



# C4 IP & C2 Enhanced Voicemail Web Portal

*User Guide*



## Table of Contents

Logging In.....	3
Basic Navigation.....	4
Messages.....	5
Downloading a Message .....	5
Saving a Message .....	5
Transferring a Message .....	6
Transferring to an Email Address.....	6
Transferring to an Email List.....	6
Transferring to a Mailbox.....	6
Transferring to a Distribution List.....	7
Calling Back a Correspondent .....	7
Deleting a Message .....	8
Greetings.....	9
Recording a Greeting .....	10
Scheduling Temporary Greetings (Extended Absence Greetings) .....	11
Access Code .....	12
Email Notifications.....	13
Quota Alerts.....	14
Record Option.....	14
Login/Password .....	15
Upload and Forward to Email.....	15
Upload and Forward to Email.....	15
Upload and Forward to Phone Number .....	16
Upload and Forward to Phone Number.....	16
Upload and Forward to Distribution List.....	17
Distribution Lists .....	17
Creating a Distribution List.....	17
Updating a Distribution List.....	18
Deleting a Distribution List or a Correspondent of a Distribution List.....	19
Personalized Greetings.....	21
Adding a New Personalized Greeting .....	21
Scheduling a Personalized Greeting .....	21



# C4 IP & C2 Enhanced Voicemail Web Portal

## User Guide

### Logging In

Visit <http://um.c4voicemail.com> to access the login screen.

Your username is your full 10-Digit Phone Number.

Default password is the last 4-Digits + 99.

For example, if your phone number is 404-555-1234, your username will be 4045551234 and your default password will be 123499.

**CYPRESS COMMUNICATIONS®**  
A Broadvox Company

**CYPRESS | messaging**

**Cypress Communications (a Broadvox Company) Messaging**

**Authentication**

Welcome to the Cypress Communications (a Broadvox Company) Messaging user interface.

Username:

Password:

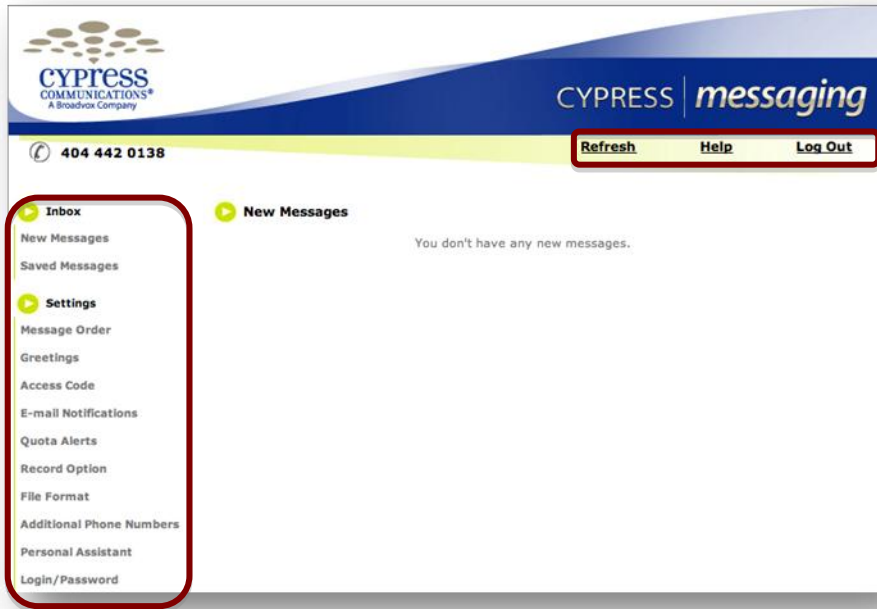
[Forgot your password?](#)

**Log In**



## Basic Navigation

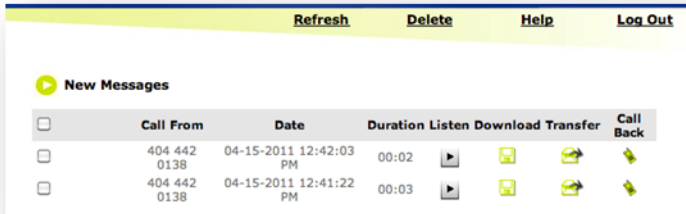
Along the left side of the page you have all of your menu options. On the top of the page, you have a dynamic menu that changes depending on which menu option you have selected.



## Messages

For each message, the following information is provided:

- Caller phone number
- Date of the call
- Duration of the message for a voice message or number of pages for a fax message



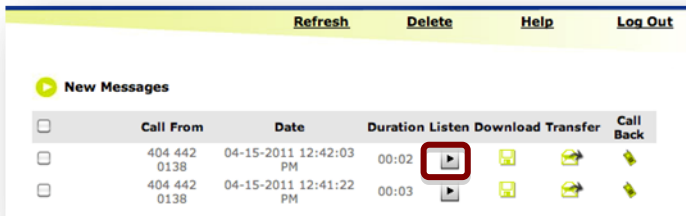
	Call From	Date	Duration	Listen	Download	Transfer	Call Back
<input type="checkbox"/>	404 442 0138	04-15-2011 12:42:03 PM	00:02				
<input type="checkbox"/>	404 442 0138	04-15-2011 12:41:22 PM	00:03				

