

West Noble School Corporation

Samsung Phone System

Basic Operating Instructions



TO RETREVE YOUR VOICEMAIL MESSAGES[Voice Mail][0000]

If you have a voice message, your [Voice Mail] key will be flashing. Press the [Voice Mail] key and then the default password, 0000. Follow the prompts to hear, repeat, save, or delete your voicemail. You may set your own password by following the set-up instructions below. Hang up when finished.

Voicemail – First Time Easy Set-Up

Press the [Voice Mail] key and enter the default password [0000]. Then:

TO CHANGE YOUR PASSWORD[#][7][1]

Follow the prompts. Password length can be from 1 to 8 digits.

Press the [Voice Mail] key and enter your password. Then:

TO RECORD YOUR NAME[#][7][2]

This recorded name plays to your callers when they are transferred through the Auto Attendant. Your name is played so callers get confirmation that they have selected their intended party.

TO RECORD YOUR VOICEMAIL MESSAGE[0][5][1]

This message plays to your callers when you do not answer your phone or the line is busy. For example: “You have reached the voicemail of *your name*. Please leave a message.”

