

Reliance

Telephone Systems, Inc.

Samsung Voicemail Setup



To avoid missing calls, complete the entire checklist.

Log into your voicemail box for the first time by pressing the **Message** key on your phone. When prompted for a password, dial _____

Step 1: Change Your Password

The system will prompt you to enter your new password. We recommend using a password that will be hard for anyone to guess so that your mailbox is secure. The password can be up to eight digits long, but cannot contain repeated or sequential digits. For example, 0000 or 1234 will not work.

- Dial the new password, followed by the **#** sign.
- Dial **1** to accept the new password.

Step 2: Record Your Name

- Dial **#72** to begin.
- Record your name at the tone. Press **2** when you are finished.
- Press the **#** key to save your recording.

Step 3: Enter Your Name In The Directory

- Dial **#73** to begin.
- Dial **2** to start entering your name
- Spell your **Last** name, using the letters on the keypad. Press **#1** when finished.
- Spell your **First** name, using the letters on the keypad. Press **#1** when finished.

Step 4: Record Your "No Answer" Message

This message will be played to callers when you are unable to answer the phone. We recommend that you write down what you would like to say to make it easier to record the message without stumbling.

- Dial **51** to begin.
- Dial **2** to start recording.
- Record your greeting, then dial **2#1** when you are finished.

Step 5: Record Your Mailbox Message

This message will be played to callers who are transferred directly to your mailbox by the operator or by a co-worker.

- Dial **57** to begin.
- Record your message after the tone.
- Dial **2#** when you are finished recording.

Checking your messages from off-site:

You can check your voicemail messages from outside the office using any telephone.

1. Call your office number that is answered by the auto attendant greeting. This is usually your main company phone number.
2. When the automatic attendant message starts playing, press **#**, then enter your extension number (This is the 3 or 4 digit number that appears on your telephone display)
3. When your personal greeting starts playing, press **#**, then enter your password.

Alternate method for those with a direct dial extension:

1. Call your direct dial number.
2. When your personal greeting starts playing, press **#**, then enter your password.

Checking your messages from another office phone:

You can check your messages from another phone in the office.

1. Press the Message button on the telephone.
2. Press *** #**, then enter your extension number (This is the 3 or 4 digit number that appears on your telephone display)
3. Enter your password.

Having your voice messages delivered to your email inbox:

You can have your voicemails delivered directly to your email account as an audio file that plays over your computer speakers.

To activate this feature, talk to your system administrator.