Message options:

1. Viewing or Listening to a Message
2. Downloading a Message
3. Saving a Message
4. Transferring a Message
5. Calling Back a Correspondent
6. Deleting a Message

### Listening to a Voice Message

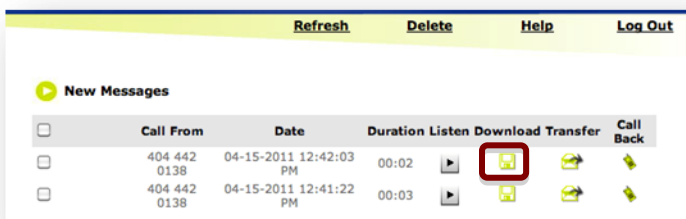
Click the Listen icon to listen to a voice message.



	Call From	Date	Duration	Listen	Download	Transfer	Call Back
<input type="checkbox"/>	404 442 0138	04-15-2011 12:42:03 PM	00:02				
<input type="checkbox"/>	404 442 0138	04-15-2011 12:41:22 PM	00:03				

## Downloading a Message

You can save a message directly to your hard drive by clicking the Save icon.



	Call From	Date	Duration	Listen	Download	Transfer	Call Back
<input type="checkbox"/>	404 442 0138	04-15-2011 12:42:03 PM	00:02				
<input type="checkbox"/>	404 442 0138	04-15-2011 12:41:22 PM	00:03				

The message will be downloaded to the selected location.

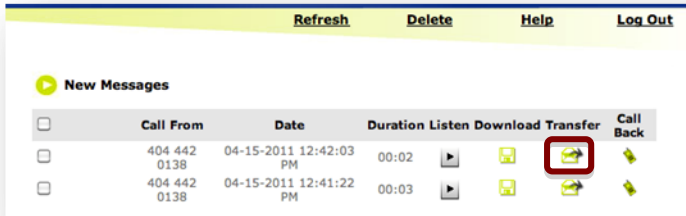
An audio file will be saved in WAV file format depending on your settings under the **File Format** menu.

## Saving a Message

A message that has been listened to is automatically saved in the **Saved Messages** menu.

### Transferring a Message

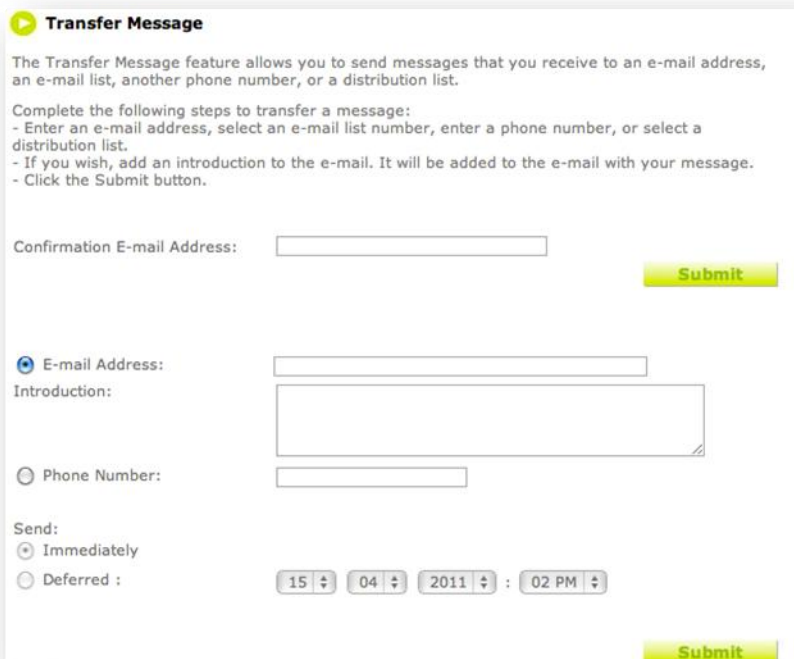
You can transfer a voice or fax message to another voicemail box, a distribution list, an email address, or an email list by clicking the Transfer icon.



A new window opens, where you can choose the message transfer destination.

### Transferring to an Email Address

Select the Email List Number checkbox, and select the number of the email list from the menu. You can enter a text message in the Introduction field that will be added into the email. Click the Submit button.



**Transfer Message**

The Transfer Message feature allows you to send messages that you receive to an e-mail address, an e-mail list, another phone number, or a distribution list.

Complete the following steps to transfer a message:

- Enter an e-mail address, select an e-mail list number, enter a phone number, or select a distribution list.
- If you wish, add an introduction to the e-mail. It will be added to the e-mail with your message.
- Click the Submit button.

Confirmation E-mail Address:  Submit

E-mail Address:

Introduction:

Phone Number:

Send:

Immediately

Deferred :  :  :  :

Submit

### Transferring to an Email List

Select the Email Address checkbox, and enter the email address in the corresponding field. The message will be sent by email to each correspondent in the selected list. You can enter a text message in the Introduction field that will be added into the email. Click the Submit button.

### Transferring to a Mailbox

Select the Phone Number checkbox, and enter the voicemail box phone number to which the message will be sent. Click the Submit button. The message will be sent to the specified voicemail box.

