



## How to Redirect/Forward a Voicemail Message

You can redirect or forward a voicemail message to another mailbox. For example, if a voicemail was left in your mailbox, and it is meant for another co-worker, you can redirect or forward it to the correct extension. You have an option to record a message for your co-worker or you can just redirect the message.

After you listen to you voicemail:

- Press 63(MF–Message Forward)
- Press Skip if you do not want to leave a message. Press Record if you want to leave a message.
- Enter Mailbox Number you want to send the message to
- Press Continue
- Press Speaker or Hang Up



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