

Mailbox Buttons

This feature allows you to assign Flex buttons (see page “Programming Flex Buttons” on page 2-30) as Voice Mail “buttons” to represent other voice mailboxes within your phone system. You can access your own station’s voice mailbox to check a new or saved message or program mailbox buttons for other mailboxes. You can then use those buttons to check for messages or transfer a caller directly to a mailbox via the use of this button.

Programming a Mailbox Button

1. Press TRANS/PGM, then press the flex button you want to program.
2. Press TRANS/PGM again.
3. Enter 47, then enter the number of the mailbox to be associated with the selected Flex button.
4. Press HOLD/SAVE to save the setting.

Repeat the steps above for each mailbox button you want to program.

Using a Mailbox Button

When a new message is left for a mailbox, the mailbox button LED flashes at the rate of 1 flash per 1000 ms.

To Check Messages

When you see a flashing LED next to a mailbox button:

Press the mailbox button next to the flashing LED to access the mailbox.

To Transfer a Caller Directly to a Mailbox

While on a call:

Press the pre-programmed mailbox button to transfer the caller directly to that programmed mailbox.