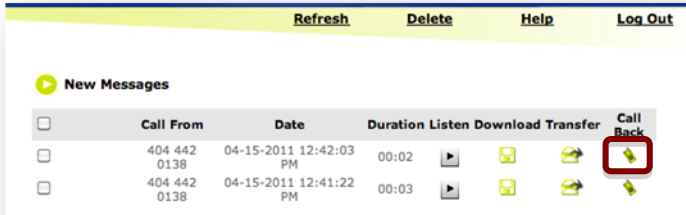
### Transferring to a Distribution List

Select the Distribution List Number checkbox, and select the number of the distribution list from the menu. Click the Submit button.

The message will be sent as a new message to each correspondent in the list.

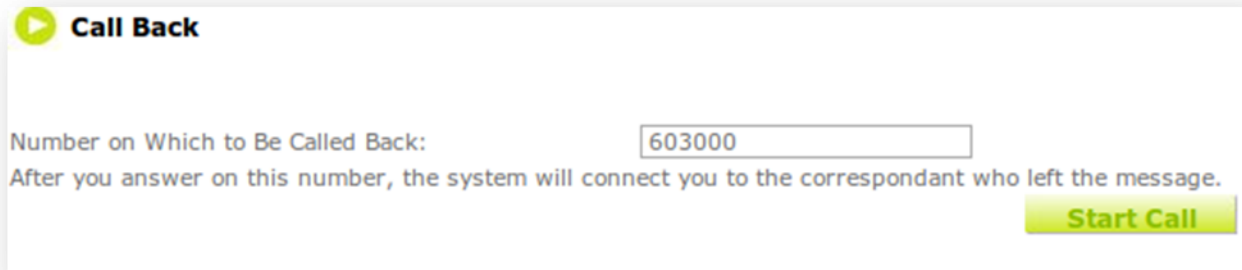
### Calling Back a Correspondent

You can call back a correspondent who leaves you a voice message by clicking on the Call Back icon.



	Refresh	Delete	Help	Log Out			
<b>New Messages</b>							
<input type="checkbox"/>	Call From	Date	Duration	Listen	Download	Transfer	Call Back
<input type="checkbox"/>	404 442 0138	04-15-2011 12:42:03 PM	00:02				
<input type="checkbox"/>	404 442 0138	04-15-2011 12:41:22 PM	00:03				

A new window opens where you can enter your callback phone number. This means you can enter your mobile phone number and call your correspondent back using your mobile phone number instead of your voicemail box phone number.



**Call Back**

Number on Which to Be Called Back:

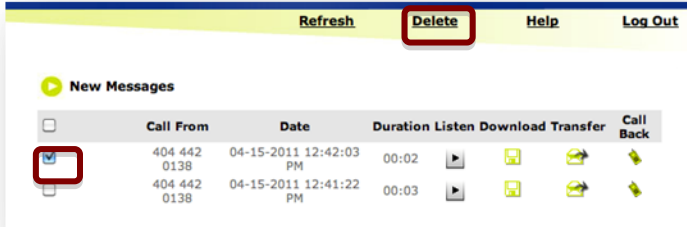
After you answer on this number, the system will connect you to the correspondent who left the message.

**Start Call**

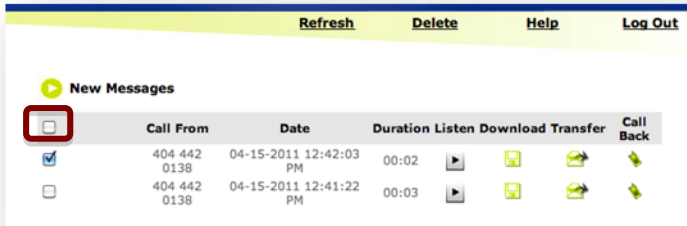
The system then calls you back on the phone number you specify. When you answer the phone, the system calls your correspondent and connects you.

### Deleting a Message

The checkbox in the first column is for message selection. Select the messages you want to delete, and click the Delete button.



Select the checkbox at the top to select all the messages.

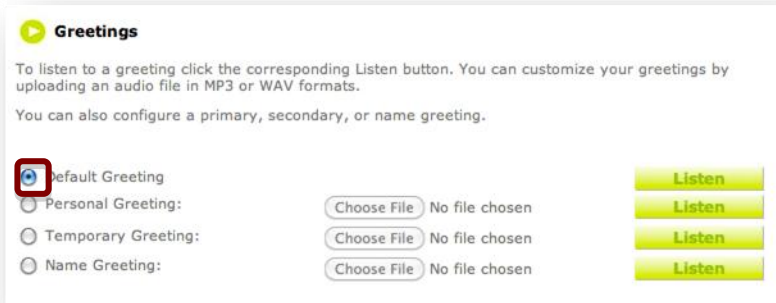


## Greetings

There are four types of greetings available:

- Default Greeting: "Your correspondent is not reachable at the moment. Please leave a message after the tone."
- Primary Greeting
- Secondary Greeting
- Name Greeting: After you record and upload your name, the greeting message will be changed to: "[Your Name] is not reachable at the moment. Please leave a message after the tone."

