



User Guide

for DV4 and DV2000
Messaging Systems

Access Voice Mail

Press Voice Mail Button

VM

Enter Your Password

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Main Menu

- | | |
|--|--|
| 1 New & Saved Message Menu | 6 Un-Delete Messages Menu |
| 2 Archived Messages Menu | 7 Manage Lists
(Distribution Lists, Archive Folders) |
| 3 Send A Message Menu | * Exit Subscriber Mode |
| 4 Greetings Menu | 9 Disconnect |
| 5 Mailbox Setting (Passwords, Notification) | |

1 / **2** New, Saved & Archived Message Menu

- | | |
|----------------------------|---|
| 1 Delete Message | 6 Fast Forward |
| 2 Archive Message | # 6 Send Reply to Message |
| 3 Save | 7 Increase Volume * Decrease Vol. |
| 4 Rewind | 8 Speed-up 0 Slow-Down |
| # 4 Replay Message | # 8 Message Info |
| 5 Pause | # 9 Hang Up |
| # 5 Forward Message | # * Return to Previous Menu |

3 Send a Message Menu

Enter destination mailbox or press *****, followed by a Distribution List number.

Press **#** to begin recording your message.

Press **#** to end the recording. Then:

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|---|--|
| 1 Send Message (& return to main menu) | 6 Add to your Message |
| 2 Mark as Urgent | 7 Re-record Message |
| 3 Mark as Private | 9 Mark as Priority Message |
| 4 Request Return Receipt | * Return to Main Menu (without Sending) |
| 5 Review Message | |

4 Greetings Menu

- | | |
|---|--|
| 1 Change Ring - No Answer Greeting | 3 Change Mailbox Greeting (2 through 9) |
| 2 Change Name / Greeting | * Return to Main Menu |

5 Mailbox Settings Menu

- 4** Change Ring - No Answer Greeting
- *** Change Name / Greeting

6 Un-Delete (within 24 hours)

While the message is playing, press **#** to hear recovery options.

- 1** Skip to the Next Message (without recovery)
- 2** Recover Message
- *** Return to Main Menu

7 Lists and Folders Menu

- 1** Distribution List Maintenance (enter list number 1-9)
 - 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)
 - 1** Record Folder Name
- *** Return to Main Menu

Note: Some features are available based on Mailbox Class of Service. Not all features are available to all subscribers. See your system administrator

