



User Guide for DV4 and DV2000 Messaging Systems

Access Voice Mail - Press Voice Mail Button **VM** Enter your Password **X X X X**

MAIN MENU																													
1 New & Saved Message Menu	2 Archived Messages Menu	3 Send A Message Menu	4 Greetings Menu	5 Mailbox Settings	6 Un-Delete Message Menu	7 Manage Lists and Folders Menu	9 Disconnect * Exit																						
Listen to Messages		Send A Message	Greetings	Settings	Un-Delete	Manage Lists and Folders																							
<p>1 Delete Message</p> <p>2 Archive Message</p> <p>3 Save</p> <p>4 Rewind</p> <p># 4 Replay Message</p> <p>5 Pause</p> <p># 5 Forward Message</p> <p>6 Fast Forward</p> <p># 6 Send Reply to Message</p> <p>7 Increase Volume * Decrease Volume</p> <p>8 Speed-up 0 Slow-down</p> <p># 8 Message Info</p> <p># 9 Hang Up</p> <p># * Return to Previous Menu</p>		<ul style="list-style-type: none"> Enter destination mailbox or press *, followed by a Distribution List number. Press # to begin recording your message. Press # to end the recording. Then: <p>1 Send Message (& return to main menu)</p> <p>2 Mark as Urgent</p> <p>3 Mark as Private</p> <p>4 Request Return Receipt</p> <p>5 Review Message</p> <p>6 Add to your Message</p> <p>7 Re-record Message</p> <p>9 Mark as Priority Message</p> <p>* Return to Main Menu (without Sending)</p>	<p>1 Chang Ring - No Answer Greeting</p> <p>2 Change Name\Greeting</p> <p>3 Change Mail box Greeting (2 through 9)</p> <p>* Return to Main Menu</p>	<p>4 Change Password</p> <p>* Return to Main Menu</p>	<ul style="list-style-type: none"> While the message is playing, press # to hear recovery options. <p>1 Skip to the Next Message (without recovery)</p> <p>2 Recover Message</p> <p>* Return to Main Men</p>	<p>1 Distribution List Maintenance (enter list number 1-9)</p> <ul style="list-style-type: none"> 1 Review Current List 2 Add a mailbox 3 Delete a mailbox 4 Record a name for the list <p>2 Archive Folder Maintenance (enter folder number 1-9)</p> <ul style="list-style-type: none"> 1 Record Folder Name <p>* Return to Main Menu</p>																							
<p>Power User Tips</p> <ul style="list-style-type: none"> Press # to skip through a mailbox greeting to the 'beep'. Press # at the end of an extension or mailbox number to speed your command. <p>Voice Mail System Phone #: _____</p> <p>Your (mailbox) #: _____</p> <p>Your Password: _____</p>				<p>Lists</p> <table border="1"> <thead> <tr> <th>List #</th> <th>List Members</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>				List #	List Members	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<p>Note: Some features are available based on Mailbox Class Of Service. Not all features are available to all subscribers. See your system administrator.</p>																													