Initially, the default greeting is enabled on your voicemail box. The primary and secondary greetings allow the user to record two different customized greetings that can be used at any time (in case of holidays, for example). Select the radio button next to the greeting type you want to enable.



**Greetings**

To listen to a greeting click the corresponding Listen button. You can customize your greetings by uploading an audio file in MP3 or WAV formats.

You can also configure a primary, secondary, or name greeting.

<input checked="" type="radio"/> Default Greeting		<input type="button" value="Listen"/>
<input type="radio"/> Personal Greeting:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Listen"/>
<input type="radio"/> Temporary Greeting:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Listen"/>
<input type="radio"/> Name Greeting:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Listen"/>

If the selected greeting is already recorded or uploaded, you can listen to it by clicking the Listen button. Select a greeting type and click the Browse button to upload an audio file. By clicking the Submit button, the file is automatically updated on your voicemail box.



### Recording a Greeting

There are 3 different ways to record a greeting:

- Log into the system from a telephone and record your greeting from the **Greetings** menu.
- Record your greeting using a computer as a WAV or MP3 file and upload the file using the Web Portal.
- In the Web Portal, under the Greetings menu, enter a phone number at the bottom of the page that you wish to be called at if different from your primary number, then click the greeting you would like to record and the system will call you at that number and prompt you to record the greeting once you answer.

**Greetings**

To listen to a greeting click the corresponding Listen button. You can customize your greetings by uploading an audio file in MP3 or WAV formats.

You can also configure a primary, secondary, or name greeting.

<input checked="" type="radio"/> Default Greeting		<input type="button" value="Listen"/>
<input type="radio"/> Personal Greeting:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Listen"/>
<input type="radio"/> Temporary Greeting:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Listen"/>
<input type="radio"/> Name Greeting:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Listen"/>

Play      Default from 15 04 2011 to 15 04 2011

Days Off      Mon  Tue  Wed  Thu  Fri  Sat  Sun

Working hours are  am -  am (hh:mm)

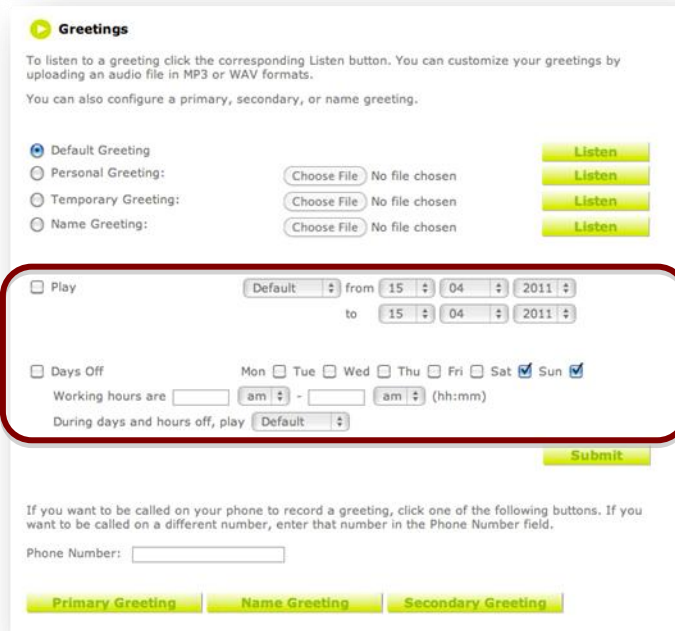
During days and hours off, play

If you want to be called on your phone to record a greeting, click one of the following buttons. If you want to be called on a different number, enter that number in the Phone Number field.

Phone Number:

### Scheduling Temporary Greetings (Extended Absence Greetings)

You have the ability to record a Temporary Greeting and schedule it to play for callers for a specific period of time. To set up this feature, select the Play check box, then select the greeting from the drop down menu and choose the dates and times you would like to schedule the greeting to play. Once you press Submit, the greeting is scheduled.



**Greetings**

To listen to a greeting click the corresponding Listen button. You can customize your greetings by uploading an audio file in MP3 or WAV formats.

You can also configure a primary, secondary, or name greeting.

Default Greeting  Personal Greeting:  No file chosen   
 Temporary Greeting:  No file chosen   
 Name Greeting:  No file chosen

Play  from     
to

Days Off Mon  Tue  Wed  Thu  Fri  Sat  Sun

Working hours are  am -  am (hh:mm)

During days and hours off, play

If you want to be called on your phone to record a greeting, click one of the following buttons. If you want to be called on a different number, enter that number in the Phone Number field.

Phone Number:



## Access Code

Your access code is used to enter your voicemail box from a phone. You can modify your access code by clicking **Access Code** in the **Settings** menu. The access code must be between 4 and 10 digits. Your default access code is the last 4-Digits of your phone number + 99.

On this page, you can enable or disable access code authentication.

When access code authentication is disabled, you will not be asked for authentication when checking your messages. When access code authentication is enabled, you will be asked to enter your access code before checking your messages.

To change your access code, enter the new access code twice to confirm it and click the Submit button.

**Access Code**

A four digit access code is used to protect access to your Mediabox. The code will be required when you try to access your Mediabox from a phone other than your own.

You can enable or disable access code authentication.

