

Setting up Outbound Transfer

You can set up outbound transfer to transfer a caller who reaches your mailbox to a number that you assign. A caller can use outbound transfer from any tone dial telephone, and you can direct your Outbound Transfer calls to any telephone.

You can tell callers about this feature in your personal greeting. If you inform callers of this feature in your mailbox greeting, you must tell them what number to press to transfer. For the Call Pilot interface, tell callers to press "9".

To set up Outbound Transfer to a phone number

1. Press Feature 9 8 1 or VM Open and follow the voice prompts to login to your mailbox.
2. Press 8 0 to open Mailbox Options
3. Press 9 to open Outbound Transfer menu
4. Press ADMIN or 1 to set up Outbound Transfer or if you have previously set up Outbound Transfer press CHNG
5. Press PHONE to select an external phone as the destination.
6. Enter the destination phone number and press OK or #. (remember to enter a 9 at the beginning of the number)
7. Press OK or # to accept the destination number
8. Press CHNG or 1 to turn Outbound Transfer on.
9. Press QUIT or *.
10. Press release to end the session

Turning Outbound Transfer on or off

1. Press Feature 9 8 1 or VM Open and follow the voice prompts to login to your mailbox.
2. Press 8 0 to open Mailbox Options.
3. Press 9 to open Outbound Transfer menu.
4. Press SELECT or 2 to access Outbound Transfer
5. Press CHNG or 1 to turn Outbound Transfer on. Press CHNG again to turn Outbound Transfer off.
6. Press QUIT or *.
7. Press release to end the session.