

Distribution Lists

See the following sections:

- [Search Distribution Lists, page 5-1](#)
- [New Distribution Lists, page 5-2](#)
- [Edit Distribution List Basics, page 5-2](#)
- [Distribution List Members, page 5-3](#)
- [Edit Alternate Names](#)

Search Distribution Lists

Revised May 2009

Table 5-1 **Search Distribution Lists Page**

Field	Description
Limit Search To	Select the criteria by which to limit the display of search results: • All—Display all search results, regardless of the Cisco Unity Connection location or partition to which they belong. • Location—(<i>Applicable to standalone configurations only</i>) Display only results that belong to a particular Connection location. When you select this option, choose the name of the location from the Where Name Is list. • Partition—Display only results that belong to a particular partition. When you select this option, choose the name of the partition from the Where Name Is list.
Delete Selected	To delete a distribution list, check the check box to the left of the display name, and click Delete Selected. You can delete multiple distribution lists at once.
Alias	A unique text name for the distribution list. Click the Alias to go to the specific page for the distribution list.
Extension (<i>Connection 7.1</i>)	(<i>Display only</i>) The extension that the phone system uses to connect to the object.
DTMF Access ID (<i>Connection 7.0</i>)	

Table 5-1 Search Distribution Lists Page (continued)

Field	Description
Display Name	(Display only) The name of the distribution list.

See Also

- The “[Finding Records in Cisco Unity Connection Administration](#)” section in the “Accessing and Using Cisco Unity Connection Administration” chapter of the *System Administration Guide for Cisco Unity Connection*.

New Distribution Lists

Table 5-2 New Distribution Lists Page

Field	Description
Alias	A unique text name for the distribution list.
Display Name	Enter a descriptive name for the distribution list. Consider the following as you enter display names for users, contacts, and distribution lists: - The voice-recognition conversation may have trouble recognizing display names that contain special characters and diacritical marks. - When a user, contact, or distribution list does not have a recorded name, Cisco Unity Connection tries to play the display name or the concatenated first and last names.
Allow Contacts	Check this check box to allow contacts to be added as members of the distribution list. Note that when a distribution list includes contacts as members, users on remote voice messaging systems (VPIM locations) cannot send messages to the list.
Accept Messages from Foreign System	Check this check box to allow users on remote voice messaging systems that are configured as VPIM locations to send messages to this distribution list.

See Also

- The “[Creating System Distribution Lists](#)” section in the “Managing System Distribution Lists” chapter of the *System Administration Guide for Cisco Unity Connection*.

Edit Distribution List Basics

Table 5-3 Edit Distribution List Basics Page

Field	Description
Alias	A unique text name for the distribution list.

Table 5-3 *Edit Distribution List Basics Page (continued)*

Field	Description
Display Name	Enter a descriptive name for the distribution list. Consider the following as you enter display names for users, contacts, and distribution lists: - The voice-recognition conversation may have trouble recognizing display names that contain special characters and diacritical marks. - When a user, contact, or distribution list does not have a recorded name, Cisco Unity Connection tries to play the display name or the concatenated first and last names.
Extension	Enter the extension that the phone system uses to connect to the distribution list.
Partition	Select the partition to which the object belongs. Partitions are grouped together into search spaces, which are used to define the scope of objects (for example, users and distribution lists) that a user or outside caller can reach while interacting with Cisco Unity Connection. Most objects can belong only to one partition; the exception is users, who can have their primary extension in one partition and alternate extensions in other partitions. A partition can belong to more than one search space. Note that extensions must be unique within a partition, and that partitions can contain objects that do not have an associated extension (for example, some contacts and system distribution lists).
Voice Name	This is the recorded name of the user, system contact, distribution list, or handler. You can record the name here, or a user can record the name by using the self-enrollment conversation, the setup options, or by using the Cisco Unity Assistant. To record the voice name here, use the Media Master. Use the Open File option on the Options menu of the Media Master to use a prerecorded WAV file as the recording.
Allow Contacts	Check this check box to allow contacts to be added as members of the distribution list. Note that when a distribution list includes contacts as members, users on remote voice messaging systems (VPIM locations) cannot send messages to the list.
Accept Messages from Foreign System	Check this check box to allow users on remote voice messaging systems that are configured as VPIM locations to send messages to this distribution list.

See Also

- The “[Modifying System Distribution Lists](#)” section in the “Managing System Distribution Lists” chapter of the *System Administration Guide for Cisco Unity Connection*.

Distribution List Members

Table 5-4 *Distribution List Members Page*

Field	Description
Remove Selected	To remove a user or contact, check the check box to the left of the object display name, and click Remove Selected. You can delete multiple users and contacts at once.
Add User	Click to search for and add users to the distribution list.

Table 5-4 *Distribution List Members Page (continued)*

Field	Description
Add User Template	Click to search for and add user templates to the distribution list. When you add a user template as a distribution list member, new users that are created by using that user template are automatically added to the distribution list. (Note that adding a user template does not affect users who were created by using that template before you added it to the distribution list.)
Add Contact	<i>(Applicable only if Allow Contacts is checked on the Edit Distribution List Basics page.)</i> Click to search for and add contacts to the distribution list. In order to find and add a contact to the list, the contact must have a VPIM Delivery Location and VPIM Remote Mailbox Number defined.
Add Distribution List	Click to add another distribution list as a member of this distribution list.
Display Name	<i>(Display only)</i> The name of the object.
Alias	<i>(Display only)</i> A unique text name for the distribution list member.
Member Type	<i>(Display only)</i> The type of object: User (includes both users and user templates), Contact, or Distribution List.

See Also

- The “[Managing System Distribution List Members](#)” section in the “Managing System Distribution Lists” chapter of the *System Administration Guide for Cisco Unity Connection*.

Edit Alternate Names

Table 5-5 *Edit Alternate Names Page*

Field	Description
Display Name	An alternate name for the distribution list.
Delete Selected	To delete an alternate name, check the check box to the left of the display name, and click Delete Selected. You can delete multiple alternate names at once.

See Also

- The “[Adding Alternate Names for a System Distribution List](#)” section in the “Managing System Distribution Lists” chapter of the *System Administration Guide for Cisco Unity Connection*.