


**How do you check messages & then go to other mailboxes to leave a message?**

**You are out of the office and have called in to check messages. How do you check messages and then transfer to another mailbox to leave a message or do other functions in the system?**

**Once you have listened to your messages you can move around the system in one of 2 ways.**

Pound 6	Pound 8
<p>Press #6 and enter another users mailbox number.</p> <p>You will immediately be transferred and hear their greeting.</p> <p>When done leaving your message, press #6 again and go to another mailbox if desired.</p>	<p>Press #8 and enter another users mailbox number.</p> <p>The voice mail will ring their phone a pre-programmed number of times.</p> <p>If they do not answer, you will be transferred and hear their greeting.</p> <p>When done leaving your message, press #8 again and go to another mailbox if desired.</p>

 **# 6 & mailbox number, transfers directly to the persons greeting.**

 **# 8 & mailbox number, rings the desk before transferring to the greeting.**

 **# 6 \* & your mailbox number lets you check your messages.**

 **2 lets you skip their greeting and leave your message.**