

Mailbox Access No Message Waiting

Dial Voice Mail
Access Code

Press **[#]**, then
Enter Your
Mailbox Number

Enter Your
Mailbox
Pass Code

Mailbox Access Message Waiting

[MSG] Key
Flashing

Press **[MSG]** key,
then **[#]**, to access
your mailbox

Enter Your
Mailbox
Pass Code

MAIN USER MENU

**NEW
MESSAGES**

While Playing Messages:

- * Scroll Back
- 0 Pause
- # Scroll Forward
- 8 1 Decrease Playback Speed
- 8 2 Increase Playback Speed
- 8 8 Increase Volume

**1 MESSAGE
FOLDER**

**2 MAKE
MESSAGES**

**3 USER
OPTIONS**

**4 SYSTEM
MANAGEMENT**

**5 CHANGE
OUT CALL**

**8 SYSTEM
GREETING**

**9 EXIT
VOICE MAIL**

*Play
Message*

- 1 Play New Messages
- 2 Play Saved Messages
- 3 Play Archived Messages
- 4 Play Message Receipts
- 5 Play Deleted Messages
- 9 Exit Message Folder

*Record
Message*

- 1 Mailbox Name
- 2 Mailbox Greeting
- 3 Change Pass Code
- 4 Distribution Lists
- 5 Block / Forward
- 6 Setup Tutorial
- 7 Time and Date
- 8 Message Replay Order
- 9 Exit to Previous Menu

- 1 Open Mailbox
- 2 Class of Service
- 3 Delete Mailbox
- 4 Remove Passcode
- 5 System Time
- 6 System Date
- 7 Activate Holiday
- 8 DTMF Activate/Deactivate
- 9 Exit to Previous

- 1 Review Message
- 2 Discard Message
- 3 Save Message / Keep Message
- 4 Forward Message
- 5 Reply to Message
- 6 Archive Message
- 7 Skip Message (New Only)
- 8 Message Information
- 9 Exit to Previous Menu

- 1 Review Message
- 2 Discard Message
- 3 Append Message
- 4 Send Message to User
- 5 Send Message Distribution List
- 9 Exit to Previous Menu

- 1 Create List
- 2 Add / Delete Mailboxes
- 3 Play Distribution
- 9 Exit to Previous Menu

- 1 Regular User
- 2 Administrator
- 3 Mailbox Information
- 4 Advanced User
- 9 Exit to Previous Menu

*Select
Schedule*

- 1 Review Message
- 2 Discard Message
- 3 Keep Message in Archive
- 4 Forward Message
- 5 Reply to Message
- 7 Move to Saved Folder
- 8 Message Information
- 9 Exit to Previous Menu

- 1 Send Message
- 2 Address Options
- 9 Cancel

- 1 Add Mailboxes
- 2 Remove Mailboxes
- 9 Exit to Previous Menu

- 1 Play Time of Day
- 2 Set Time of Day
- 9 Exit to Previous Menu

- 1 Play Date
- 2 Set Date
- 3 Set Day of the Week
- 9 Exit to Previous Menu

- 1 Review Message
- 3 Skip Message
- 6 Move to Archive Folder
- 7 Move to Saved Folder
- 8 Message Information
- 9 Exit to Previous Menu

- 1 Receipt Request
- 2 Mark Private
- 3 Mark Urgent
- 4 Cancel
- 9 Exit

- 1 Select Active Greeting
- 2 Record Greeting
- 3 Play Greeting
- 4 Discard Greeting
- 9 Exit to Previous Menu

- 1 Schedule 1
- 2 Schedule 2
- 3 Schedule 3
- 4 Schedule 4
- 9 Exit to Previous Menu
- 0 Off

- 1 Play
- 2 Block
- 3 Forward
- 4 Override
- 9 Exit to Previous Menu

- 1 Disable
- 2 Enable for Day
- 3 Night
- 4 Both
- 9 Exit to Previous Menu

- 1 Play Time and Date
- 2 Do Not Play Time and Date
- 9 Exit to Previous Menu

OMEGA-VOICE® VMI Menu Operation Flow Chart