How do I set up a distribution list in the Cisco Unity voice mail system?

Q: How do I set up a distribution list in the Cisco Unity voice mail system?

A: In Unity, distribution lists are called Private Lists.

To create a Private List:

1. Enter your voice mailbox
2. Select 2 for setup options
3. Select 2 for message settings
4. Select 4 for private lists
5. Select 2 to change names
6. Enter a number for your private list, in this case (1) since it is your first
7. Enter 1 to add a name
   At this point, you will be directed to spell the names of the people you want to add with the keypad. It will probably be easier to switch to add by entering the extensions.
8. Switch to numeric entry by entering # #.
9. When adding extensions, complete the add process by selecting the # key after each extension
10. Press * to stop adding names
11. Enter 3 to record the name of your private list
12. To send a message with a Private list
13. Enter your voice mailbox
14. Select 2 to send a message
15. Record your message and when finished press #
16. Press # # to switch to numeric entry
17. Enter 1 or other number of a private list
18. Wait for the next prompt
19. Press # to select your private list
20. To send the message press #

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