

Sending a Voice Mail message to an internal extension on the SBX-IP 320 Voice Mail (extension to extension internally)

On your phone:

Press the Callback button to access your voice mail.

Press 3 (Send option) to send a message to another mailbox.

Listen to the prompt to start recording your message after the tone. **(Your message must be 5 seconds or longer)**

Press # to end your recording.

Now the system will ask you for the mailbox you want to send your message to***.

Enter the three digit mailbox number (i.e. 101).

Your message has now been sent to the mailbox.

You may now hang up.

***If your message is shorter than 5 seconds you will not be prompted for the mailbox.
***YOUR MESSAGE MUST BE LONGER THAN 5 SECONDS.

If you have any questions please feel free to call us @ 303-688-6191