How to Transfer a Caller to a Unified Messaging Mailbox

**If you have a Unified Messaging Mailbox**

The process is as follows:
Press the Transfer key or press the switch hook quickly
Dial 6000
Press the Star Key
Press the Pound Key – Twice
Dial 530xxxx – the number you are transferring to – Must be 7 digits in this system
Press the Pound Key again
Hang Up

**If you DO NOT have a Unified Messaging Mailbox**

The process is as follows:
Press the Transfer key or press the switch hook quickly
Dial 6000
Press the Pound Key – Twice
Dial 530xxxx – the number you are transferring to – Must be 7 digits in this system
Press the Pound Key again
Hang Up