

**VODAVI TELEPHONES:
XTS, XTSC, STS, DVX, MACH 1,
1428, 2856, 4896 AND TRIAD**

MANUALLY CALL FORWARDING YOUR STATION TO VOICEMAIL

1. PLACE YOUR **HANDSET IN THE CRADLE OF YOUR PHONE.**
2. PRESS THE **ON/OFF** BUTTON
3. PRESS THE **FWD** KEY (OR DIAL THE CODE: **640** IF YOU DO NOT HAVE A FWD KEY ON YOUR TELEPHONE)
4. DIAL THE DESIRED NUMBER BELOW TO PROGRAM:
 - (7) FORWARDS TO VOICEMAIL FOR ALL UNANSWERED CALLS.
 - (8) FORWARDS TO VOICEMAIL FOR ALL BUSY CALLS.
 - (9) FORWARDS TO VOICEMAIL FOR ALL UNANSWERED AND BUSY CALLS.
5. PRESS YOUR **VOICEMAIL KEY.** (OR DIAL THE CODE: **440** IF YOU DO NOT HAVE A VOICEMAIL KEY ON YOUR TELEPHONE)

PLEASE NOTE:

- ***IF YOU HAVE 4 DIGIT EXTENSIONS, YOU WILL NEED TO ADD THE LEADING DIGIT OF YOUR EXTENSION TO ANY CODE USED IN PROGRAMING. IE: IF YOUR EXTENSION NUMBER IS 1001, YOU WILL DIAL 1640. IF YOUR EXTENSION NUMBER IS 2001, YOU WILL DIAL 2640, ETC.***