

# TOSHIBA

## Stratagy<sup>®</sup>

Voice Processing System

### Stratagy ES

## Quick Reference Guide

### Access Stratagy ES

Call Stratagy ES at \_\_\_\_\_.

Press **☎** and enter your Mailbox number.

Enter your security code. (If you make a mistake while entering the code, press **☎** to re-enter.)

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

### MAIN MENU

- 1** Play Messages
- 2** Send Messages
- 3** Manage Mailbox
- 4** Retrieve/Listen to E-mail Messages<sup>†</sup>
- 0** Exit user mode
- #** Hang up

<sup>†</sup>Plays only if TTS and UM is available

### 1 PLAY MESSAGES

- 1** Play the next message
- \* 1** **Replay** the current message
- 2** **Save** the current message
  - 1** Standard Save Message Folder
  - 2 ~ 8** Personal Message Folder(s)
- \* 2** Play the **Previous** 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 documents within a folder<sup>††</sup>
  - 1** **Immediate Fax** print of current fax document<sup>††</sup>
  - 2** **Send All Fax** documents within a folder to fax machine for print<sup>††</sup>
  - 3** **Send Current Fax** to fax machine for print<sup>††</sup>
  - 4** Message **Date** and **Time**
  - 5** **Future Delivery Review**
  - 6** **Continuous Delete**
  - 7** Access **New/Saved** message folders (toggle)
  - 8** **Continuous Play**
  - 9** **Return** to previous menu
- 9** **Return** to Main Menu

<sup>††</sup>Optional feature

### 2 SEND MESSAGES

Enter **destination** (one of the following):

**Mailbox Number** plus **#**

- 0 0** **Directory** plus name
- 0 1** **Personal Distribution List** (1~25)
- 0 4** **Multiple Destinations**

#### Record

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

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

### 3 MANAGE MAILBOX

- 1** Change **Greeting**
- 2** Change **User Options**
  - 1** Change **Do Not Disturb** (On/Off)
  - 2** Change **Call Screening** (On/Off)
  - 3** Change **Security Code**
  - 4** Select **Busy Greeting** (On/Off)
  - 5** Record **Busy Greeting**
  - 6** Record your **Name**
  - 7** Change message **Notification**
  - 8** Set up **Automatic Message Copy**
  - \* \*** Review **Option Settings**
  - 9** **Return** to previous menu
- 3** Manage **Personal Distribution Lists**
- 4** Manage **Guest Mailboxes**
- 5** Manage **Personal Message Folders**
- 9** **Return** to Main Menu

