

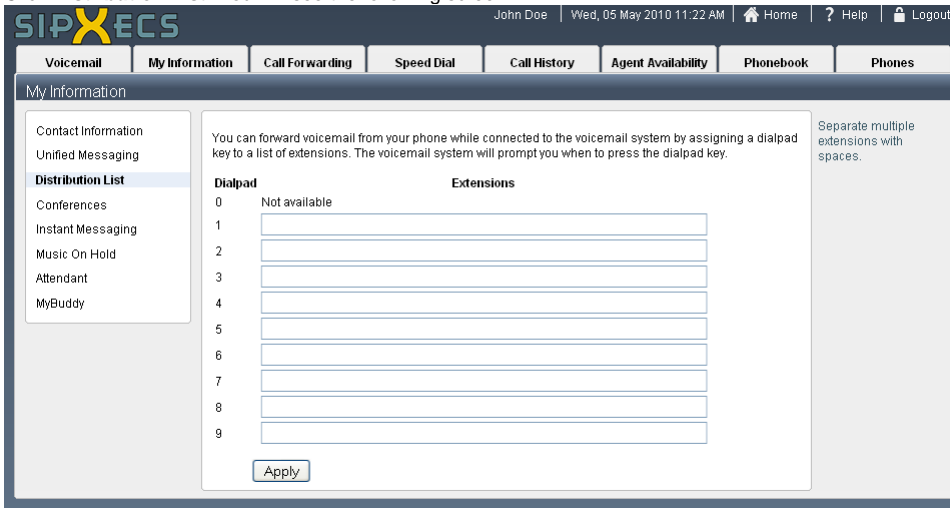
Distribution List

Voicemail distribution lists are used to send or forward a voicemail to multiple extensions without having to manually enter each extension by assigning a dialpad key to a list of extensions.

 For details on forwarding voicemail, read the [Voicemail Instructions.pdf](#).

Change your distribution lists

1. Click the **My Information** tab at the top of the page.
2. Click **Distribution List**. You will see the following screen:



The screenshot shows the SIPXECs web interface. At the top, there is a navigation bar with the SIPXECs logo and user information: John Doe, Wed, 05 May 2010 11:22 AM, Home, Help, and Logout. Below the navigation bar are several tabs: Voicemail, My Information, Call Forwarding, Speed Dial, Call History, Agent Availability, Phonebook, and Phones. The 'My Information' tab is selected, and a sub-menu on the left lists various options: Contact Information, Unified Messaging, Distribution List (highlighted), Conferences, Instant Messaging, Music On Hold, Attendant, and MyBuddy. The main content area displays the 'Distribution List' configuration. It includes a text box explaining that users can forward voicemail by assigning a dialpad key to a list of extensions. Below this, there is a table with two columns: 'Dialpad' and 'Extensions'. The 'Dialpad' column contains numbers 0 through 9. The 'Extensions' column contains input fields for each number. A note on the right side of the table states: 'Separate multiple extensions with spaces.' An 'Apply' button is located at the bottom of the table.

Dialpad	Extensions
0	Not available
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>

3. Assign each numbered distribution list extensions by entering them one at a time separated by spaces.
4. Click **Apply**.