

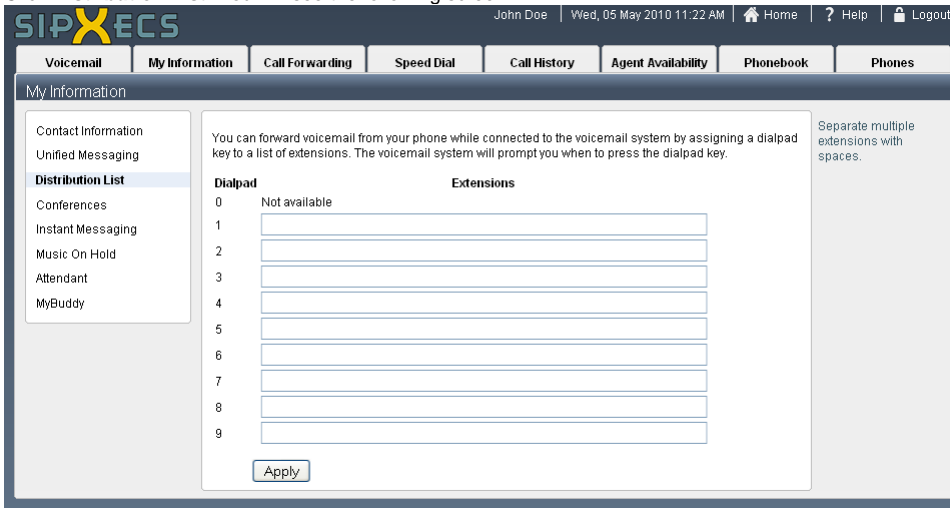
# Distribution List

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 user profile bar for 'John Doe' with the date 'Wed, 05 May 2010 11:22 AM' and navigation links for 'Home', 'Help', and 'Logout'. Below this is a main navigation menu with tabs for 'Voicemail', 'My Information', 'Call Forwarding', 'Speed Dial', 'Call History', 'Agent Availability', 'Phonebook', and 'Phones'. The 'My Information' section is active, and a sub-menu on the left lists various settings: 'Contact Information', 'Unified Messaging', 'Distribution List' (highlighted), 'Conferences', 'Instant Messaging', 'Music On Hold', 'Attendant', and 'MyBuddy'. The main content area displays a table for configuring the 'Distribution List'. The table has two columns: 'Dialpad' and 'Extensions'. The 'Dialpad' column lists keys from 0 to 9. Key 0 is currently set to 'Not available'. Keys 1 through 9 have empty text input fields. A note on the right side of the table states: 'Separate multiple extensions with spaces.' At the bottom of the table is an 'Apply' button.

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**.