Distribution Lists

A distribution list saves you time when you are sending a message to a group of addresses. In Personal Distribution Lists, you can add, delete, and search for numbers. System Distribution Lists are supplied by your system administrator.

To create a personal distribution list

You can create up to nine personal distribution lists, each containing up to 99 entries.

1. While logged into Voice Messaging, press [9] [0].
2. Enter a number from 1 to 9 to identify this list, then press [#].
3. Press [#] to create the list.
4. Enter the first address (mailbox number, name address, network user, open network user, or non-user number), then press [#].

To delete a number or name after you enter it, press [0] [#].

5. When the list is complete, press [#].