

## First Time Easy Set-Up

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

- 1 Change Your Password:**.....[#][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:**.....[#][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 get confirmation that they have selected their intended party. Note: By default you will not be included in the Dial By Name Directory if you do not record your name.
- 3 Enter Your Dial-By-Name Directory Name:**.....[#][7][3]  
You are asked to first enter (spell out) and accept your Last Name, then your First Name on the Telephone Keypad. The Automated Directory uses this feature for callers who know your name but do not know your extension number. Example for Jane Doe: Doe would be entered as [3] [6] [3] and Jane would be entered as [5] [2] [6] [3].
- 4 Record Your Primary (No-Answer) Greeting:**.....[5][1]  
This Personal Greeting plays to your callers when you do not answer your phone\*. If you are only going to record one greeting, this is generally the one greeting you should record. If you do not record this greeting a system generated greeting will tell the caller you are not available and give them the option to leave you a message or dial another extension number.
- 5 Record Your Mailbox Greeting:**.....[5][7]  
This Greeting only plays when a Primary Greeting is not recorded and/or a call is transferred directly into your Mailbox. If the Primary No-Answer Greeting is recorded this greeting is optional as it will now only be heard if a caller is transferred directly to your Mailbox.

\*There are other Personal Greetings available that can be scheduled to play for Busy, Forward All (DND), and Night Call Conditions. Ask your System Administrator for more information on Call Condition Greetings.

## Quick Reference Index

<b>AUTO PLAY OF MESSAGE INFORMATION</b> .....	[6][6]
Time & Date Stamp Information. This option can be turned on/off.	
<b>AUTO PLAY NEW MESSAGES</b> .....	[6][5]
Plays new messages after you log in. This option can be turned on/off.	
<b>DIRECT CALL*</b> .....	[#][5]
Used for placing outgoing calls while logged in.	
<b>EXTENDED PROMPTING</b> .....	[#][7][4]
This option can be turned on/off.	
<b>FIND ME*</b> .....	[4][6]
Calls you at a series of numbers in your stored number list.	
<b>FOLLOW ME*</b> .....	[4][1]
Changes the number where you are taking your calls.	
<b>LISTEN TO NEW MESSAGES</b> .....	[1]
<b>LISTEN TO SAVED MESSAGES</b> .....	[3]
<b>MESSAGE ALERT*</b> .....	[6][1]
When enabled, the system calls to let you know you have new messages. This option can be turned on/off.	
<b>PAGER NOTIFICATION*</b> .....	[6][2]
When enabled the system will call your Pager to let you know you have new messages. This option can be turned on/off.	
<b>QUICK MEMO</b> .....	[#][MAILBOX #]
Quickly send a message to another Subscriber.	
<b>RECORD AND SEND A MESSAGE</b> .....	[2]
<b>REMINDER</b> .....	[#][#]
Quickly send a message to yourself.	
<b>STORED TELEPHONE NUMBERS*</b> .....	[#][2]
Enter a list of numbers used by Follow Me, Find Me, and all Notifications.	
<b>UNDELETE MESSAGES</b> .....	[6][3]
Deleted messages can be recovered any time before Daily Maintenance time, scheduled by the System Administrator. The default time is 3 a.m.	

\*Must be Authorized by System Administrator.



## Samsung Voicemail QUICK REFERENCE GUIDE



## Accessing Your Mailbox (Subscriber Services Menu)

### From Your Desk

- Press the button labeled **MESSAGE** or **VMMMSG**  
OR
- Dial SVM Access Code: \_\_\_\_\_  
(You will be prompted to enter your Password)
- Enter your Password: \_\_\_\_\_  
(Default Password: 0000)

