

Telephone Distribution List – Faculty and Staff

Distribution List Number	Voice Mail Boxes
001	All Residence Telephones
002	All Faculty and Staff Telephones
003	All Telephones
004	Old Residence
005	New Residence Apartments

To use the lists above, log into your voicemail and type **M** (6 key) to make a message. Then enter the appropriate Distribution List Number. Follow the instructions below to record and send the message.

To record your message:

Press the # key or wait.

Available options after recording:

R - (7 key) – Review the message

D - (3 key) – Discard the message and record again

A - (2 key) – Append to the message and continue recording

M - (6 key) – Access the menu addressing options

X - (9 key) – Send and exit to main menu