Enable Access Code Authentication  
 Disable Access Code Authentication

Your New Access Code:

Confirm Your New Access Code:



## Email Notifications

When a message is recorded in your voicemail box, you can receive an email notification as a standard email or as an email with the audio message file attached (in WAV format).

Click **Email Notifications** in the **Settings** menu to use this feature.

Choose the email notification type (standard or with attachment).

Enter your email address.

You can also configure permissible hours for email notifications for deposited messages.

You can configure filtering using acceptance and denial lists.

Enter the names and phone numbers you want to filter.

Choose the filtering list type: acceptance or denial list.

If you don't want any filtering list, disable filtering.

### E-mail Notifications

Standard e-mail notifications allow you to receive notifications by e-mail when you receive messages in your mediabox. E-mail notifications with attachments allow you to receive notifications by e-mail with the voice message attached.

E-mail Address:   Attachment  Enable  Disable

E-mail Address:   Attachment  Enable  Disable

E-mail Address:   Attachment  Enable  Disable

E-mail Address:   Attachment  Enable  Disable

E-mail Address:   Attachment  Enable  Disable

Permissible Hours for Sending E-mail Notifications for Deposited Messages:

0 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select the type of filtering list you want to use for your e-mail notifications.

- A denial list is a list of contacts from whom you will not receive any e-mail notifications.
- An acceptance list is a list of the only contacts from whom you can receive e-mail notifications.

Acceptance List  Denial List  Enable Filtering

Filtering list is empty.

## Quota Alerts

You can configure an email alert when your voicemail box reaches a specified quota. By default the system will alert you when you login via a phone once your voicemail box is 75% full.

To use this feature:

- You must enable Quota Alerts.
- Choose a quota limit: 75%, 80%, or 90%. If you select 75%, it means that you will receive an email message when your voicemail box is 75% full.
- Enter your email address to receive the email alert.

You will receive a quota alert only if you have enabled email alerts.

**▶ Quota Alerts**

Quota alerts allow you to receive an alert when your mediabox is 75%, 80%, or 90% full.

Enable or Disable Quota Alerts:

Enable Quota Alerts

Disable Quota Alerts

Enable Mediabox Full Alert

Quota Limit:  75% Full  80% Full  90% Full

This notification uses all e-mail addresses you have set up for message notifications, if any, as well as the telephone number you have set up for SMS notifications, if any.

**Submit**

## Record Option

You can choose to turn off your voicemail box (simple mode). In this mode, the caller won't be able to leave you a message.

In Record Mode, the voicemail box will allow the caller to leave a message.

You can toggle between these two modes by selecting **Record Option** in the **Settings** menu.

You can also configure permissible hours for recording messages.

**▶ Record Option**

Configure your mediabox to record messages.

Record Message Option:

Do Not Record Messages

Record Messages

**Submit**

Permissible Hours for Recording Messages:

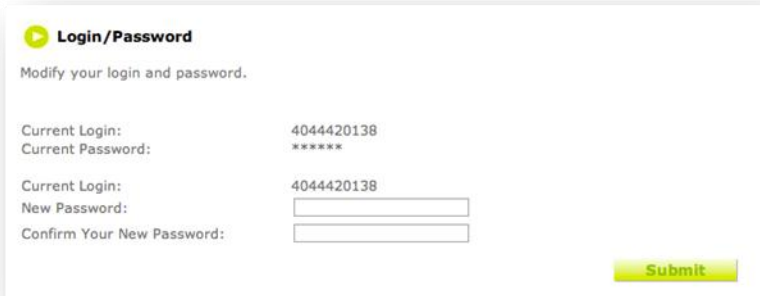
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Submit**

## Login/Password

You can change the password you use to access the Web Portal.  
Enter your new password twice to confirm it, and click the Submit button.

Note: This is a different password than the one you use to access your voicemail box from the phone.



**Login/Password**

Modify your login and password.

Current Login: 4044420138  
Current Password: \*\*\*\*\*

Current Login: 4044420138  
New Password:   
Confirm Your New Password:

**Submit**

## Upload and Forward to Email

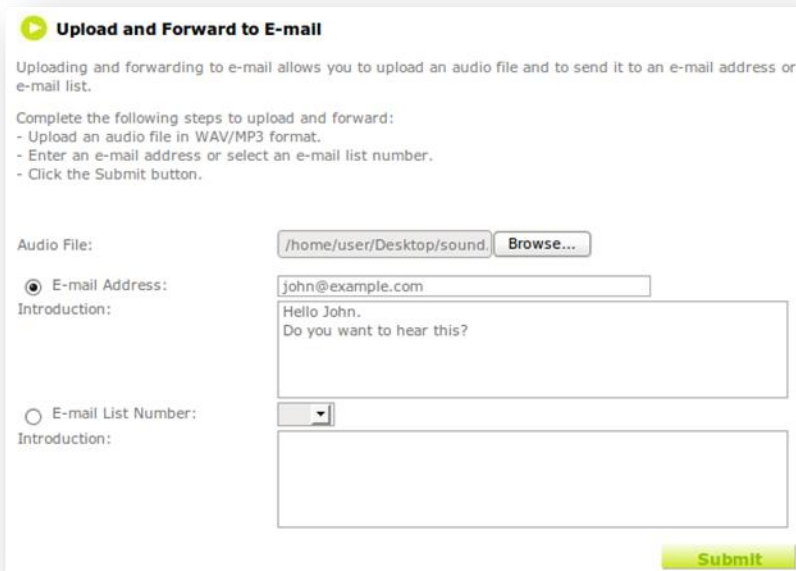
An audio file (WAV format) can be uploaded and sent to the following destinations:

1. An Email Address: The correspondent will receive an email with the audio file attached.
2. An Email List: Each correspondent in the email list will receive an email with the audio file attached.

