



Pocket Guide  
for the DV2000  
Voice Mail Systems

**Subscriber Menu**

- |                        |                   |               |           |                     |                   |                              |
|------------------------|-------------------|---------------|-----------|---------------------|-------------------|------------------------------|
| <b>1</b>               | <b>2</b>          | <b>3</b>      | <b>4</b>  | <b>5</b>            | <b>6</b>          | <b>7</b>                     |
| new/<br>rvw'd<br>msg's | archived<br>msg's | send<br>msg's | greetings | mailbox<br>settings | undelete<br>msg's | manage<br>lists &<br>folders |

**Send Message**

see other side

**Message Playback**

- 1 delete
- 2 archive  
*select archive folder*
- 3 skip message
- 4 rewind
- #4 replay
- 5 pause
- #5 forward  
*mailbox to forward to*
- 6 fast forward
- #6 reply
- 7 increase volume
- \* decrease volume
- 8 speed up
- 0 slow down
- #8 time & date

**Greetings**

**1 Change Ring/No Answer Greeting**

- 1 accept greeting
- 2 record new greeting
- 3 assign new mailbox prompt

**2 Change Name/ Extension Greeting**

- 1 accept greeting
- 2 record new greeting

**3 Change Your Mailbox Prompts**

- 1 record mailbox prompts
- 2 change mailbox prompt assignments

**Lists & Folders**

**1 Distribution List**

- select list (1-9)
- 1 review list
  - 2 add mailbox
  - 3 remove mailbox
  - 4 record a list name

**2 Archive Folder**

- select folder (1-9)
- 1 record a folder name

**Voice Options**

- 4 change password

*Note: Some features are available based on Class of Service and are not found on all mailboxes.*



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**Send Message**

*Before recording a message, enter a mailbox number (or numbers, separated by #), or press \*\* and a distribution number, or press \*\* for a directory of extensions*

- 1 send message
- 2 mark message urgent
- 3 mark message private
- 4 request return receipt
- 5 review message
- 6 add to message
- 7 re-record message

*Power Tip: Pressing # after a password, mailbox number, or during a greeting will speed you to the next step.*

