



## Managing Private Lists

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## About Private Lists

You can use private lists to create your own groups of voice message recipients. When you address a voice message to one of your private lists, all of the recipients on the list receive the message. Cisco Unity Connection provides several private lists for you to personalize.

Only you can send voice messages to your private lists. You can do so by using the phone keypad or voice commands. You cannot send messages from your email application to your private lists.

## Creating Private Lists

Your Cisco Unity Connection administrator specifies the maximum number of lists that you can manage. The lists are prenumbered. Once you have added names to a list, Connection plays the list number as an identification when you manage your lists.



**Tip**

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Although you can create private lists by phone, it is easier to do so in the Messaging Assistant web tool.

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## Creating a Private List by Using the Phone Keypad

### Procedure

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- Step 1** Call and sign in to Connection.
- Step 2** At the Main menu, select the option **Setup Options**, then **Message Settings**, and **Private Lists**, and **Change the Names on a Private List**.
- Step 3** Enter the number of an unused list.
- Tip** If you do not know a number for an unused list, at the Main menu, select the option **Setup Options**, then **Message Settings**, and **Private Lists**, and **Hear Private Lists**. Connection plays information about any lists already in use, including the list numbers, so use a number other than the one(s) you hear.
- Step 4** After Connection says "Private List <Number>," follow the prompts to add names to the list.
- Step 5** When you are finished adding names, select the option **Rerecord the Name of the List** and follow the prompts to record a name for the list.
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## Creating a Private List by Using Voice Commands

### Procedure

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- Step 1** Call and sign in to Connection.
- Step 2** When Connection asks, "What do you want to do," say:  
"Setup Options." (Connection temporarily switches to the phone keypad.)
- Step 3** On the phone keypad, select the option **Message Settings**, then **Private Lists**, and **Change the Names on a Private List**.
- Step 4** Enter the number of an unused list.
- Tip** If you do not know a number for an unused list, select the option **Message Settings**, then **Private Lists**, and **Hear Private Lists**. Connection plays information about any lists already in use, including the list numbers, so use a number other than the one(s) you hear.
- Step 5** After Connection says "Private List <Number>," follow the prompts to add names to the list.
- Step 6** When you are finished adding names, select the option **Rerecord the Name of the List** and follow the prompts to record a name for the list.
- Tip** To switch back to using voice commands, keep pressing \* until you hear the "Voice Command Conversation" prompt.
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## Changing the Members of Private Lists

The maximum number of members that you can add to a private list is specified by your Cisco Unity Connection administrator. Any user or system distribution list that is included in the directory can be a member of your private lists.

Depending on how Connection is set up at your organization, you may be able to send and respond to messages from users on remote voice messaging systems who are not in the directory. If so, you can also include these users—known as remote contacts—in your private lists.

If you try to add a user, system distribution list, or remote contact that is already a member of the private list, Connection does not add the member to the same list again.

You can add members to, and review and delete members from your private lists.

**Note**

Administrative changes to private list members may cause them to be presented differently when you review your lists later. Occasionally, administrative changes may even cause some members to be removed from your lists without notice. Your Connection administrator should be able to inform you before changes occur, though you will still need to re-add these members to your lists in the event that they are inadvertently removed.

## Changing the Members of a Private List by Using the Phone Keypad

### Procedure

- Step 1** Call and sign in to Connection.
- Step 2** At the Main menu, select the option **Setup Options**, then **Message Settings**, and **Private Lists**, and **Change the Names**.
- Step 3** Follow the prompts to select the list whose members you want to change and to add, review, or delete members.
  - Tip** When you review the list members, you can quickly navigate through them. Press **3** to delete a recipient from the list; press **7** to skip to the previous name and **9** to skip to the next name; and press **77** to skip to the beginning of the list and **99** to skip to the end.

## Changing the Members of a Private List by Using Voice Commands

### Procedure

- Step 1** Call and sign in to Connection.
- Step 2** When Connection asks, "What do you want to do," say:  
"Setup Options." (Connection temporarily switches to the phone keypad.)

- Step 3** On the phone keypad, select the option **Message Settings**, then **Private Lists**, and **Change the Names**.
- Step 4** Follow the prompts to select the list whose members you want to change and to add, review, or delete members.
- Tip** When you review the list members, you can quickly navigate through them. Press **3** to delete a recipient from the list; press **7** to skip to the previous name and **9** to skip to the next name; and press **77** to skip to the beginning of the list and **99** to skip to the end.
- Tip** To switch back to using voice commands, keep pressing **\*** until you hear the "Voice Command Conversation" prompt.
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## Changing the Recorded Names of Private Lists

Each private list has a recorded name. When you address messages to private lists, Cisco Unity Connection plays the recorded name so that you can confirm that you have addressed the message to the correct list.

### Changing the Recorded Name of a Private List by Using the Phone Keypad

#### Procedure

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- Step 1** Call and sign in to Connection.
- Step 2** At the Main menu, select the option **Setup Options**, then **Message Settings**, and **Private Lists**, and **Change Names**.
- Step 3** Follow the prompts to select the list whose recorded name you want to change and to rerecord the name. (Note that if the list you chose does not already have members, you must add them before you can record a name for the list.)
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### Changing the Recorded Name of a Private List by Using Voice Commands

#### Procedure

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- Step 1** Call and sign in to Connection.
- Step 2** When Connection asks, "What do you want to do," say: "Setup Options." (Connection temporarily switches to the phone keypad.)
- Step 3** On the phone keypad, select the option **Message Settings**, then **Private Lists**, and **Change the Names**.
- Step 4** Follow the prompts to select the list whose recorded name you want to change and to rerecord the name. (Note that if the list you chose does not already have members, you must add them before you can record a name for the list.)
- Tip** To switch back to using voice commands, keep pressing **\*** until you hear the "Voice Command Conversation" prompt.
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## Deleting Private Lists

Although you can delete individual members of your lists by phone, you cannot delete the list itself. You delete a list—including its recorded name, and all members at once—in the Messaging Assistant web tool.

