk

- Press the button labeled MESSAGE or VMMSG
  OR
  Dial the Samsung Voicemail Access Code: _________________
  (You will be prompted to enter your Passcode)
  Enter your Password: _________________
  (Default Password: 0000)

From Off-Site (Home, Cell Phone)

- Dial the phone number that is answered by the Voicemail: _________________
  (Your Company’s Main Greeting)
  At the Main Greeting dial (#) plus your Subscriber (or Mailbox) number.
  (Subscriber and Mailbox Number usually match your extension number)
  Enter your Password: _________________
  (Default Password: 0000)

From Another Subscriber’s Phone

- Press the button labeled MESSAGE or VMMSG or dial the Access Code.
  Dial (#) followed by (#) and your Extension / Mailbox Number.
  (You will be prompted to enter your Passcode)
  Enter your Password: _________________
  (Default Password: 0000)

Alternate Off-Site for DID Users (Home, Cell Phone)

- Dial your DID phone number.
  (Your Personal Greeting will answer in approximately 4-6 rings)
  Dialing your Personal Greeting dial (#) followed by your passward.
  (Default Password: 0000)

Alternate Off-Site for DID Users

- HOME (Subscriber Services Menu)
  - [6][2]
  - [6][7][3]

- From Off-Site
  - [4][6][1]

- Alternate Off-Site for DID Users (Home, Cell Phone)
  - [4][6][1]

- [4][7][3]
First Time Easy Set-Up

After log in, set up the following five options for optimum performance:

1. Change Your Password: ________________________________ [6][7][1]
   Required to Log In as a Subscriber. Password length can be from 1 to 8 digits.
   Default password is 0000.

2. Record Your Name: ________________________________ [6][7][2]
   This recorded name plays to your callers when they are transferred through the
   Auto Attendant. The Automated Directory also plays your recorded name so
   callers receive the correct spelling.

3. Enter Your Dial-By-Name Directory Name: ______________ [6][7][3]
   You are asked to first spell, enter and accept your Last Name, then your First
   Name on the Telephone Keypad. The Automated Directory uses the feature for
   callers who do not know your extension number but do know your name.

4. Record Your Primary (No-Answer) Greeting: ______________ [5][1]
   This Personal Greeting plays to your callers when you do not answer your
   phone*.

5. Record Your Mailbox Greeting: __________________________ [5][7]
   This Greeting plays when a Primary Greeting is not recorded and/or a call is
   transferred directly into your Mailbox.

*Must be Authorized by System Administrator.

Quick Reference Index

AUTO PLAY OF MESSAGE INFORMATION ........................................ [4][3][6]
   Time & Date Stamp Information. This option can be turned on/off.

AUTO PLAY NEW MESSAGES .................................................... [4][3][5]
   Plays new messages after you log in. This option can be turned on/off.

DIRECT CALL* ................................................................. [4][3][5]
   Used for placing outgoing calls while logged in.

EXTENDED PROMPTING ................................................. [4][7][2][4]
   This option can be turned on/off.

FIND ME* ................................................................. [4][3][6]
   Calls you at a series of numbers in your stored number list.

FOLLOW ME* ........................................................... [4][3][1]
   Changes the number where you are taking your calls.

LISTEN TO NEW MESSAGES ........................................... [1]

LISTEN TO SAVED MESSAGES ......................................... [3]

MESSAGE ALERT* ..................................................... [4][3][1]
   When enabled, the system calls to let you know you have new messages.
   This option can be turned on/off.

PAGER NOTIFICATION* ................................................ [4][3][2]
   When enabled the system will call your Pager to let you know you have
   new messages. This option can be turned on/off.

QUICK MEMO ................................................................. [4][3][6][1]
   Quickly send a message to another Subscriber.

RECORD AND SEND A MESSAGE ..................................... [2]
   Reminder

STORED TELEPHONE NUMBERS* .................................... [4][3][2]
   Enter a list of numbers used by Follow Me, Find Me, and all Notifications.

UNDELETE MESSAGES .................................................. [4][3][3]
   Deleted messages can be recovered any time before Daily Maintenance
   time, scheduled by the System Administrator. The default time is 3 a.m.

Accessing Your Mailbox (Subscriber Services Menu)

From Your Desk

- Press the button labeled MESSAGE or VMMSG
  OR
- Dial the Samsung Voicemail Access Code: _________________
  (You will be prompted to enter your Passcode)
  - Enter your Password: _________________
    (Default Password: 0000)

From Off-Site (Home, Cell Phone)

- Dial the phone number that is answered by the Voicemail. _________________
  (Your Company’s Main Greeting)
- At the Main Greeting dial (1) plus your Subscriber (or Mailbox) number.
  (Subscriber and Mailbox Number usually match your extension number)
  - Enter your Password: _________________
    (Default Password: 0000)

From Another Subscriber’s Phone

- Press the button labeled MESSAGE or VMMSG or dial the Access Code.
- Dial (1) and your Extension / Mailbox Number.
  (You will be prompted to enter your Passcode)
  - Enter your Password: _________________
    (Default Password: 0000)

Alternate Off-Site for DID Users (Home, Cell Phone)

- Dial your DID phone number.
  (Your Personal Greeting will answer in approximately 4-6 rings)
- During your Personal Greeting dial (1) directly followed by your password.
  (Default Password: 0000)
Functions While Listening to a Message

- Play Message
- Delete Message
- Forward Message
- Save Message
- Group Message
- Reply to Sender
- Call to Sender
- Delete Copy of Message
- Forward a Copy of Message
- Delete
- Saved
- 5 Seconds
- Change
- Play/Stop Volume
- Pause/Resume Message Playback
- Fast Forward 5 Seconds
- Change Playback Speed
- Play Menu Options
- Play Message Information
- Cancel Return to Submenu

Functions While Recording and Sending a Message

- Record a Message
- Play Menu Options
- Call Return to Submenu

NOTE: All options shown MAY NOT be authorized. If an option is not authorized, please speak to your System Administrator.
Functions While Listening to a Message

- Play Message
- Send Message
- Listen to New Messages
- Play Sent Messages
- Listen to Sent Messages
- Reply to Sender
- Call to Sender
- Delete Copy of Message
- Forward a Copy of Message
- Request Delivery
- Specify Future Delivery
- Hold Message, Then Play
- Neutral 3 Seconds
- Playback Volume
- Press Record Prompt
- Last Forward 3 Seconds
- Playback Speed
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- Play Access Coverage
- Play Menu Options
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Functions While Recording and Sending a Message

- While Recording
- Play Recording
- Stop Recording
- Record Recording
- Repeat Recording
- Menu Options
- Cancel
- While Sending
- Play Options
- Cancel
Samsung Voicemail Services Menu

NOTE: All options shown MAY NOT be authorized. If an option is not authorized, please speak to your System Administrator.
Samsung Voicemail Services Menu

NOTE: All options shown MAY NOT be authorized. If an option is not authorized, please speak to your System Administrator.