



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 Message	2 Saved Messages	3 Send A Message	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																						
<ul style="list-style-type: none"> 1 Delete Message 2 Save Message 3 Skip 4 Rewind # 4 Replay Message 5 Pause # 5 Forward Message 6 Fast Forward # 6 Send Reply to Message 7 Increase Volume * Decrease Volume 8 Speed-up 0 Slow-down # 8 Message Info # 9 Hang Up # * Return to Previous Menu 	<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: <ul style="list-style-type: none"> 1 Send Message (& return to main menu) 2 Mark as Urgent 3 Mark as Private 4 Request Return Receipt 5 Review Message 6 Add to your Message 7 Re-record Message 9 Mark as Priority Message * Return to Main Menu (without Sending) 	<ul style="list-style-type: none"> 1 Chang Ring - No Answer Greeting 2 Change Name\Greeting 3 Change Mail box Greeting (2 through 9) * Return to Main Menu 	<ul style="list-style-type: none"> 1 Toggle Call Blocking 2 Toggle Call Screening 3 Change Notifications 4 Change Password 5 Change Address List 6 Turn Tutor On 	<ul style="list-style-type: none"> • While the message is playing, press # to hear recovery options. 1 Skip to the Next Message (without recovery) 2 Recover Message * Return to Main Men 	<ul style="list-style-type: none"> 1 Distribution List Maintenance (enter list number 1-9) <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 2 Archive Folder Maintenance (enter folder number 1-9) <ul style="list-style-type: none"> 1 Record Folder Name * Return to Main Menu 																						
<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 #: _____ Your (mailbox) #: _____ Your Password: _____</p>				<p>Lists</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">List #</th> <th style="text-align: left; border-bottom: 1px solid black;">List Members</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr><td style="border-bottom: 1px solid black;">_____</td><td style="border-bottom: 1px solid black;">_____</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>																											