



SAMSUNG QUICK REFERENCE GUIDE For Using Cadence Lite Voicemail

GETTING STARTED Using Cadence Lite Voicemail

- **To Record Personal Greeting.**
- Press "Message or MSG" key.
- Enter password (Default password is 0000)
- Dial 5.
- Record greeting, when finished dial 2 to stop recording
- Dial 1 to playback
- Press # to save (please make sure you hear the prompt "SAVED" before hanging up)

- **To Record your name.**
- Press "Message or MSG" key.
- Enter password.
- Dial #
- Press 2
- Record your name, when finished dial 2 to stop recording
- Dial 1 to playback
- Press # to save (please make sure you hear the prompt "SAVED" before hanging up)

Select your forwarding

Fwd All = All calls to go straight to Voicemail without ringing phone.

Fwd N/A = Calls will go to Voicemail after 15 seconds.

WHAT HAPPENS TO MY CALLS?

Your phone is now defaulted to be answered by your voicemail if you have not answered your calls within 15 seconds (4 rings). In your greeting, include an option for caller to dial "0" before the tone to be transferred to reception.

EXAMPLE GREETINGS THAT YOU CAN USE

When you are in the office:

This is John Citizen. I'm sorry I haven't answered your call personally but I am in the office today and probably on another call or away from my desk briefly. Please leave a message after the tone, and I will return your call as soon as possible or, to return to reception, dial "0" now. Thank you.

Before going into a meeting or leaving the office

Hi this is John Citizen. It's Monday, 10th of October and I will be in a meeting from 9am until 2pm. Please dial "0" now if you would like to go back to reception, otherwise leave your message after the tone and you can expect a return phone call after 2pm today. Thank you.

When you are away on holidays:

You have reached the voicemail of John Citizen. It is now (DAY & DATE), I am away on holidays until (DAY & DATE). I will return your call until such time or, to speak to someone else in the office, please press "0" now. Thank you.

Note: Default passcode is 0000



SAMSUNG QUICK REFERENCE GUIDE For Using Cadence Lite Voicemail

TO LISTEN TO YOUR MESSAGE(S)

When you have message(s) left in your voicemail, the MESSAGE light will flash and the screen on your phone will display the number of new messages.

To listen your messages when in the office:

- Press MESSAGE key
- All new and saved messages will be then played.
- Note the menu options displayed on your screen while you play your messages. Press the soft keys under the screen to select the option. Press SCROLL key to display further menu options.

To listen your messages from outside the office:

- Dial **XXXX XXXX**
- Press # and your extension number
- Enter password and follow prompts as normal.

TO LEAVE A MESSAGE FOR ANOTHER MAILBOX (QUICK MEMO!)

- Press “#” key and the extension number of the person you are leaving the message for
- Begin recording your message after the tone
- Hang up

TO LEAVE YOURSELF A REMINDER

You can use your voicemail to leave yourself a quick reminder message. When you use the following instructions to record your memo, your MESSAGE key will flash and your display will show number of new messages received.

- On your own handset, press # followed by your extension no. and begin recording after the tone
- Hang up

TO CHANGE YOUR PASSCODE

This is recommended all voicemail system has a default passcode which everyone knows!

- Press "Message or MSG" key
- If there is a new message in your voicemail which you have not retrieved, press # twice
- You will hear the prompt "Personal Administration"
- Press 1
- When prompted, enter current password (4 digits)
- When prompted, enter NEW password (4 digits)
- When prompted again, re-enter your new password to confirm
- Hang up