



## DISTRIBUTION LIST INSTRUCTIONS

### **IMPORTANT NUMBERS**

Your Main Phone number: \_\_\_\_\_

Your Extension number: \_\_\_\_\_

Your personal Access Code: \_\_\_\_\_

### **ENTERING YOUR VOICE MAILBOX**

*You must always perform these steps when accessing your voice mailbox*

1. Dial your toll free number.
2. As soon as you hear a voice, press the star key [\*].
3. Enter your Extension Number
4. You will then be prompted to enter your four-digit personal access code.

### **PLAYING MESSAGES IN YOUR VOICE MAILBOX**

*Use these instructions to listen to messages that are in your voice mailbox*

1. Enter your mailbox. (See above)
2. You will be presented with the Main menu. Press [7] from this menu to play your messages. (Refer to "Options While Playing Messages" to see what choices you may select while listening to messages)

## **WHAT CAN I DO WHILE I AM LISTENING TO MY MESSAGES**

*Use this as a quick reference for actions that you may take while listening to a message*

Delete Message:	Press	[3]
Save Message:	Press	[2]
Reply to sender (for internal messages only)	Press	[*4]
Return Call (for outside messages only)	Press	[*4]
Forward (Copy) Message	Press	[*6]
Caller ID / Time & Date Stamp	Press	[*9]
Rewind Message	Press	[4]
Fast Forward Message	Press	[6]
Pause/Unpause Message	Press	[0]
Get Caller ID Information	Press	[*5]

(Note selections without a \* may only be made while message is playing)

## **OPTIONS AFTER LISTINING TO ALL MESSAGES**

*Use this as a quick reference for all options that you have after listening to your messages*

- Press 1 Listen to all saved messages
- Press 2 Review messages that you just marked as deleted. You may now delete them or choose to save them. (Note: You only have one chance to listen to a message marked as deleted, and re-save it.)
- Press 3 Return to the main menu

## **SEND MESSAGES TO OTHER SUBSCRIBERS**

*This feature will enable you to send messages to your entire downline with a single phone call, costing only pennies.*

1. Enter your Voice Mailbox. (See page 1)
2. From Main Menu, press 2 to send a message.
3. You will be prompted to enter the destination mailbox, followed by the # key. Enter a seven digit personal number, three-digit extension or a **distribution list number**, followed by the # key.
4. If you have entered a Voicemail extension, you will hear the name of the person whose mailbox you are sending a message to. When prompted, record the message to send, hitting any key when finished.
5. Follow the prompts. You now have the option to press 7 to review the message, press 3 to discard & record, press 4 for special sending options, or the # key to accept.
6. When you press the # key, the system will confirm that 'The message has been sent'.

## **REPLYING TO A MESSAGE FROM ANOTHER SUBSCRIBER**

*This feature will enable you to quickly reply to a message that was sent to your by another subscriber.*

1. Follow the steps for Playing Messages in your Voice Mailbox. (See Page 2)
2. After listening to the message that you wish to reply to, press 4 to reply. (You may also press 4 during message play to reply to the message immediately).
3. You will hear the name (or mailbox extension) of the person whose message you are replying to. When prompted, record the message to send, hitting any key when finished.
4. Follow the prompts. You now have the option to press 7 to review the message, press 3 to discard & record, press 4 for special sending options or the # key to accept.
5. When you press the # key, the system will confirm that 'The message has been sent'. When the receiver listens to the replied message, the system will inform them who sent the message. 'This message was copied to you by John Smith'

## **COPYING A MESSAGE TO OTHER SYSTEM USERS**

1. Follow the steps for Playing Messages in your Voice Mailbox (See Page 2).
2. After listening to the message press '6'. (You may also press \*6 during message play, to immediately copy the message) Press 6 (to Copy the message).
3. You will be prompted to enter the destination mailbox followed by the # key. Here you may enter a seven digit personal number, a three digit extension or **enter '1' for distribution list #1 (which contains your frontline)**. Enter a mailbox number or 1 # (for distribution list #1).
4. You are now prompted to press '1', if you would like to add a comment to the message or press '2' to send the message without comment.
  - Press 1 (to copy with comment) –or–
  - Press 2 (to copy without comment)
5. If you select option '2' to copy without comment, please continue with step 7. If you select option '1' to copy with comment, you will be prompted to record your comment at the tone. Please record your message at the tone, press any key when finished recording.
  - (Example: 'To members of the family, please listen to this important message from Mr. Smith.')
6. Follow the prompts. You now have the option to press 7 to review the message, press 3 to discard & record, press 4 for special sending options, or the # key to accept.
7. The message is copied (transferred) to the selected members. When they listen to the copied message, it will begin by saying; 'This message was copied to you by John Smith'.

## **LISTENING TO YOUR MESSAGES THROUGH THE INTERNET:**

*This feature will enable you to retrieve your Voicemail Messages through the Internet.*

NOTE: You can NOT forward a voicemail to a distribution list from the web interface, sending messages must be done over the phone.

1. Access the ConnectMe web site at [www.ConnectMeVoice.com](http://www.ConnectMeVoice.com)
2. Select the Login icon.
3. Enter your toll free number, an extension if you have one and your access code.
4. Click on Login.
5. Your messages will be displayed on the screen, along with the Caller ID information. You can click on any message to play.
6. You may also see Fax messages. You may click on these to view or print.
7. You may then select to delete any messages you wish. If you do not delete the message, then the message will be saved.

## **DISTRIBUTION LISTS:**

*Distribution lists are a very convenient and inexpensive way of communicating with many subscribers at once. Set up a distribution list with the voicemail extensions of subscribers who you wish to send messages to. Once this is accomplished you could send them all messages with one phone call.*

## **SETTING UP A DISTRIBUTION LIST**

### **THROUGH THE WEB INTERFACE (\*\*advisable\*\*)**

The groups for your distribution lists can be set-up through the web interface. Log into your extension and go to the **Distribution List tab**. Under “Actions” button you can create new groups. You will need to know the list numbers of the groups. You will need the list number to forward the voicemail to the group in the list.

### **OVER THE PHONE**

1. Enter your Voice Mailbox.
2. You are at the Main Menu. Listen to the prompts.  
Press [8] to enter the User Options menu.
3. You are now at the User Options menu. Listen to the prompts.  
Press [3] to enter the More Options menu.
4. You will now be prompted to press [1] for Distribution List Functions.  
Press [1] for Distribution Lists
5. To create a list, the prompt will tell you to press [1].  
Press [1] for creating a list. (Note: You also have the option of pressing [2] to add distributors to an existing list, [3] to delete members from an existing list.)
6. The prompt will now instruct you to enter a distribution list number from one to twenty, followed by the [#] key.  
Enter a distribution list number (from 1-20) followed by [#]. (For example: enter [1, #] to use distribution list 1.)
7. Enter the voice mailbox numbers of the members that you want on the list. Enter them one at a time, each followed by the [#] key. Press the [\*] key when the list is completed.

*Note: Remember, to add a person to the list, you must enter their five digit extension or last 7 digits or their toll free number*

Know who is in your Distribution List: You may hear the names of all of the members in your distribution list by pressing [4] (for list of members) in distribution list functions.