

## **Samsung Voicemail Setup and Access Hints For the Samsung 7000 series**

### To set-up your voicemail box:

- Press **Voicemail** key.
- Enter **Password**. (Default is 0000)  
Password can be 1 to 8 digits
- To change your **Password**
  - Dial [#] [7] [1]
- To record your **Name**
  - Dial [#] [7] [2]
- To change your **“Dial by name”**
  - Dial [#] [7] [3]
- To record your **“Primary No Answer”** greeting  
*This Personal greeting plays to your callers when you do not answer your phone.*
  - Dial [5] [1]

### To check your voicemail remotely

#### **If the auto attendant answers:**

- Press [#] immediately followed by your mailbox number.
- You will be prompted for your password.

#### **If a person answers the phone:**

- The person who answered should press **[XFER VM]** your extension and then hang up.
- Upon hearing your voicemail greeting press [\*]
- You will hear the Main System greeting.
- Press [#] immediately followed by your mailbox number.
- You will be prompted for your password.

#### **To check your voicemail from an extension that is not your own.**

- With or without lifting the handset, press the **[Vmail]** key.
- Upon hearing the stations voicemail greeting press [\*]
- You will hear the Main System greeting
- Press [#] immediately followed by your mailbox number.
- You will be prompted for your password.

### **To Activate Outdial Notification**

Log into your voicemail box. From the Main Menu:

**6** Mailbox Administration

**1** Message Alert Options

**1** Voice Message Delivery

**3** To change the phone number

Enter your phone number followed by the # key.

To cancel outdial notification, follow the steps above, but instead of entering your phone number, press #.

### Voicemail messaging options.

#### **While listening to your messages:**

- [1] Play** message
- [2] Save** the current playing message
- [3] Delete** the current playing message
- [4] Reply** to the message sender (*You may only reply if the message was sent by another voicemail subscriber*)
- [5] Return call to the message sender** (*A call will be placed to the internal extension leaving the message or to the external caller based on the “Caller I.D.” information the telephone system received from the telephone company. The message will be kept as a “New” message in your mailbox until you “Save” or “Delete” it*)
- [6] Forward a copy** (*Allows you to forward a copy of the message to another voicemail subscriber on the system*)
- [7] Rewind** the message you are listening to (5 secs.)
- [8] Pause** / Restart the message
- [9] Fast Forward** the message you are listening to (5 secs.)

#### **Additional options while listening to your messages:**

**[#]** Skip the message and move to next message

**[7] [7]** Change message volume (*This may only be done while message is playing*)

**[9] [9]** Change playback speed *This may only be done while message is playing*

**[0] [0]** Replay message information

***While listening to your messages you may also complete the above options utilizing the “Softkey” menus presented in your telephones display. To display expanded message options use the [SCROLL] button.***