How to Send a Message to a Distribution List

1. Press Messages button or dial 215-746-8000
2. Press # (Skip this step if calling from number without PennNet Phone voicemail)
3. Enter the 6 digit distribution list number (9xxxxx)
4. Enter the distribution list password
5. Press 1 to leave a message for this list
6. Press # to end recording

Options available after recording:

Press 1 to Accept – The message is sent to the list and the voice mail system automatically disconnects.

Press 2 to Listen - A chance to hear the message before pressing 1 to send the message.

Press 3 to Re-record – Not happy with the message; forgot to include something? This is your opportunity to re-record the message before pressing 1 to send it.

Press 4 to Mark Urgent – If you want the message to be marked Urgent you must press 4, then 1 to accept the message.

Warning:

Once you press 1 to accept the recording the message has been sent to the distribution list and cannot be recalled. The system prompts “your message has been saved, good-bye” then disconnects.

Distribution List menu options:

1. Press 1 to leave a message for this list
2. Press 2 to change the list password
3. Press 3 to record list name