



SAMSUNG QUICK REFERENCE GUIDE For SVM800 Voicemail

GETTING STARTED Using SVM800 Voicemail

Record your greeting

- Lift handset and MESSAGE key
- Passcode = 1234
- Dial 3
- Dial 3 again and upon hearing the pip tone, start recording your greeting. Leave a 2 seconds pause before pressing * to finish recording
- Press * to finish

To listen to your recorded message = Press 4

To rerecord your greeting = Press 3

Example greetings

When you are in the office:

You have reached the voicemail of John Citizen. 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.

OR

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.

TO LISTEN TO YOUR MESSAGE(S)

- Press MESSAGE
- Enter passcode - 1234
- Dial 1

Menu Options:

- 1 - to transfer
- 3 - for verification of recording time
- 4 - to rewind
- 5 - to pause
- 6 - to advance
- 7 - to save and next message
- 8 - to listen to the message again
- 9 - to erase and next message

From OUTSIDE office:

- Dial **XXXX XXXX**
- Press * then your extension number
- Enter passcode (1234)
- Dial 1 to listen to your messages

TO TRANSFER A MESSAGE TO ANOTHER MAILBOX

During or after the message:

- Dial 1
- Enter the extension number you wish to transfer the message to
- If you wish to leave a preceding message, dial 1, record message and press * to finish, OTHERWISE dial 2 to continue with transfer
- Press 1 to confirm
- Hang up



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TO LEAVE A MESSAGE FOR ANOTHER MAILBOX

- Press RECORD key
- Start recording your message when you hear the pip tone
- Press * when you finish
- Dial 7
- Dial the extension number
- Dial 1 to send and hear confirmation tone
- Hang up

TO BROADCAST A MESSAGE

- Press RECORD key
- Start recording your message when you hear the pip tone
- Press * when you finish
- Dial 3
- Dial the extension number(s)
- Press *
- Dial 1 to send and hear confirmation tone
- Hang up

TO CHANGE YOUR GREETING AT ANY TIME

- Lift handset and press MESSAGE key
- Enter passcode
- Dial 3
- Dial 3 again and upon hearing the pip tone, start recording your greeting. Leave a 2 seconds pause before pressing * to finish recording
- Press * to finish

To listen to your recorded message = Press 4

To rerecord your greeting = Press 3

- Hang up

TO CHANGE YOUR PASSCODE

- Press MESSAGE Key
- Enter current password (Default 1234)
- Dial 5
- Dial 2
- Enter current password (Default 1234)
- Enter new 4-digit password
- Enter new 4-digit password AGAIN
- Hear confirmation
- Hang up