TOSHIBA

Strata CIX

Stratagy ES
Voice Processing System

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**[†]
0 **Exit user mode**
**Hang up**

[†]Plays only if TTS and UM is available

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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[††]
   1 **Immediate Fax** print of current fax document[††]
   2 **Send All Fax** documents within a folder to fax machine for print[††]
   3 **Send Current Fax** to fax machine for print[††]
   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

[††]Optional feature

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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

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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

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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.)

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4 Retrieve and Listen to E-MAIL MESSAGES†††

1 **Listen** to e-mail message

✳ **1** **Replay** the current e-mail message

2 **Save** the current e-mail message

3 **Delete** the current e-mail message

5 **Forward** the current e-mail message

6 **Reply** to the current e-mail message

9 **Return** to Main Menu
(number of e-mail messages
to be deleted plays)

   1 Delete e-mail messages

   2 Cancel deletion of e-mail messages

†††Requires UM and TTS

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 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.

MESSAGING HINTS

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

Urgent Messages play first in the New Message Folder.

Private Messages cannot be forwarded.

Immediate Fax transmits fax documents to the fax machine from which you are calling.

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 Mailbox Number.

To send a **Direct Fax** from the Company Greeting, press **9** **8** **8** . You can record and send a comment with the **Fax document**. When you print the document, the comment does not print.

On/Off options: Each time you press a key with an On/Off option, the features turns On or Off.

Toggle options: Each time that you press a key with a toggle option, the feature switches between the two available settings.

DIRECTORY

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