

# Voice Mail Instructions

## *Mailing Lists*

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The mailing list feature allows you to send one message to a list of people (i.e. your project team).

### **Create List**

1. Press **5, 1, 1** from the Activity Menu.
2. Enter list ID (up to 6 letters or digits) and press **#**.
3. Press one of the following:
  - **1** to make the list private.
  - **2** to make the list public.

**Note:** If you designate the list as private, only you have access to the list. If you designate it as public, others can use the list.

4. Enter an extension and press **#**.
5. Repeat step 4 until list is complete.
6. Press **#** to approve.

### **Scan List Summaries**

1. Press **5, 1, 2** from the Activity Menu.
2. Listen to the list summary.
3. Press any combination of the following:
  - **#** to skip to next list.
  - **0** to review/modify list members.

(Go to step 4 of Review/Modify List.)

### **Tips**

When creating a list, you can also append an existing list by entering **\* L** or **\* 5** (at step 4). **NOTE:** after you append a list, the system asks for more extensions. **Do not** add extensions of the list just appended.

Specify an address as a number or name - press **\* A** or **\* 2** to switch modes.

Delete addresses in two ways: 1) Review the list until you find each address, then press **\* D** or **\* 3**; or 2) At step 4 on the next page, press **1** immediately, enter the address to be deleted, and press **\* D** or **\* 3**. Repeat for other addresses.

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## **Review/Modify List**

1. Press **5, 1, 3** from the Activity Menu.
2. Enter owner's extension and press **#**. (If you own the list, just press **#**.)
3. Enter list ID and press **#**.
4. Listen to the first name, and then press any combination of the following:
  - **#** to skip to the next name.
  - **\* D** or **\* 3** to delete name.
  - **2** to repeat name.
  - **2** and **2** again to return to previous name.
  - **\* 1** to review from beginning.
  - **1** to add/delete specified entries or change public/private status, then do the following:
    - Press **Y (9)** or **N (6)** to change status.
    - Enter address and press **#**.
    - Listen to name, and *if deleting*, press **\* D** or **\* 3**.
    - Repeat b and c for each addition/deletion.
    - Press **\* #** to stop adding/deleting specified entries.
5. Press **#** when finished reviewing.