How to transfer a call directly to voicemail

f you are on the phone with someone and you would like to transfer them directly to another persons voicemail so the outside caller may leave a message, follow these steps:

1) Press the "TRANS/PGM" button
2) Press the "CALL BACK" button
3) Dial the extension number of the person the outside caller wants to leave a message for.
4) Hang-up your phone.

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