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Phone tree via NMSU voice mail system

Here are some quick notes on setting up a **Personal Distribution list** from your voice mail box for your building/department/college. This can be used as part of phone tree distribution to send an emergency message to the voice mail boxes for all offices phone in your building/department/college. Limitations are that it will not ring phone and only works on phones with voice mail.

MANAGING (The distribution list should be set up in advance)

1. Enter the voice mail messaging system - Dial 6-7777 - Enter your security code -- Listen for the prompts
2. Dial 1 6 to customize mailbox - listen for the prompts
3. Dial 6 for personal distribution - listen for the prompts to set up a two digit list #
(you can set up to nine lists)
example: Dial 01 to indicate the 1st list - Dial 02 to indicate the 2nd list etc...
Once you indicate the two digit list press #
4. Enter new address # (this refers to the five digit extension #'s) - Enter as many extension numbers that you will need send a voice mail message to - Listen to the prompts after each number - Then hit #
5. Return to ready by pressing #

MESSAGING (The message would be provided at time of emergency)

1. Dial 6 to record the message - When prompted for address, enter the two digit distribution list #
2. Record your message - press # to end recording
3. Press 5 to future deliver the message - Listen for the prompts
4. Press # to send

Phone voice mail use instruction are accessible on the NMSU website at the following

1. General - <http://www.nmsu.edu/~telecom/reference.html> (see advanced instruction on page for messaging)
2. Advanced - http://www.nmsu.edu/~telecom/telecomm_copy.pdf (also see attached VM guide)

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