# TOSHIBA

## Stratagy®
Voice Processing Systems
*Release 2*

**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 seconds)
- **8**   **Turn Up** volume
- **0**   **Turn Down** volume
- **✱**   **Back Up** (rewind)
- **#**   **Go Forward** (advance)
- **# #**   **Change Speed** (toggle)

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## 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** (Play, Save, Delete)
  - **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
  (number of messages to be deleted plays)

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## 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**   **Re-record**
- **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 Functions**
  - **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 a message to pause (30 seconds); press **4**

**User ID** indicates any User ID.

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

To access the **Directory**, press **4 1 1** or _____ 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 2-digits)
- **9**   **Return** to previous menu
  (message delivery time plays)

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## MANAGE MAILBOX HINTS

**Select a greeting for your mailbox:** You may record seven different greetings that may be selected at any time or choose to use the pre-recorded 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.

**On/Off Options:** Each time that you press a key with an On/Off option, the feature turns On or Off.

## 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 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 previous menu
**9** **Return** to 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** recording
      **2** **Re-record**
      **3** **Append** to recording
      **4** **Cancel** recording
      **9** **Save** recording
   **9** **Return** to previous menu
**\*** **Review** current greeting
**9** **Return** to 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

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