



Setting Up Your Personal Voice Mail Outgoing Greetings

Page 1 of 2

In order for your voice mail to properly work, all of these options **MUST** be completed!!

Please have your Samsung SVMl voice mail user guide available for more details.

ACCESSING YOUR MAILBOX FROM YOUR PHONE:

1. Lift the telephone handset and press the VM-Button.
2. When prompted enter your password (the default password is 0000)
3. Follow the listed options.

A. RECORD YOUR FIRST & LAST NAME:

Dial “#, 7, 2”:

NOTE: Remember – If you are redoing this option you **MUST** press 3 to delete your existing recording before re-recording. Otherwise, your new recording will be attached to your old recording.

Follow the audio prompts.

Sample Script: JANE DOE.

Press “#” to save your recording.

B. ENTER YOUR DIAL-BY-NAME DIRECTORY NAME:

Dial “#, 7, 3”:

You will be asked to first spell and then accept your Last Name followed by your First Name via the telephone Keypad.

Example: Smith (7, 6, 4, 8, 4); Bob (2, 6, 2)



Setting Up Your Personal Voice Mail Outgoing Greetings

Page 2 of 2

C. RECORD YOUR PRIMARY NO-ANSWER GREETING:

Dial "5, 1":

NOTE: Remember – If you are redoing this option you **MUST** press 3 to delete your existing recording before re-recording. Otherwise, your new recording will be attached to your old recording.

Follow the audio prompts.

Sample Script: You have reached the desk of (First & Last Name) at extension _____. At the tone please leave your full name, telephone number, including the area code and a detailed message, and I will return your call as soon as possible. If you require further assistance please press zero now.

Press “#” to save your recording.

D. RECORD YOUR MAILBOX GREETING:

Dial "5, 7":

NOTE: Remember – If you are redoing this option you **MUST** press 3 to delete your existing recording before re-recording. Otherwise, your new recording will be attached to your old recording.

Follow the audio prompts.

You have reached the voice mail of (First & Last Name) at extension _____. At the tone please leave your full name, telephone number, including the area code and a detailed message, and I will return your call as soon as possible. If you require further assistance please press zero.

Press “#” to save your recording.

Congratulations! You are finished.