

To Transfer A Caller Directly To Voice Mail:

From a regular desk set phone (with no transfer button):

- Step 1) Press **flash/hook** (hang-up button)
- Step 2) Enter: **2211** You will hear the phone ring
- Step 3) You will hear ONE of the following: "Please enter your password." *If prompted for password press #* (If not prompted, skip this step) OR "You have reached Montana State University Voicemail System"
- Step 4) When you hear "You have reached Montana State University Voicemail System" *consecutively enter the four digit extension number, # key, 2 flash/hook*

From a phone WITH a transfer button:

- Step 1) Press **transfer**
- Step 2) Enter: **2211** You will hear the phone ring.
- Step 3) You will hear ONE of the following: "Please enter your password." *If prompted for password press #.* Or, if not prompted for the password, you will hear "You have reached Montana State University Voicemail System."
- Step 4) When you hear "You have reached Montana State University Voicemail System" *consecutively enter the four digit extension number, # key, 2, transfer.*
- Step 5) Hang up

SO, it looks like this:

<p style="text-align: center;">transfer 2211 # (wait until you hear, "You have reached..." (4 digit phone extension) # 2 transfer</p>

NOTE:

You will know which greeting you will receive in step three above by knowing if the extension you are using has voicemail or not! If the extension you are using has voicemail; after you dial 2211, you will hear "Please enter your password." If the extension you are using does not have voicemail; after you dial 2211, you will hear "You have reached Montana State University's voicemail system."