

Subscriber Menu

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





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

- 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

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

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- 1 new/
- 2 r/w'd archived
- 3 send
- 4 msg's
- 5 greetings
- 6 settings
- 7 mailbox
- 8 delete
- 9 msg's
- 0 folders
- 1 manage
- 2 lists &
- 3 folders

DuVoice



**Pocket Guide
for the DV2000
Voice Mail Systems**