



SAMSUNG QUICK REFERENCE GUIDE For Recording Auto Attendant Messages

GETTING STARTED Recording AA Messages

Please read thoroughly before commencing because messages can be accidentally deleted and permanently lost if you are not careful.

To Listen To The Messages.

- 1. Press the AAPLAY key.*
- 2. Press 3951.*
- 3. It will then display 01 and will play from message 01 to the end off all the messages. To know which message is playing while you are listening, you can look at the screen and it will toggle through the message numbers.*
- 4. You will need to note the message that you would like to record over, keeping in mind that the messages following the one you record over will be deleted.*

To Record The New Message.

- 1. Pick up the handset*
- 2. You will need to press the AAREC key.*
- 3. It will then prompt you for a password enter 9876 or 4321.*
- 4. It will then ask you for a source so you will need to press the key directly under "handset" option on the screen.*
- 5. You will need to enter 3951.*
- 6. You can now enter the message number you wish to record i.e. 07 or 02. *Make sure you press the correct number because all the following messages will be deleted and will need to be recorded again.* Immediately after pressing the number you have to start talking and must hang the phone up directly after you have finished with the message. Once this has been recorded you can listen to the new message by pressing the AAPLAY key. Don't forget to record the deleted messages if any have been deleted.*
- 7. If you have deleted some messages then you will have to hang up the phone and start steps 1 to 5 again.*