Click the To Email link in the Upload and Forward menu to use this feature.

## Upload and Forward to Email

Verify that the audio file you want to forward is saved on your computer.  
Select the audio file (WAV/MP3) by clicking the Browse button.  
Enter the email address to which you want to send the message.  
Add any text you want added to the email message.



**Upload and Forward to E-mail**

Uploading and forwarding to e-mail allows you to upload an audio file and to send it to an e-mail address or e-mail list.

Complete the following steps to upload and forward:

- Upload an audio file in WAV/MP3 format.
- Enter an e-mail address or select an e-mail list number.
- Click the Submit button.

Audio File:  **Browse...**

E-mail Address:   
Introduction:

E-mail List Number:   
Introduction:

**Submit**

## Upload and Forward to Phone Number

You can upload an audio file (in WAV format) and send it to:

1. Phone Number: the correspondent will receive the audio file as a new message.
2. Distribution List: Each correspondent in the distribution list will receive the audio file as a new message.

You can choose to send your message immediately or on a different date.

Click the To Phone Number link in the Upload and Forward menu to use this feature.

## Upload and Forward to Phone Number

Verify that the audio file you want to forward is saved on your computer.

Select the audio file (WAV/MP3) by clicking the Browse button.

Enter the voicemail box phone number.

You can choose when your message will be sent:

- Immediately
- Deferred: In this case, you must select a date and a time

**Upload and Forward to Phone Number**

Uploading and forwarding to a phone number allows you to upload an audio file and send it to another phone number or to a distribution list.

Complete the following steps to upload and forward a file:

- Upload an audio file in WAV/MP3 format.
- Enter a phone number or select a distribution list number.
- Click the Submit button.

Confirmation E-mail Address:

Audio File:

Phone Number:

Distribution List Number:

Send:

Immediately

Deferred (DD/MM/YY) :    :

## Upload and Forward to Distribution List

Verify that the audio file you want to forward is saved on your computer.

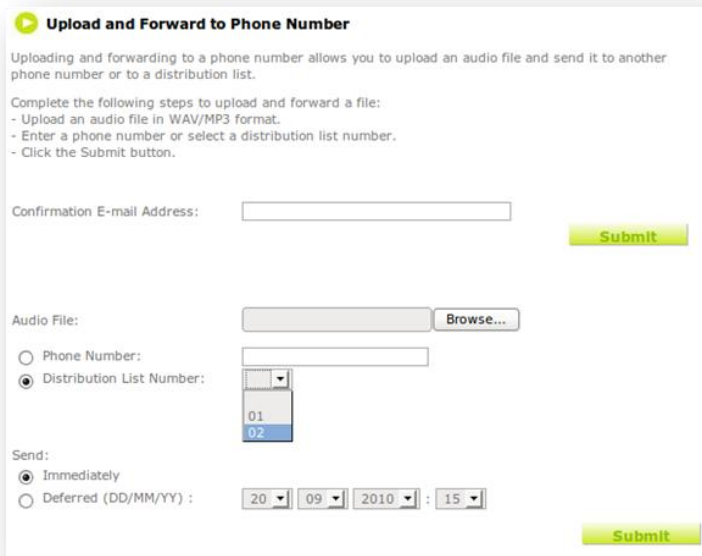
Select the audio file (WAV/MP3) by clicking the Browse button.

Enter the distribution list number.

Choose when the message will be sent:

- Immediately
- Deferred: In this case, you must select a date and a time

Note that a distribution list must be setup before this option will be available.



**Upload and Forward to Phone Number**

Uploading and forwarding to a phone number allows you to upload an audio file and send it to another phone number or to a distribution list.

Complete the following steps to upload and forward a file:

- Upload an audio file in WAV/MP3 format.
- Enter a phone number or select a distribution list number.
- Click the Submit button.

Confirmation E-mail Address:  Submit

Audio File:  Browse...

Phone Number:   
 Distribution List Number:

Send:

Immediately  
 Deferred (DD/MM/YY) :  :  :  :

Submit

## Distribution Lists

The Distribution List page allows you to manage distribution lists.

A distribution list is a list of voicemail box phone numbers.

Each recipient added must be part of your company.

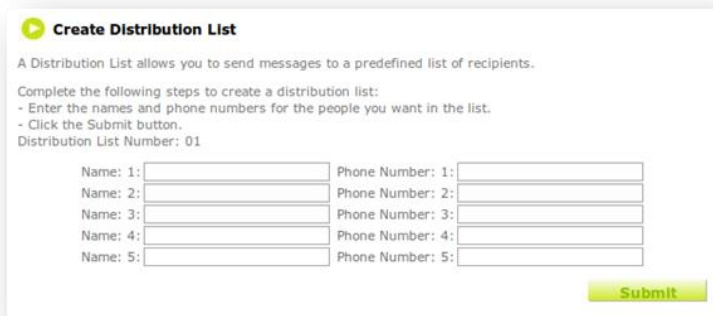
You can use a distribution list to transfer or upload and forward a message to a list of voicemail boxes.

