

How to forward voicemails

Last Modified on 10/15/2015 11:41 am PDT

1. Press the *Voicemail* button.
2. Press the *Call to VM* button (located just below the screen).
3. Enter your password then press #.
4. Listen to the voicemail you want to forward completely.
5. At the end of the message press 4 to forward.
6. Record your message (optional). This lets the receiver of the message know why the message is being forwarded.
7. If you are ok with your own recording press #.
8. Enter the extension number you want to forward it to.
9. Press # to send it.