



**MINNESOTA VOIP INC.**

**Voice & Data Specialists**

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## **Virtual Extension Instructions**

### **How to setup voicemail**

Dial 3 digit extension or 10 digit direct dial number. When the greeting starts to play press star key, enter your password. Follow normal voicemail instructions below.

### **How to transfer to Virtual**

While on phone call press transfer, dial 3 digit extension hang up

### **How to forward voicemail messages to a virtual box**

While listening to voicemail message press 61 to move 62 to copy or 63 to copy with comment. You may refer to voicemail flow chart below.

**Virtual extensions can be linked to a cell phone. Please provide Minnesota VoIP with a cell phone number to be linked. If you are familiar with the web portal this number can be added there. Contact MnVoIP for further instructions.**

