

*Sweetwater Union High School District  
Information Technology Department  
455 Moss Street Chula Vista, CA 91911  
(619) 585-7900 Fax (619) 427-7514  
<http://www.suhsd.k12.ca.us/IT/>*



## **To all SUHSD**

### **\*Quick guide for transferring a call straight to someone's Voice Mail**

- 1. While on a call, press the Connect / Transfer button on your phone**
- 2. Dial # 57981**
- 3. Dial the person's extension number**
- 4. Press the # key**
- 5. Press the Connect / Transfer button**

**If you have any further questions or need further assistance, please contact the Information Technology Department (619) 585-7995**