C H A P T E R 5

Cisco Unity Connection 8.x Distribution List Settings

See the following sections:

Search Distribution Lists

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. • 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. • Location—*(Applicable only to Cisco Unity Connection configurations)* 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. • Local Site—*(Applicable only to Cisco Unity Connection configurations that are part of a networking site)* Display only results that belong to locations in the networking site to which this Connection location belongs (including those results that belong to this location itself). • Remote Site—*(Applicable only to Cisco Unity Connection configurations that are part of a networking site)* Display only results that belong to locations in a remote networking site (a site that is linked to the site to which this location belongs via an intersite link).
Alias	A unique text name for the distribution list. Select the Alias to go to the specific page for the distribution list.

Table 5-1   Search Distribution Lists Page (continued)

Field	Description
Extension	*(Display only)* The extension that the phone system uses to connect to the object.
Display Name	*(Display only)* The name of the distribution list.
Delete Selected	To delete a distribution list, check the check box to the left of the display name, and select Delete Selected. You can delete multiple distribution lists at once.
Add New	To add a distribution list, select the Add New button. A new page opens, on which you enter data applicable to the new distribution list.
Bulk Edit	To edit multiple distribution lists at one time, check the applicable distribution list check boxes, and select Bulk Edit.
	If the distribution lists that you want to edit in bulk do not all appear on one Search page, check all applicable check boxes on the first page, then go to the next page and check all applicable check boxes, and so on, until you have selected all applicable distribution lists. Then select Bulk Edit.
	For instructions, see the "To Edit Distribution List Settings in Bulk Edit Mode" procedure on page 5-6.

See Also

- The "Finding Records in Cisco Unity Connection Administration 8.x" section in the "Accessing and Using Cisco Unity Connection Administration 8.x" chapter of the *System Administration Guide for Cisco Unity Connection Release 8.x*, available at http://www.cisco.com/en/US/docs/voice_ip_comm/connection/8x/administration/guide/8xcucsagx.html.

New Distribution Lists

Revised November 16, 2010

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.

Table 5-2   New Distribution Lists Page (continued)

Field	Description
Replicate to Remote Sites Over Intersite Links (*Cisco Unity Connection 8.5 and Later only*)	*(Applicable only when intersite networking is configured)* Check this check box to have Cisco Unity Connection offer the list for replication to the remote site over an intersite link. In order for the remote site to synchronize the list so that remote users can address to it, the remote site must also be configured to include distribution lists when synchronizing data from this site. (If the remote site is a Connection site, lists are configured for synchronization when the Include Distribution Lists When Synchronizing Directory Data check box is checked on the Edit Intersite Link page for the link on the remote site gateway; if the remote site is a Cisco Unity site, lists are configured for synchronization when the Synchronize Distribution Lists check box is checked on the Connection Networking page on the remote site gateway.) Uncheck this check box to have Cisco Unity Connection hide the distribution list from the feed so that the remote site cannot synchronize it even if list synchronization is enabled on the intersite link. **Note** This option is not available when Allow Contacts is checked. Lists that allow contacts as members cannot be replicated to remote sites.
Allow List to Be Replicated to Remote Sites Over Intersite Links (*Cisco Unity Connection 8.0 only*)	*(Applicable only when intersite networking is configured)* Check this check box to have Cisco Unity Connection offer the list for replication to the remote site over an intersite link. In order for the remote site to synchronize the list so that remote users can address to it, the remote site must also be configured to include distribution lists when synchronizing data from this site. (If the remote site is a Connection site, lists are configured for synchronization when the Include Distribution Lists When Synchronizing Directory Data check box is checked on the Edit Intersite Link page for the link on the remote site gateway; if the remote site is a Cisco Unity site, lists are configured for synchronization when the Synchronize Distribution Lists check box is checked on the Connection Networking page on the remote site gateway.) Uncheck this check box to have Cisco Unity Connection hide the distribution list from the feed so that the remote site cannot synchronize it even if list synchronization is enabled on the intersite link. **Note** This option is not available when Allow Contacts is checked. Lists that allow contacts as members cannot be replicated to remote sites.
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. **Note** This option is not available when Allow List to be Replicated to Remote Sites Over Intersite Links is checked. Lists that allow contacts as members cannot be replicated to remote sites.
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. **Note** This option is not available when Allow Contacts is checked. Lists that allow contacts as members cannot accept messages from foreign systems.

See Also

- The "Creating System Distribution Lists in Cisco Unity Connection 8.x" section in the "Managing System Distribution Lists in Cisco Unity Connection 8.x" chapter of the *System Administration Guide for Cisco Unity Connection Release 8.x*, available at http://www.cisco.com/en/US/docs/voice_ip_comm/connection/8x/administration/guide/8xcucsagx .html.

Edit Distribution List Basics

Revised November 16, 2010

See Table 5-3 for information about the fields on the Edit Distribution List Basics page.

For instructions on editing distribution list information in Bulk Edit mode, see the "To Edit Distribution List Settings in Bulk Edit Mode" procedure on page 5-6.

Table 5-3   Edit Distribution List Basics Page

Field	Description
Alias	*(This field appears only when editing an individual distribution list; not applicable to Bulk Edit operations)* A unique text name for the distribution list.
Display Name	*(This field appears only when editing an individual distribution list; not applicable to Bulk Edit operations)* 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	*(This field appears only when editing an individual distribution list; not applicable to Bulk Edit operations)* 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).
Recorded Name	*(This field appears only when editing an individual distribution list; not applicable to Bulk Edit operations)* This is the recorded name of the user, 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 Connection Messaging Assistant. To record the 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.

