

**OMEGA-VOICE® VMI**  
**Menu Operation**  
**Flow Chart**

**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**
- 1 MESSAGE FOLDER**
- 2 MAKE MESSAGES**
- 3 USER OPTIONS**
- 4 SYSTEM MANAGEMENT**
- 5 CHANGE OUT CALL**
- 8 SYSTEM GREETING**
- 9 EXIT VOICE MAIL**

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

- Play Message*
- 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
- Record 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

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

- 1** Regular User
- 2** Administrator
- 3** Mailbox Information
- 4** Advanced User
- 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** Send Message
- 2** Address Options
- 9** Cancel

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

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

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

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

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

*Select Schedule*

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

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

**OMEGA-VOICE® VMI**

**MENU OPERATION  
FLOW CHART**

**IWATSU**  
TELECOMMUNICATIONS PRODUCTS

430 Commerce Boulevard • Carlstadt, NJ 07072

(201) 935-8580 • <http://www.iwatsu.com> • [info@iwatsu.com](mailto:info@iwatsu.com)

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