



ESNA Telephony Office Linx Voice Mail System System Administrator How To Create A Distribution List

Press SPKR
Press 47
Press #
Press your extension number
Press your password
Press 4 for Mailbox Options
Press 5 for Distribution List Maintenance
Press 2 to add a list
Enter the list number (start with 1)
Record the list name
Press 1 to accept, 2 to re-record
Press 1 to add members
Enter all of the extension numbers you want in the group
Hang up

To Send A Message To A Distribution List

Press SPKR
Press 47
Press #
Press you extension number
Press your password
Press 3 for Send A Message
Press * then the list number
Record your message
Press 1 to send standard, 2 to send certified
Press 1 to send normal, 2 to send urgent
Hang up

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