### Voice Mail Navigation Map

#### Main Menu

1. **Enter the system**
   - Dial voicemail
     - system No.: 6775
   - Enter mailbox No., followed by #
   - Enter passcode, followed by #

2. **Manage Voice Messages**
   - **Listen to New Messages**
     - 1
   - **Listen to Saved Messages**
     - 2

3. **Send Voicemail**
   - Enter an extension, or enter multiple extensions
     - separated by a # and end the list with ##
   - Dial by name 1
   - Dial by personal group 3
   - Dial by personal contact 4

4. **Manage Personal Options**
   - **Set User Status**
     - 1
   - **Manage Personal Prompts**
     - 4
   - **Administrative Options**
     - 5
   - **Manage Deleted VoiceMail**
     - 7

#### During message playback, you can:

- Save current message 1
- Forward message to extension 2
- Skip to next message 3
- Replay current message 4
- Rewind 6 seconds 5
- Fast forward 6 seconds 6
- Delete current message 7
- Decrease volume 8
- Increase volume 9
- Skip to end of message #

#### End of Message Options

- Reply to current message 5
- Delete this message, play next 7
- Play envelope information 8

#### Commands always available:

- Retrace message notif
- To Send or Forward a voice message to multiple extensions, separate the extensions with # and end the list with ##

- Send message:
  - New: 1
  - Review: 2
  - Re-record: 3
  - Set priority: 6
  - Cancel reply and return: *

- Enter extension followed by:
  - # name: 1
  - Dial by name: 1
  - Dial by personal group: 3
  - Dial by personal contact: 4

- Send now:
  - Record voice comment and attach to original: 1
  - Review message: 2
  - Re-record message: 3
  - Set priority: 6
  - Cancel reply and return: *

- Enter personal group # or name:
  - To dial by group name, press 2

- Enter destination number followed by:
  - #:

- Call back to this number:
  - 1
  - Reply using voicemail: 2
  - Listen to this number again: 3
  - Call a different number: 4

- Record Message and press 1:
  - Send message: 4
  - Review message: 2
  - Re-record message: 3
  - Set priority: 6
  - Cancel reply and return: *

- Enter the first 3 characters of your party's last name.

#### Set date, time, or both, depending on selected status. Enter time in military format. For example, 0630 or 1015.

- Verbose mode 1
  - Brief mode: 2
  - Oldest first 1
  - Newest first: 2
  - Activate 1
  - Deactivate: 2
  - Voice mail: 1

- Enter Start time:
  - for message notifications: 1
  - Enter End time for message notifications: 2

- Enter the time in a 12-hour format. For example, 0630 or 1015.

- All times:
  - 1
  - Ranges 2
  - Set Schedule 3

- Change method:
  - 1
  - Reason 2
  - Schedule: 3
  - Phone number 4

- Notification off:
  - 1
  - Pager on: 2
  - Phone on: 3

- Toggle voice mail:
  - 1
  - Toggle fax: 2

- Save current voicemail:
  - 1
  - Forward to extension: 2
  - Skip current message: 3
  - Replay current message: 4
  - Reply to current message: 5
  - Play text in message body: 6
  - Delete message (final): 7
  - Play envelope information: 8

- Enter extension followed by:
  - # name: 1
  - Dial by name: 1
  - Dial by personal group: 3
  - Dial by personal contact: 4

- Send now:
  - Record voice comment and attach to original: 1
  - High 1
  - Low: 2
  - Normal: 3

- Enter new number, #:

- Enter the first 3 characters of your party's last name.