

### From the Voice Mail Setup Guide:

<b>To send a caller directly to voice mail:</b>	<ol style="list-style-type: none"><li>1. Answer incoming call.</li><li>2. Press "TRANSFER" soft key.</li><li>3. Dial * and 4-digit extension</li><li>4. Press "TRANSFER" soft key and hang up.</li></ol>
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### In depth Instructions:

Inbound Call Rings Phone  
Answer Call  
Press Transfer (this puts the inbound caller on hold)  
Dial \*  
Dial Extension of intended Recipient  
Press Transfer again.  
Hang Up.

### Caveats:

\*If the voice mail account is set to "Send to Switch and ring extension"  
Then you cannot transfer directly into that mailbox.  
Performing the above steps, will always ring out to their phone.  
If this setting needs to change, please contact desktop support.