

PERSONAL DISTRIBUTION LIST

- Enter your voice mail box as if you will be checking messages
- From the main menu Press **4** for setup options
- Press **2** for message settings
- Press **4** to add/edit private lists
- Press **2** to change the names on the list (These are recorded by you)
- Select the number (1-20) to assign a number to your list
- Add the each extension that you would like to include on the list as prompted
- After you are done adding all extensions press *
- To “name” your group press 4 and you will be prompted to record your “group name”

TO SEND MESSAGE TO PERSONAL DISTRIBUTION LIST

In order to send a message to your distribution list go into your voice mail and press option **2** to send a message. When it asks for the extension, enter the number of the distribution list the press #. You will then record a message and it will be sent to everyone on that list.