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## Samsung Instructions: Entering Name into Company Directory Svmi-4E

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1. Log into Voicemail via VMMSG button on your telephone.
2. Enter password when prompted. (Default password is 0000)
3. Press 0 for additional options.
4. Press # for Personal Services.
5. Press 7 for personal administration.
6. Press 3 to enter your directory name.
7. Press 2 to change. (If another name already exists.)
8. Use the keypad to enter name. Enter only the first three letters of the last and first name in order for the entry to work properly.
9. Listen to your entry, then press 1 to confirm if correct.