

# Your Samsung Cadence Voicemail Box

## Setting up your mailbox

1. Press the MSG key or dial 529
2. Dial 9876, the default "Access Code"
3. Press 3 for mailbox options
  - a. Press 1 to record your greeting. Sample: "Hi this is John. I'm either away from my desk or on the other line. Please leave a message, and I'll return your call as soon as I can."
  - b. Press 2 to change your password
  - c. Skip option 3 ("Forwarding options")
  - d. Press 4 to type your name in for the directory
  - e. Press 5 to record your name. Example: "John Smith"

**NOTE: You MUST do steps "d" and "e" if you wish to be included in the dial-by-name directory.**

## Commonly used features

### Message playback options (During message playback)

Press 7 to rewind, press 8 to pause, and 9 to fast-forward.

Press 4 to get the message information (time/date/sender)

Press 51 to copy the message to another mailbox

Press 53 to move the message to another mailbox

### To leave a message for another employee

Press the pound (#) key, then enter the recipient's extension number.

### What the VT key does

You use this key when you find yourself saying to the caller "Would you like his voicemail?"

While the caller is on the line, press VT (Voicemail Transfer) and the recipient's extension number.

### How to check your Voicemail from outside the office

Dial your office's phone number. If the auto attendant answers simply press \* and your extension number. If the receptionist answers, have them transfer you to 529 first, then press \* and your extension number.

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