

**Mailbox Access No Message Waiting Light**

Dial Voice Mail  
Access Code

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**
- ★ Scroll Back**
- 0 Pause**
- # Scroll Forward**
- 1 Decrease Playback Speed**
- 2 Increase Playback Speed**
- 8 Increase Volume**
- 1 Message Folder**
- 2 Make Messages**
- 3 User Options**
- 4 System Management**
- 5 Change Out Call**
- 8 Exit Voice Mail**
- 9 System Greeting**

While Playing Messages:

- 1 Play Message**
- 1 Play New Messages**
- 2 Play Saved Messages**
- 3 Play Archived Messages**
- 4 Play Message Receipts**
- 5 Play Deleted Messages**
- 9 Exit Messages 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 Menu**
- ★ Play Script Revision**
- # Clear BK Message**

- 1 Review Messages**
- 2 Discard Messages**
- 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 to 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**

- 1 Select Schedule**
- 2 Cascade**
- 3 Edit**
- 9 Exit**
- 0 Deactivate**

- 1 Review Messages**
- 2 Discard Messages**
- 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**
- 9 Set Day of the Week**
- 9 Exit to Previous Menu**

- 1 Activate**
- 2 Deactivate**
- 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 to Previous Menu**

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

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

- 1 Oldest**
- 2 Newest**
- 9 Exit to Previous Menu**

- 1 Create**
- 2 Modify**
- 3 Play**
- 9 Exit**

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

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

- 1 Allow**
- 2 Disallow**
- 9 Exit to Previous Menu**

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

- 1 Message Type**
- 2 Caller Type**
- 3 Method**
- 4 Time**
- 5 Number**
- 6 Pause Display**
- 7 Pager Display**
- 8 Attempts**
- 9 Interval**
- ★ Exit**