

GROUP LISTS for Notification Phone Calls call ETC to sign up

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A group list is a list of mailbox numbers or telephone numbers that is created once and assigned a list number and a recorded name. Once your lists are created, you need only to enter the list number and your message will be delivered to everyone on the list. Your mailbox may contain a maximum of 15 different lists with up to 60 numbers per list.

1. CREATING GROUP LISTS

- Log into your mailbox
- Press 4 for the personal options menu
- Press 2 for group list options
- Press 2 to create a group list
- Enter a one or two digit group list number followed by #
- Record a name for the list followed by #
- Enter any or all of the following types of destination addresses.
Press # after each entry is made.
 - Mailbox number
 - Telephone number (if long distance do not add a "1")
(if 706 area code you do not have to enter "706")
(all other area codes have to be entered)
 - another group list number
- Press # to save all entries added to the list.

2. DELETING A GROUP LIST

- Log into your mailbox.
- Press 4 for the personal options menu
- Press 2 for group list options
- Press 3 to delete a group list
- Enter the one or two digit group list number that you wish to delete.

3. REVIEWING YOUR GROUP LIST DIRECTORY

- Log into your mailbox
- Press 4 for the personal options menu
- Press 2 for group list options
- Press 1 to review your group list directory

4. ADDING AN ADDRESS TO A GROUP LIST

- Log into your mailbox
- Press 4 to enter the personal options menu
- Press 2 for group list options

- Press 4 to modify a list
- Enter the list number followed by #
- Press 1 to add an address to the list followed by #
- Press # to save any changes

5. REVIEWING ADDRESSES IN A GROUP LIST

- Log into your mailbox
 - Press 4 to enter the personal options menu
 - Press 2 for group list options
 - Press 4 to modify a list
 - Enter the list number followed by #
 - Press 2 to review addresses on the list
- At this point the first address on the list will play.

You options are:

- Press 1 to play the next address
- Press 2 to delete the played address
- Press 3 to go to the top of your list
- Press 4 to go to the end of a list
- Press 6 to play the previous address
- Press 8 to play the current address
- Press # to save any changes

6. PLAYING A GROUP LIST NAME

- Log into your mailbox
- Press 4 to enter the personal options menu
- Press 2 for group list options
- Press 4 to change a list
- Enter the list number followed by #
- Press 3 to play the list name

7. RE-RECORDING A NAME FOR YOUR GROUP LIST

- Log into your mailbox
- Press 4 to enter the personal options menu
- Press 2 for group list options
- Press 4 to change a list
- Enter the list number followed by #
- Press 4 to re-record a name for your group list
- Record your list name followed by #

SENDING A GROUP MESSAGE

1. RECORDING AND SENDING A MESSAGE

- Log into your mailbox
- Press 2 to begin recording your message
- Press # to end your recording

At this point your options are:

- Press 1 to review your recorded message
- Press 2 to continue recording the message
- Press 5 to select future delivery
- Press 7 to delete the recorded message
- Press 9 to send the message
- Enter a destination address to which the message will be sent. This can be an individual telephone or mailbox number, a string of telephone or mailbox numbers, or a group list number or string of group list numbers.