## Creating a Distribution List

Click Create in the Distribution List menu to create a distribution list.

The new distribution list is then edited.

Enter the name and phone number for each recipient you want to add to this list.



**Create Distribution List**

A Distribution List allows you to send messages to a predefined list of recipients.

Complete the following steps to create a distribution list:

- Enter the names and phone numbers for the people you want in the list.
- Click the Submit button.

Distribution List Number: 01

Name: 1:	<input type="text"/>	Phone Number: 1:	<input type="text"/>
Name: 2:	<input type="text"/>	Phone Number: 2:	<input type="text"/>
Name: 3:	<input type="text"/>	Phone Number: 3:	<input type="text"/>
Name: 4:	<input type="text"/>	Phone Number: 4:	<input type="text"/>
Name: 5:	<input type="text"/>	Phone Number: 5:	<input type="text"/>

Submit

### Updating a Distribution List

Click Update in the Distribution List menu to modify a distribution list.

On this page, you can:

- Add a correspondent to a distribution list.
- Modify the phone number or the name of a recipient.

Select the number of the distribution list you want to modify in the menu.

**Update Distribution List**

A distribution list allows you to send messages to predefined recipients.

Complete the following steps to modify a distribution list:

- Modify the names and phone numbers in your distribution list. You can also add new names and phone numbers.
- Click the Submit button.

Distribution List Number:

Name: 1:	<input type="text" value="John"/>	Phone Number: 1:	<input type="text" value="603001"/>
Name: 2:	<input type="text" value="Claire"/>	Phone Number: 2:	<input type="text" value="603002"/>
Name: 3:	<input type="text"/>	Phone Number: 3:	<input type="text"/>
Name: 4:	<input type="text"/>	Phone Number: 4:	<input type="text"/>
Name: 5:	<input type="text"/>	Phone Number: 5:	<input type="text"/>

The content of the distribution list you have chosen is then displayed.

**Update Distribution List**

A distribution list allows you to send messages to predefined recipients.

Complete the following steps to modify a distribution list:

- Modify the names and phone numbers in your distribution list. You can also add new names and phone numbers.
- Click the Submit button.

Distribution List Number:

Name: 1:	<input type="text" value="Nancy"/>	Phone Number: 1:	<input type="text" value="603003"/>
Name: 2:	<input type="text" value="Jim"/>	Phone Number: 2:	<input type="text" value="603004"/>
Name: 3:	<input type="text"/>	Phone Number: 3:	<input type="text"/>
Name: 4:	<input type="text"/>	Phone Number: 4:	<input type="text"/>
Name: 5:	<input type="text"/>	Phone Number: 5:	<input type="text"/>

To add a recipient, add a name and a phone number, and click the Submit button.

**Update Distribution List**

A distribution list allows you to send messages to predefined recipients.

Complete the following steps to modify a distribution list:

- Modify the names and phone numbers in your distribution list. You can also add new names and phone numbers.
- Click the Submit button.

**Confirmation: Distribution list updated.**

Distribution List Number:

Name: 1:	<input type="text" value="Nancy"/>	Phone Number: 1:	<input type="text" value="603003"/>
Name: 2:	<input type="text" value="Jim"/>	Phone Number: 2:	<input type="text" value="603004"/>
Name: 3:	<input type="text" value="Alice"/>	Phone Number: 3:	<input type="text" value="603005"/>
Name: 4:	<input type="text"/>	Phone Number: 4:	<input type="text"/>
Name: 5:	<input type="text"/>	Phone Number: 5:	<input type="text"/>

To modify the name or phone number of a recipient, make the changes and click the Submit button.

**Update Distribution List**

A distribution list allows you to send messages to predefined recipients.

Complete the following steps to modify a distribution list:

- Modify the names and phone numbers in your distribution list. You can also add new names and phone numbers.
- Click the Submit button.

**Confirmation: Distribution list updated.**

Distribution List Number:

Name: 1:	<input type="text" value="Nancy"/>	Phone Number: 1:	<input type="text" value="603003"/>
Name: 2:	<input type="text" value="Jim"/>	Phone Number: 2:	<input type="text" value="603004"/>
Name: 3:	<input type="text"/>	Phone Number: 3:	<input type="text"/>
Name: 4:	<input type="text"/>	Phone Number: 4:	<input type="text"/>
Name: 5:	<input type="text"/>	Phone Number: 5:	<input type="text"/>

## Deleting a Distribution List or a Correspondent of a Distribution List

To delete a distribution list or a correspondent of a distribution list, click the Delete button in the **Distribution List** menu. Before deleting a distribution list, you must delete all the recipients of the distribution list. Select the number of the distribution list you want to delete from the menu.

**Delete Distribution List**

A distribution list allows you to send messages to a predefined list of recipients.

