DuVoice
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
[1] Delete Message	• Enter destination mailbox or press [*], followed by a Distribution List number.	[1] Chang Ring - No Answer Greeting	[1] Toggle Call Blocking	• While the message is playing, press [#] to hear recovery options.	[1] Distribution List Maintenance (enter list number 1-9)
[2] Save Message	• Press [#] to begin recording your message.	[2] Change Name\Greeting	[2] Toggle Call Screening		• [1] Review Current List
[3] Skip	• Press [#] to end the recording. Then:	[3] Change Mail box Greeting (2 through 9)	[3] Change Notifications	[1] Skip to the Next Message (without recovery)	• [2] Add a mailbox
[4] Rewind	[1] Send Message (& return to main menu)	[*] Return to Main Menu	[4] Change Password	[2] Recover Message	• [3] Delete a mailbox
[#] [4] Replay Message			[5] Change Address List	[*] Return to Main Men	• [4] Record a name for the list
[5] Pause	[2] Mark as Urgent		[6] Turn Tutor On		[2] Archive Folder Maintenance (enter folder number 1-9)
[#] [5] Forward Message	[3] Mark as Private				• [1] Record Folder Name
[6] Fast Forward	[4] Request Return Receipt				[*] Return to Main Menu
[#] [6] Send Reply to Message	[5] Review Message				
[7] Increase [*] Decrease Volume Volume	[6] Add to your Message				
[8] Speed-up [0] Slow-down	[7] Re-record Message				
[#] [8] Message Info	[9] Mark as Priority Message				
[#] [9] Hang Up	[*] Return to Main Menu (without Sending)				
[#] [*] Return to Previous Menu					

Power User Tips

- Press [#] to skip through a mailbox greeting to the 'beep'.
- Press [#] at the end of an extension or mailbox number to speed your command.

Voice Mail System Phone #: _____
Your (mailbox) #: _____
Your Password: _____

Lists

List #   List Members

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

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