

**Mailbox Access No Message Waiting Light**

Dial Voice Mail  
Access Code  
**500**

Press **#**  
Then Enter Your  
Mailbox Number

Enter Your  
Mailbox  
PassCode

**Mailbox Access with Message Waiting Light**

[MBOX] Key  
Flashing

[MSG] Key  
Flashing

Press [MSG] Key,  
Then **#**  
to access your  
Mailbox

Enter Your  
Pass Code

**M A I N U S E R M E N U**

**\*** New Messages

While Playing Messages:  
**\*** Scroll Back  
**0** Pause  
**#** Scroll Forward  
**TUV 8 1** Decrease Playback Speed  
**TUV 8 2** Increase Playback Speed  
**TUV 8 8** Increase Volume

**1** Message Folder

**ABC 2** Make Messages

**DEF 3** User Options

**GHI 4** System Management

**JKL 5** Change Out Call

**TUV 8** Exit Voice Mail

**WXYZ 9** System Greeting

**1** Play Message  
**1** Play New Messages  
**ABC 2** Play Saved Messages  
**DEF 3** Play Archived Messages  
**GHI 4** Play Message Receipts  
**JKL 5** Play Deleted Messages  
**WXYZ 9** Exit Messages Folder

Record Message

**1** Mailbox Name  
**ABC 2** Mailbox Greeting  
**DEF 3** Change Pass Code  
**GHI 4** Distribution Lists  
**JKL 5** Block / Forward  
**MNO 6** Setup Tutorial  
**PQRS 7** Time and Date  
**TUV 8** Message Replay Order  
**WXYZ 9** Exit to Previous Menu

**1** Open Mailbox  
**ABC 2** Class of Service  
**DEF 3** Delete Mailbox  
**GHI 4** Remove Passcode  
**JKL 5** System Time  
**MNO 6** System Date  
**PQRS 7** Activate Holiday  
**TUV 8** DTMF Activate / Deactivate  
**WXYZ 9** Exit to Previous Menu  
**\*** Play Script Revision  
**#** Clear BK Message

**1** Review Messages  
**ABC 2** Discard Messages  
**DEF 3** Save Message / Keep Message  
**GHI 4** Forward Message  
**JKL 5** Reply to Message  
**MNO 6** Archive Message  
**PQRS 7** Skip Message (New Only)  
**TUV 8** Message Information  
**WXYZ 9** Exit to Previous Menu

**1** Review Message  
**ABC 2** Discard Message  
**DEF 3** Append Message  
**GHI 4** Send Message to User  
**WXYZ 9** Exit to Previous Menu

**1** Create List  
**ABC 2** Add / Delete Mailboxes  
**DEF 3** Play Distribution  
**WXYZ 9** Exit to Previous Menu

**1** Regular User  
**ABC 2** Administrator  
**DEF 3** Mailbox Information  
**GHI 4** Advanced User  
**WXYZ 9** Exit to Previous Menu

**1** Select Schedule  
**ABC 2** Cascade  
**DEF 3** Edit  
**WXYZ 9** Exit to Previous Menu  
**0** Deactivate

**1** Review Messages  
**ABC 2** Discard Messages  
**DEF 3** Keep Message in Archive  
**GHI 4** Forward Message  
**JKL 5** Reply to Message  
**MNO 7** Move to Saved Folder  
**TUV 8** Message Information  
**WXYZ 9** Exit to Previous Menu

**1** Send Message  
**ABC 2** Address Options  
**WXYZ 9** Cancel

**1** Add Mailboxes  
**ABC 2** Remove Mailboxes  
**WXYZ 9** Exit to Previous Menu

**1** Play Time of Day  
**ABC 2** Set Time of Day  
**WXYZ 9** Exit to Previous Menu

**1** Play Date  
**ABC 2** Set Date  
**WXYZ 9** Set Day of the Week  
**WXYZ 9** Exit to Previous Menu

**1** Activate  
**ABC 2** Deactivate  
**WXYZ 9** Exit to Previous Menu

**1** Review Message  
**DEF 3** Skip Message  
**MNO 6** Move to Archive Folder  
**PQRS 7** Move to Saved Folder  
**TUV 8** Message Information  
**WXYZ 9** Exit to Previous Menu

**1** Receipt Request  
**ABC 2** Mark Private  
**DEF 3** Mark Urgent  
**GHI 4** Cancel  
**WXYZ 9** Exit to Previous Menu

**1** Select Active Greeting  
**ABC 2** Record Greeting  
**DEF 3** Play Greeting  
**GHI 4** Discard Greeting  
**WXYZ 9** Exit to Previous Menu

