

## **Direct Transfer for Flash Voice Mail on XTS and STS**

### **Changing your mailbox setting to a “direct transfer to your mailbox” or “transfer to your extension”**

Please be aware, that this is for your individual mailbox (per mailbox).

#### **Direct Transfer to your mailbox, means:**

A call comes in through the auto attendant, the caller dials your extension, it then goes directly to your mailbox greeting (**it doesn't ring your phone first**).

#### **Transfer to your extension, means:**

A call comes in through the auto attendant, the caller dials your extension, it then rings your extension for 4 rings, if you don't answer, it will go into your voice mail and play your greeting.

**Here are the steps to program either one of these functions:**

- **Press your voice mail button**
- **Enter your password**
- **Press 3 for voice mail options**
- **Press 4 for Direct Transfer**
- **Press 1 for transfer your extension, and then to your voice mailbox or Press 2 for direct transfer to your voice mail box without ringing your extension. You are done.**
- **Hang up**

If you have any questions please feel free to call us @ 303-688-6191.