
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**
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