- To delete a recipient from your distribution list, select the corresponding checkbox and click the Delete button.
- To delete all the recipients, select the All checkbox, and click the Delete button.
- To delete a distribution list, delete all the recipients, and then click the Delete button again.

Distribution List Number:

Name: 1 :	<input type="text" value="01"/>	Phone Number: 1 :	<input type="text" value="603001"/>	<input type="checkbox"/>
	<input type="text" value="02"/>			All <input type="checkbox"/>

The content of the distribution list you have chosen is displayed.

**Delete Distribution List**

A distribution list allows you to send messages to a predefined list of recipients.

- To delete a recipient from your distribution list, select the corresponding checkbox and click the Delete button.
- To delete all the recipients, select the All checkbox, and click the Delete button.
- To delete a distribution list, delete all the recipients, and then click the Delete button again.

Distribution List Number:

Name: 1 :	<input type="text" value="Peter"/>	Phone Number: 1 :	<input type="text" value="603001"/>	<input type="checkbox"/>
Name: 2 :	<input type="text" value="Clear"/>	Phone Number: 2 :	<input type="text" value="603002"/>	<input type="checkbox"/>
Name: 3 :	<input type="text" value="Paul"/>	Phone Number: 3 :	<input type="text" value="603003"/>	<input type="checkbox"/>
				All <input type="checkbox"/>

Select the recipients you want to delete, and click the Submit button.

**Delete Distribution List**

A distribution list allows you to send messages to a predefined list of recipients.

- To delete a recipient from your distribution list, select the corresponding checkbox and click the Delete button.
- To delete all the recipients, select the All checkbox, and click the Delete button.
- To delete a distribution list, delete all the recipients, and then click the Delete button again.

Distribution List Number:

Name : 1 : Peter	Phone Number : 1 : 603001	<input checked="" type="checkbox"/>
Name : 2 : Clear	Phone Number : 2 : 603002	<input type="checkbox"/>
Name : 3 : Paul	Phone Number : 3 : 603003	<input checked="" type="checkbox"/>
		All <input type="checkbox"/>

**Delete**

Select the All checkbox to select all recipients of a distribution list.  
To delete every recipient, select the All checkbox and click the Submit button.

**Delete Distribution List**

A distribution list allows you to send messages to a predefined list of recipients.

- To delete a recipient from your distribution list, select the corresponding checkbox and click the Delete button.
- To delete all the recipients, select the All checkbox, and click the Delete button.
- To delete a distribution list, delete all the recipients, and then click the Delete button again.

Distribution List Number:

Name : 1 : Peter	Phone Number : 1 : 603001	<input checked="" type="checkbox"/>
Name : 2 : Clear	Phone Number : 2 : 603002	<input checked="" type="checkbox"/>
Name : 3 : Paul	Phone Number : 3 : 603003	<input checked="" type="checkbox"/>
		All <input type="checkbox"/>

**Delete**

To delete a distribution list, first delete all correspondents in the distribution list.  
When the distribution list is empty, select the list from the menu and click the Delete button.

**Delete Distribution List**

A distribution list allows you to send messages to a predefined list of recipients.

- To delete a recipient from your distribution list, select the corresponding checkbox and click the Delete button.
- To delete all the recipients, select the All checkbox, and click the Delete button.
- To delete a distribution list, delete all the recipients, and then click the Delete button again.

**Confirmation: Elements deleted.**

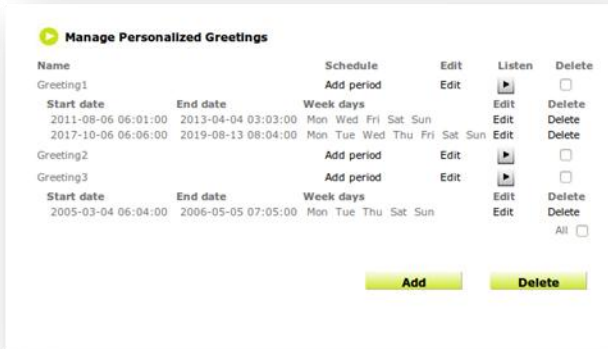
Distribution List Number:

**Delete**

## Personalized Greetings

You can record multiple greetings and upload and schedule them for use via the Web Portal. For each greeting, the following information is provided:

- The name of the greeting.
- The time period when the greeting is played.

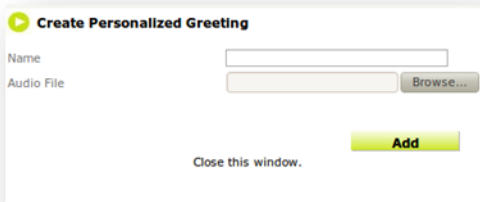


## Adding a New Personalized Greeting

You can create specific greetings by uploading an audio file.

Click the Add button to open a separate window where you can upload the audio file. Input a name for the greeting, upload the audio file, and click the Add button to create the greeting.

After the greeting is created, you can edit it, listen to it, or delete it.



## Scheduling a Personalized Greeting

For each greeting, you can specify the date range and days of the week when it will be played. Click Add Period to open a separate window where you can specify the date range and the days of the week.

The scheduled periods for each greeting are displayed and can be modified by clicking Edit or removed by clicking Delete.

