How To Transfer A Live Caller Into A CallXpress Voicemail Box

From a digital phone (a phone with multiple lines):

- From a live call press “Transfer”, then “6688”
- If asked for a Security Code press *
- Press “9”, then enter the 4 digit Mailbox Number & then press #
- Hang up.

From an analog phone (a phone with a single line):

- From a live call press “Flash *1”, then “6688”
- If asked for a Security Code press *
- Press “9”, then enter the 4 digit Mailbox Number & then press #
- Hang up.

From a Cisco phone:

- From a live call press “Transfer”,
- Press *, then enter the 4 digit Mailbox Number.
- Hit “Transfer” a 2nd time and hang up.