**1** Play Time and Date Always  
**ABC 2** Play Time and Date on Request  
**WXYZ 9** Exit to Previous Menu

**1** Oldest  
**ABC 2** Newest  
**WXYZ 9** Exit to Previous Menu

**1** Create  
**ABC 2** Modify  
**DEF 3** Play  
**WXYZ 9** Exit

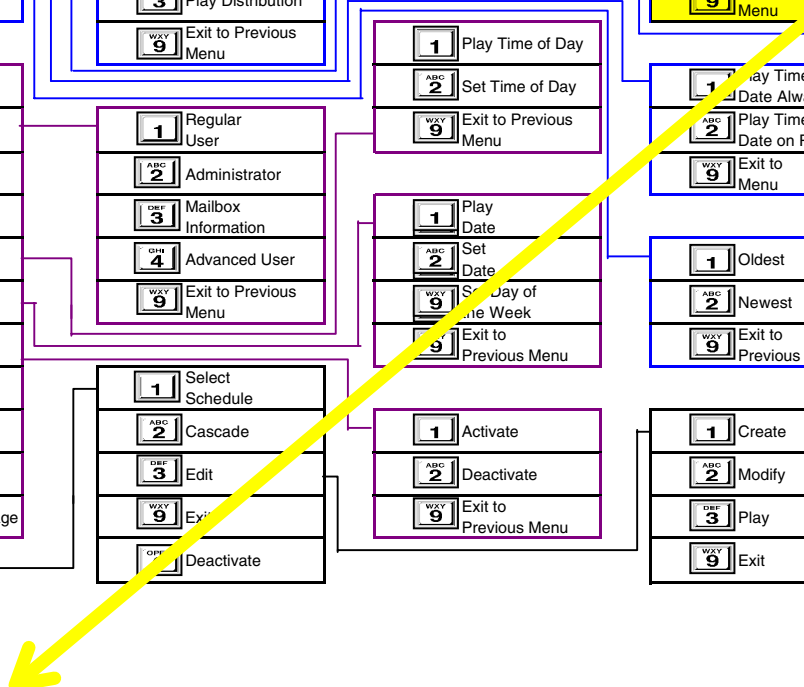
**Omega-Voice VMI Software Version 2.02 or Higher**

**1** Play  
**ABC 2** Block  
**DEF 3** Forward  
**GHI 4** Override  
**WXYZ 9** Exit to Previous Menu

**1** Allow  
**ABC 2** Disallow  
**WXYZ 9** Exit to Previous Menu

**1** Disable  
**ABC 2** Enable for Day  
**DEF 3** Night  
**GHI 4** Both  
**WXYZ 9** Exit to Previous Menu

**1** Message Type  
**ABC 2** Caller Type  
**DEF 3** Method  
**GHI 4** Time  
**JKL 5** Number  
**MNO 6** Pause Display  
**PQRS 7** Pager Display  
**TUV 8** Attempts  
**WXYZ 9** Interval  
**\*** Exit



## Mailbox Greeting Management

Your mailbox greeting identifies your mailbox to outside callers. Outside callers hear your *Active Greeting*, initially greeting you, when they first reach your mailbox.

### To record a mailbox greeting:

- Access your mailbox.
- Press **3** to access the *User Options Menu*.
- Press **2** to access the *Mailbox Management Menu*.
- Select **2** to record a new greeting.
- Enter the greeting to record, the Active Greeting.
- Record your greeting when prompted.
- Press **\*** to stop recording.
- Press **4** to save it.

### Mailbox Pass Code

#### To select a pass code:

- Access your mailbox.
- Press **3** to access the *User Options Menu*.
- Press **3** to select a pass code.
- Enter the pass code when prompted.
- Enter the pass code again for verification.

## Subscriber Features

### Distribution List Menu

Each user has nine available Distribution Lists with forty available mailbox slots on each list.

- 1** Create a Distribution List
- 2** Add or Delete a mailbox
- 3** Play a Distribution List
- 9** Return to *User Options Menu*

### To create a distribution list:

- Access your mailbox.
- Press **3** to access the *User Options Menu*.
- Press **4** to access the *Distribution List Menu*.
- Press **1** to create a new list.
- Enter the number of the list you wish to create (**1-9**).
- Record the list name when prompted.
- Press **#** to stop recording.
- Press **4** to save it.
- Press **1** to add mailbox numbers to the list.

### To modify a list:

- Access your mailbox.
- Press **3** to access the *User Options Menu*.
- Press **4** to access the *Distribution List Menu*.
- Press **2** to add or delete a mailbox.
- Enter the number of the list you wish to modify (**1-9**).
- Press **1** to add mailboxes, or Press **2** to remove mailboxes.
- Enter mailbox numbers when prompted.
- Press **#** when you are finished.

### To review a list's members:

- Access your mailbox.
- Press **3** to access the *User Options Menu*.
- Press **4** to access the *Distribution List Menu*.
- Press **3** to play a list's members.
- Enter the number of the list you wish to review (**1-9**).
- The VMI will play all of the mailboxes on that list.

### **Time/Date Feature**

You can turn the message Time/Date Stamp off or on. If you turn off the Time/Date Stamp, the Omega-Voice VMI plays the message without first announcing the time and date.

To obtain the time and date for a message you can press 8. When the Time/Date Stamp is turned on, the VMI plays it before playing the message. The Omega-Voice VMI is initially programmed to play the time and date stamp for all messages in all mailboxes.

### **To change the time and date stamp format for messages:**

- Access your mailbox.
  - Press **3** to access the User Options Menu.
  - Press **7** to select the time/date stamp .
- Press **1** to turn on the Time/Date stamp.  
Press **2** to turn off the Time/Date stamp.
- The VMI confirms that your selection has been saved.
  - Your selection applies to all messages.

### **Message Replay Order**

You may select the replay order of your messages, either first-in, first-out (FIFO) or last-in, first-out (LIFO). When FIFO is selected the oldest message is played first. When LIFO is selected the newest message is played first.

### **To select the message replay order for message folders:**

- Access your mailbox.
- Press **3** to access the User Options Menu.
- Press **8** to select message play back order.
  - Press **1** to play oldest message first.
  - Press **2** to play newest message first.
- The VMI confirms that your selection has been saved.
- Your selection will immediately apply to all messages in all folders except the receipt folder. The oldest message in the receipt folder will always play first.