

Quick Reference Guide

How to change your Day/Night Mailbox Greeting

This guide will explain how to change the greeting callers hear when they reach your company's day or night mailbox.

Recording Voice Announcements on Samsung Voicemail

Follow the steps below to change the greeting for the day or night mailbox. This is best done using the handpiece of your phone. Using handsfree/speaker option will give inferior voice quality on the recording.

1. Press the key on your phone labelled "**Day MBX**" or "**Night MBX**"
2. Put in your password
3. Select the options menu by pressing "**0**" at any time during the announcement
4. Select "**Personal Greetings**" by pressing "**5**"
5. The system will play back your current **Day/Night** greeting
6. Dial "**3**" to discard and re-record message and press "**2**" when finished recording
7. Press "**1**" to check recording
8. Press "**#**" to store your new recording
9. Hang up