

## Instructions for Using Distribution Lists

Dial 3-7803

Enter mailbox number followed by #

Enter password followed by #

Press 8, 5, 5

8 – Mailbox Commands

5 – CallPilot Tools

5 – Distribution List

Distributions lists can be numbered 1 – 99. Up to 200 address/mailboxes can be added to a distribution list.

To build new list:

Enter list number followed by #

To compose (build) list, press 5

Enter list of addresses/mailboxes separated by # - press # again to end the list.

You can also press \*, 77 to search by last name.

If you enter the wrong mailbox number, press 0 # to delete it.

If you want to record a verbal name for the list, press 9.

Once list is built, you can use the following commands:

2 – review

76 – delete

5 – add new address/mailbox

6 – find address/mailbox

- 76 to delete specified mailbox

Press 4 to return to mailbox commands. You can then press 75 to compose.

Enter the distribution list numbers followed by #, enter # to end list.

Press 5 to record.

Once you have your message recorded, press 79 to send.

You can also log into your mailbox the usual way. Once in your mailbox, you can compose and address your message to your distribution list using the usual commands.