

Samsung OS7000 series

HOW TO CHANGE YOUR PERSONAL VOICEMAIL GREETING ON THE SAMSUNG OS7030/OS7100/OS7200/OS7400



This process will enable you to edit the personal greeting on your handset for voicemail, it provides you options regarding assigning the greeting to the telephone which enables you to keep previously recorded greeting and assign them as required.

1. **PRESS** Your Voicemail Message Key
2. Enter Your Password

You will then be given some options through the menu, the option you want is

3. "For a list of options" **PRESS 0**
4. "For personal greetings" **PRESS 5**
5. "To assign your no answer greeting" **PRESS 1**

You will then hear "Your no answer greeting is personal greeting 1"

You will then be asked if this is the correct greeting

How you respond here will determine what happens next (Your options are)

- IF CORRECT GREETING - **PRESS 1**
- TO EDIT YOUR GREETING - **PRESS 2**
- TO SELECT A DIFFERENT GREETING - **PRESS 3**
- TO REVIEW YOUR GREETING - **PRESS 4**

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If you select 1 then nothing will change and the greeting will stay the same, by selecting 2 you can record over the top of the existing greeting, selecting 3 provides you the opportunity to record a different greeting while maintaining your existing one, selecting 4 plays back your existing greeting.

As you want to change your greeting then you would select either 2 or 3 depending if you wanted to record a new greeting or edit the existing.

TO EDIT THE GREETING

Once you have selected 2 you need to record your greeting and when you have finished **PRESS #** to save.

TO SELECT A DIFFERENT GREETING

If you are selecting 3 you will be prompted to enter a personal greeting number 1-9, you can have up to 9 prerecord greetings stored in the phone and then assign them as needed.

An example of this would be to select greeting number 2 you will then be prompted with the following

IF CORRECT GREETING - **PRESS 1**

TO EDIT YOUR GREETING - **PRESS 2**

TO SELECT A DIFFERENT GREETING - **PRESS 3**

TO REVIEW YOUR GREETING - **PRESS 4**

What you want to do at this stage is EDIT YOUR GREETING, once you have recorded your greeting **PRESS #** to save. You will then be required to assign the greeting you have recorded, you will be asked "If this is the correct greeting **PRESS 1** you will then hear greeting assigned

Plexus Communications hopes that this information is of value to you. Please contact us for any additional advice regarding your Telephone Systems and Telecommunications requirements. We specialize in the supply and installation of Telephone Systems from Major Brands such as Samsung, NEC Alcatel and Aristel as well as a range of quality Commander Systems. We provide and a range Voicemail Solutions from Samsung Telephone Systems, NEC Telephone Systems, Alcatel Telephone System and Aristel Telephone Systems, Conference Phones , Headsets from Plantronics and GN Netcom as well a range of discount telephone calls to local , National. International and calls to mobiles destinations.

Call Plexus for further information 1300 302 276