

## Sending Calls to a Mailbox

To forward your incoming calls to your mailbox

Press idle CALL key ● Dial \*2 ● Dial Call Forwarding condition (2 = Busy or not answered, 4 = Immediate, 6 = Not answered) ● Press Voice Mail key or dial *Aspire Mail* master extension ● Select type of calls to be forwarded (2 = All calls, 3 = Outside calls,

4 = Intercom calls) ● Hang up

To cancel forwarding

Press idle CALL key • Dial \*20 • Hang up

To transfer your outside call to a mailbox

Press HOLD ● Press Voice Mail key ● Call extension ● Hang up

## Additional Ways to Call the Auto Attendant or Your Mailbox

To call Auto Attendant or mailbox

Forward calls to your mailbox (see above) ● Call your Direct Inward Line ● Wait for greeting ● Dial # during your greeting for your mailbox, or dial \* during your greeting for the Automated Attendant

## Additional Ways to Record a Message

**Quick Message from outside** 

Dial Auto Attendant number ● Wait for greeting ● Press ★ ● Dial extension ● Leave message ● Hang up

After you make an Intercom call to busy/no-answer/DND extension

Press Voice Mail key (or dial 8 if no key)





