Adding Message Recipients

Must have Monitor Config Access

OMNIVIEW OM 2.0

1. From the OmniView 2.0 home screen, locate the Unit ID you want to add messaging to and click the envelope icon

Unit ID ↑↓	Unit Description ↑↓	MSG
100	Teds Test Unit	✉

2. On your new "Machine Recipients" window, click the "+ Create New Recipient" icon at the top right corner of the page

+ Create New Recipient

3. Choose the name/address from the "Recipient List" provided if applicable. If this is a new contact, enter the appropriate "name" and "Email/Phone Number" in the fields right of the recipients.

- U.S. cell phone numbers is 10 digit only
- Foreign cell phone numbers should be formatted in the appropriate messaging format for that country and wireless provider. To view proper formats, click "View Cell Provider Messaging Formats"

4. Check the box next to "I verify..." ✓

5. Check the box "Recipient Active" ✓

6. Check the box "Recipient Machine Active" ✓

7. Select message type from the drop down (continue to pages 2-3 for detailed descriptions)

8. Select recipient mail type from the drop down: (Text/HTML)

9. Save!