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

Field	Description
Replicate to Remote Sites Over Intersite Links (*Cisco Unity Connection 8.5 and Later only*)	*(Applicable only when intersite networking is configured)* Check this check box to have Cisco Unity Connection offer the list for replication to the remote site over an intersite link. In order for the remote site to synchronize the list so that remote users can address to it, the remote site must also be configured to include distribution lists when synchronizing data from this site. (If the remote site is a Connection site, lists are configured for synchronization when the Include Distribution Lists When Synchronizing Directory Data check box is checked on the Edit Intersite Link page for the link on the remote site gateway; if the remote site is a Cisco Unity site, lists are configured for synchronization when the Synchronize Distribution Lists check box is checked on the Connection Networking page on the remote site gateway.) Uncheck this check box to have Cisco Unity Connection hide the distribution list from the feed so that the remote site cannot synchronize it even if list synchronization is enabled on the intersite link. **Note** This option is not available when Allow Contacts is checked. Lists that allow contacts as members cannot be replicated to remote sites.
Allow List to Be Replicated to Remote Sites Over Intersite Links (*Cisco Unity Connection 8.0 only*)	*(Applicable only when intersite networking is configured)* Check this check box to have Cisco Unity Connection offer the list for replication to the remote site over an intersite link. In order for the remote site to synchronize the list so that remote users can address to it, the remote site must also be configured to include distribution lists when synchronizing data from this site. (If the remote site is a Connection site, lists are configured for synchronization when the Include Distribution Lists When Synchronizing Directory Data check box is checked on the Edit Intersite Link page for the link on the remote site gateway; if the remote site is a Cisco Unity site, lists are configured for synchronization when the Synchronize Distribution Lists check box is checked on the Connection Networking page on the remote site gateway.) Uncheck this check box to have Cisco Unity Connection hide the distribution list from the feed so that the remote site cannot synchronize it even if list synchronization is enabled on the intersite link. **Note** This option is not available when Allow Contacts is checked. Lists that allow contacts as members cannot be replicated to remote sites.
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. **Note** This option is not available when Allow List to be Replicated to Remote Sites Over Intersite Links is checked. Lists that allow contacts as members cannot be replicated to remote sites.
Accept Messages from Foreign Systems	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. **Note** This option is not available when Allow Contacts is checked. Lists that allow contacts as members cannot accept messages from foreign systems.
Bulk Edit Task Scheduling	*(Applicable only to Bulk Edit operations.)* To immediately run a Bulk Edit operation, select Run Now. To schedule a Bulk Edit operation for a later date and/or time, select Run Later, and set the applicable date and time in the adjacent fields.

See Also

- The "Modifying System Distribution Lists in Cisco Unity Connection 8.x" section in the "Managing System Distribution Lists in Cisco Unity Connection 8.x" chapter of the *System Administration Guide for Cisco Unity Connection Release 8.x*, available at http://www.cisco.com/en/US/docs/voice_ip_comm/connection/8x/administration/guide/8xcucsagx.html.

To Edit Distribution List Settings in Bulk Edit Mode

Step 1   On the Search Distribution Lists page, check the applicable distribution list check boxes, and select **Bulk Edit**.

If the distribution lists that you want to edit in bulk do not all appear on one Search page, check all applicable check boxes on the first page, then go to the next page and check all applicable check boxes, and so on, until you have selected all applicable distribution lists. Then select **Bulk Edit**.

Step 2   To make a change to a setting, check the check box to the left of the field name to select it, and then set the field as usual. See the field definitions in Table 5-3 for information on how to set each field.

✎   **Note**   The Status message at the top of the Edit Distribution List Basics page tells you how many distribution lists are being edited. Also note that the page is populated only with the fields that you are allowed to edit in bulk mode.

Step 3   When you have set all applicable fields, including the Bulk Edit Task Scheduling fields, select **Submit**.

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 select Remove Selected. You can delete multiple users and contacts at once.
Add User	Select to search for and add users to the distribution list.
Add User Template	Select 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	*(Applicable only if Allow Contacts is checked on the Edit Distribution List Basics page.)* Select 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	Select to add another distribution list as a member of this distribution list.
Display Name	*(Display only)* The name of the object.

Table 5-4   Distribution List Members Page (continued)

Field	Description
Alias	*(Display only)* A unique text name for the distribution list member.
Member Type	*(Display only)* The type of object: User (includes both users and user templates), Contact, or Distribution List.

See Also

- The "Managing System Distribution List Members in Cisco Unity Connection 8.x" section in the "Managing System Distribution Lists in Cisco Unity Connection 8.x" chapter of the *System Administration Guide for Cisco Unity Connection Release 8.x*, available at http://www.cisco.com/en/US/docs/voice_ip_comm/connection/8x/administration/guide/8xcucsagx .html.

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 select Delete Selected. You can delete multiple alternate names at once.

See Also

- The "Adding Alternate Names for a System Distribution List in Cisco Unity Connection 8.x" section in the "Managing System Distribution Lists in Cisco Unity Connection 8.x" chapter of the *System Administration Guide for Cisco Unity Connection Release 8.x*, available at http://www.cisco.com/en/US/docs/voice_ip_comm/connection/8x/administration/guide/8xcucsagx .html.