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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](http://www.nmsu.edu/~telecom/telecomm_copy.pdf) (also see attached VM guide)

Thanks and credit are given to Michelle Guerra, ICT, for the prompt information on the phone system.

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