

## Mailbox Features

When new entries are in your mailbox, the LED light will be lit. Entries could include a callback request, a text message from an internal extension, or new voicemail messages. Press the “Mailbox” key.

When using the **Optiguide menu**,

- After pressing the “**Mailbox**” key, select “**Message sent?**” to see text messages. Scroll to and select “**Call voice mail?**” to call into your voicemail system.
- While viewing the message, you can scroll to and select additional information or action.
  - “**Time and Date?**” will show the time and date information
  - “**Next Message?**” displays the next entry in the mailbox
  - “**Call Sender?**” will call back the message sender
  - “**Delete?**” will delete the entry
  - “**Cancel?**” will exit the mailbox

When using a **programmed key**,

- Press the **mailbox** key.
- Follow the options in the optiguide menu