### From Off-Site (Home, Cell Phone)

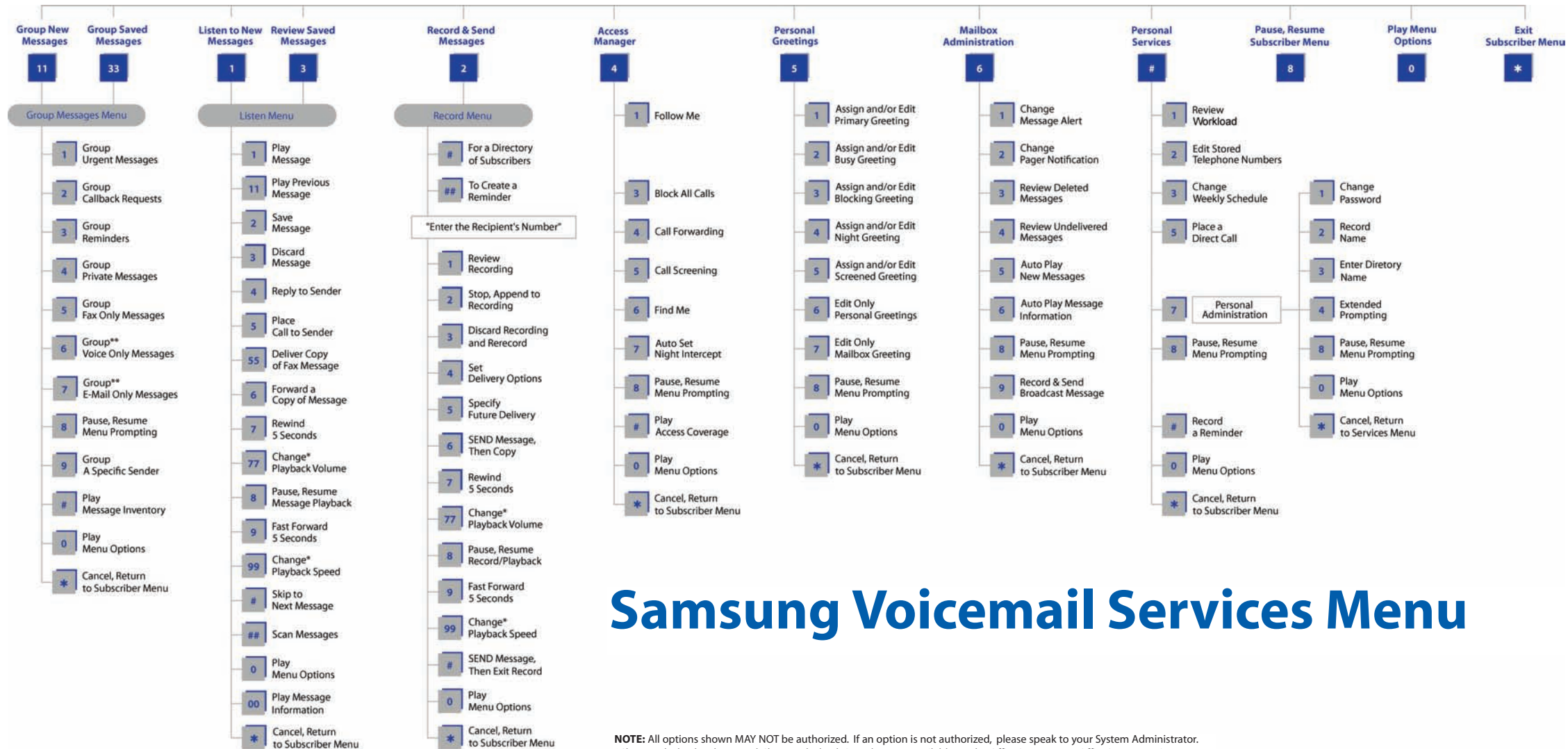
- Dial the phone number that is answered by the SVM. \_\_\_\_\_  
(Your Company's Main Greeting)
- At the Main Greeting dial [#] plus your Subscriber (or Mailbox) number.  
(Subscriber and Mailbox Number usually match your extension number)
- Enter your Password: \_\_\_\_\_  
(Default Password: 0000)

### From Another Subscriber's Phone

- Press the button labeled **MESSAGE** or **VMMMSG** or dial **SVM Access Code**.
- Dial [\*] followed by [#] and your Extension / Mailbox Number.  
(You will be prompted to enter your Password)
- 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)



# Samsung Voicemail Services Menu

**NOTE:** All options shown MAY NOT be authorized. If an option is not authorized, please speak to your System Administrator.  
 \*Change Playback Volume and Change Playback Speed are not available on the OfficeServ 7100 or OfficeServ IP-UMS.  
 \*\*Group Voice Only Messages and Group E-Mail Only Messages are only available on the OfficeServ IP-UMS.

## Functions While Listening to a Message



## Functions While Recording and Sending a Message

