



# CHAPTER 5

## Public Distribution List Settings

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### Public Distribution List Profile Page

*Table 5-1*      *Subscribers > Public Distribution Lists > Profile Page*

Field	Considerations
Name	Displays the name of the public distribution list. To change the name of the list, enter a new name here, and then click the Save icon.
Owner	Displays the owner of the list, which can be any subscriber or another public distribution list that has the authority to request changes to this list. To change the owner, select an Owner Type and click Change.
Owner Type	Click Subscriber to assign ownership to a single subscriber. Click Distribution List to assign ownership to all subscribers on a public distribution list. Default: Subscriber.
Recorded Voice	The recorded name of the public distribution list. To record a distribution list name, use the Media Master control bar. Use the Paste From File option on the Options menu of the Media Master control bar to use a prerecorded WAV file as the recording. Note that the Media Master is not available across a firewall that blocks DCOM communications.
Extension	Enter the number that subscribers can dial to access the public distribution list by phone (without having to spell the list name). Default: Blank.

# Public Distribution List Members Page

Table 5-2 *Subscribers > Public Distribution Lists > Members Page*

Field	Considerations
View, Add, Remove	<p>Select one of the following settings:</p> <ul style="list-style-type: none"> <li>• View—Display a list of distribution list members.</li> <li>• Add—Add one or more subscribers to the public distribution list. You also can add other public distribution lists as members of the list.</li> <li>• Remove—Delete one or more subscribers or public distribution lists from the public distribution list.</li> </ul> <p>Default: View.</p>
Type a <Public Distribution List> Name to Find	<p>Enter several characters of the name, and click Find. Enter * to list all members or distribution lists, or enter one or more characters of the name or Dial ID followed by * to narrow your search.</p> <p>Note that only one asterisk can be used when doing a wild card search, and the asterisk must be the last character in the search string. For example, the search string co* is allowed; the search strings *co and *co* are not allowed.</p> <p>When Add is selected, Cisco Unity searches all subscribers in the organization. When Remove is selected, Cisco Unity searches only subscribers assigned to the distribution list.</p>
Matching <Public Distribution List> Members	<p>This setting displays the list of names that match the characters you entered in the Type a &lt;Public Distribution List&gt; Name to Find field. The list contains first and last names that match.</p> <p>To select several nonsequential names at one time, hold down the Ctrl key while selecting.</p> <p>To select several names in sequence, hold down the Shift key, select the first name in the sequence, and then select the last name in the sequence.</p>