TOSHIBA

Stratagy

Voice Processing System

Release 3

Quick Reference Guide

Access Stratagy

Call Stratagy at _____.

Press * , enter your User ID and press # .

Enter your security code, press # .

Stratagy plays the number of messages you have and prompts you with Main Menu choices.

Message Controls

While playing a message, press:

- 4 **Pause/Resume** (toggle or 30 secs)
- 8 **Turn Up** volume†
- 0 **Turn Down** volume†
- * **Back Up** (rewind)
- # **Go Forward** (advance)
- # # **Change Speed** (toggle)†

While recording a message, press:

- 4 **Pause/Resume** (toggle or 30 secs)

†Not supported by all Stratagy systems

Main Menu

- 1 **Play Messages**
- 2 **Send Messages**
- 3 Manage Mailbox
- 0 Exit user mode
- # Hang Up

Play Messages

- 1 **Play** the next message
- 2 **Save** the current message
- 3 **Delete** the current message
- 5 **Forward** the current message
- 6 **Reply** to the current message
- 7 **Special Functions**
  - 0 **Immediate Fax** print of all fax messages†
  - 1 **Immediate Fax** print of current fax message†
  - 2 **Send Fax** to fax machine for print†
  - 4 Message **Date** and **Time**
  - 5 **Future Delivery Review**
  - 6 **Continuous Delete**
  - 7 **New/Saved** message queue (toggle)
  - 8 **Continuous Play**
  - 9 **Return** to previous menu
- * 1 **Replay** the current message
- * 2 **Play** the **Previous** message
- 9 **Return** to Main Menu

Send Messages

User ID

Enter a **User ID** or select one of the following:

- 0 0 **Directory** plus name
- 0 1 **Personal List** (1~7)
- 0 2 **System List** (1~7)

Record

Record a message, comment or reply (Press # when finished.)

- # **Send** and **Return** to Main Menu
- 1 **Review**
- 2 **Rerecord**
- 3 **Append** recording
- 4 Select **Additional Destinations**

  User ID

  Enter a **User ID**
  - 0 0 **Directory**
  - 0 1 **Personal List** (1~7)
  - 0 2 **System List** (1~7)
  - # **Return** to previous menu
- 7 **Special Delivery Options**
  - 1 Set **Urgent** status (On/Off)
  - 2 Set **Private** status (On/Off)
  - 3 Set **Return Receipt** request (On/Off)
  - 9 **Return** to previous menu
- 8 Set **Future Delivery**†
- * **Cancel** message and select new destination
- * * **Cancel** and **Return** to Main Menu

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Messaging Hints

New Messages play before **Saved Messages** unless you press 7 7 .

Urgent Messages play first in the New Message Queue.

Message Forward Comments play first, followed by the original message.

Private Messages cannot be forwarded.

Pause/Resume: Press 4 while playing/recording a message to pause (30 seconds); press 4 to resume playing/recording.

To send a **Direct Message** from the Company Greeting, press 9 9 8 or_____ followed by the User ID.

To access the **Directory**, press 4 1 1 from the Company Greeting.

Stratagy may be configured so that you can press 0 from the Main Menu and enter another User ID without having to hang up (exit User Mode).

- 1 Set the **Hour** (1~12)
  - 1 **AM**
  - 2 **PM**
- 2 Set the **Minutes** (0~59)
- 3 Set the **Day** (1~31)
- 4 Set the **Month** (1~12)
- 5 Set the **Year** (last two digits)
- 9 **Return** to previous menu

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Manage Mailbox Hints

Select a greeting for your mailbox: You can record seven different greetings that can be selected at any time, or choose to use the prerecorded system greeting. Check your greeting frequently to ensure your information is accurate.

Name (and extension) recording is used for directory information, system greeting, and user identification.

Change your security code on a regular basis.

Record a List Comment to identify/name the list.

†Not supported by all Stratagy systems

Main Menu

- 1 Play Messages
- 2 Send Messages
- 3 **Manage Mailbox**
- 0 Exit user mode
- # Hang Up

Manage Mailbox

- 1 Change your **Greeting**
- 2 Change your **User Options**
- 3 Manage your **Lists**

  Select 1~7 for a Personal List
  - 1 **Review** your current list
  - 2 **Add** a User ID to the list
  - 3 **Delete** a User ID from the list
  - 4 **Record** a list **Comment**
  - 9 **Return** to a previous menu
  - 9 **Return** to a previous menu
- 4 Manage your **Guest User ID**†
  - 1 **Create** a Guest User ID
  - 2 **Delete** a Guest User ID
  - 3 **Review** your Guest User IDs
  - 9 **Return** to a previous menu
- 9 **Return** to a Main Menu

Change Your Greeting

Select 1~7 for a Personal Greeting

or # for the System Greeting

- 1 **Review** selected greeting
- 2 **Record** (new) greeting
  - 1 **Review** greeting
  - 2 **Rerecord**
  - 3 **Append** to recording
  - 4 **Cancel** recording
  - 9 **Save** recording
- 9 **Return** to a previous menu
- * **Review** current greeting
- 9 **Return** to a previous menu

Change Your User Options

- 1 Change your **Do not Disturb** (On/Off)
- 2 Change your **Call Screening** (On/Off)
- 3 Change your **Security Code**
- 4 Select your **Busy Greeting** (toggle)
- 5 Record your **Busy Greeting**
- 6 Record your **Name**
- 7 Change message **Notification**
- * Review your **Option Settings**
- 9 **Return** to previous menu

Directory