TOSHIBA

LVMU / GVMU

Administrator User Guide

System Administrator User ID   3

Stratagy has a special User ID mailbox known as the System Administrator User ID mailbox. It is User ID 999, and you access it through the telephone just as any other User ID mailbox.

Note   The System Administrator mailbox (User ID 999) cannot be assigned to another User ID number.

In addition to normal options available on the Main Menu, the System Administrator's Main Menu includes a System Administration option (8).

➤ **To select an option on the System Administrator Main Menu**

> ➤   Press the appropriate number or character.

    1   Play Messages
    2   Send Messages
    3   Manage Mailbox
    8   System Administration
    0   Exit user mode
    #   Hang up

This Main Menu enables the System Administrator to create system lists and to monitor system wide functions.

System Distribution Lists

System lists are available as a special attribute of the System Administrator Main Menu, and are an excellent means of distributing interoffice memos to a large group of people in a timely manner. The lists also eliminate the need of every user creating a similar personal list.You can create up to seven system-wide lists. Examples of such lists include all users in the system or in a specific department and all company managers.

Stratagy processes mail sent to mailing lists as a low priority task. Therefore, it may take several minutes to send the message to everyone on a large list, especially if the system is busy.

➤ **To create a system distribution list**

1. Call Stratagy's extension by pressing ✱ + the System Administrator User ID (**9 9 9**) + **#**.

2. Enter the System Administrator User ID security code. The default is **9 9 9 9 9 7 #.**

3. Press **3** to select Manage Mailbox from the Main Menu.

4.   Press **3** to select Manage your lists from the Manage Mailbox Menu.

5.   Select the Distribution List number (**1 ~ 7**).

6.   Press the appropriate number or character.

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

Note   To identify or name the list, press **4**. Stratagy prompts "Enter the comment. Finish by pressing the **#** sign." This comment plays each time the list destination is selected by the user when sending a message.

7.   Press **9** to return to the Manage Your Lists Submenu. You can create another System List or press **99** to return to the Main Menu.

Once defined, you can easily add or delete User IDs as needed to the list.

Sending a Message Using a System List

Each system distribution list (**1 ~ 7**) in User ID 999 is available to all users and may be accessed when a user sends or forwards a message to a list.

➤   **To send a system list message**

1.   Access Stratagy from your telephone by pressing **✳** + your User ID number + **#**.

2.   Enter your security code + **#**.

3.   Press **2** to select Send Messages from the Main Menu.

4.   Press **02** to select a system list destination (**1 ~ 7**).

5.   Record your message.

6.   Press **#** to send your message immediately and return to the Main Menu.

For more details, see the *Stratagy User Guide*.

System Administration Menu

System Administration is an option designed for the System Administrator to manage system-wide functions.

➤   **To select an option on the System Administration Menu**

1.   Press **8** to select System Administration from the System Administrator Main Menu.

2.   Press the appropriate number or character.

1   Record system announcement
2   Delete system announcement
3   Record busy-hold music
4   Manage User IDs
5   Add User IDs
6   Set date and time
✳   Review system status
9   Return to Main Menu

1 – Record the System Announcement

System announcements are useful in disseminating system-wide information. With this option, you can record an announcement that Stratagy plays to every user when he/she accesses his/her mailbox.

Users can interrupt the system announcement by selecting from the User Main Menu during playback. However, the announcement plays each time the user accesses his/her mailbox until it has completely played. Once played in its entirety, Stratagy deletes the announcement from the user's mailbox.

2 – Delete the System Announcement

With this option, you can purge a previously recorded system announcement.

3 – Record the Busy-Hold Music

By pressing ✱, the busy-hold music is heard by callers when they elect to hold for a busy extension. Stratagy plays the entire recording before re-trying the busy extension.

When the system is delivered, it plays approximately 30 seconds of music. You can replace this music with another recording which plays either music or recorded information about your company or its products and services. To make a recording, you can use the telephone handset. We recommend that you prepare a professional recording.

4 – Manage User IDs

Manage User IDs enables you to perform special User ID functions.

1 – Lock User ID prohibits the user access to the mailbox.

2 – Unlock User ID unlocks a locked User ID.

3 – Reset User ID clears the User ID specified. Resets the Info/Status field values to 0. Changes the Users Menu and Auto and Notify record field values to those specified in the Defaults Box (default User ID 997). See "Creating a Mailbox" on page 6-2 in the Stratagy I&M Manual for more information.

4 – Delete User ID
Enter User ID to be deleted and press **#**. You are asked to confirm the number:

1 - Confirms entry and returns you to the previous menu.

2 - Cancels functions and returns to previous menu.

5 - Resets User ID Security Code. See "Reset User ID Security Code" on Page 3-5.

5 – Add User IDs

Enter the User ID to be added and press **#**. Stratagy repeats the User ID entered and prompts you for the following:

1 – Confirms and assigns the User ID, and returns you to the System Administration Menu.

2 – Erases first entry and prompts you to re-enter the correct number.

3 - Changes the extension number for the User ID.

4 - Add users name to directory. See "Add User's Name to Directory" on Page 3-6.

✳ - Cancels function and returns to the previous menu.

If you choose selection **3** above, you must enter the extension number and press **#**. Stratagy repeats the extension number entered and prompts you for the following:

1 – Confirms and assigns the extension number with a supervised transfer and returns you to previous menu.

2 – Erases first entry and prompts you to re-enter the correct number.

3 – Marks the extension for blind transfer.

4 – Marks extension for blind transfer with supervised busy.

✳ – Cancels function and returns to previous menu.

6 – Set Date and Time

To set the date or time, press:

1 – Sets the date
Enter the date in the following format DD/MM/YY (DD = day, MM = month, YY = year) and press **#**. You are asked to confirm:

1 - Confirms entry.

2 - Erases entry and enables you to re-enter the date.

9 - Cancels function and returns you to the previous menu.

2 – Sets the time
Enter the date in the following format HH/MM (HH = hour, MM = minutes) and press **#**. You are asked to confirm:

1 - Confirms entry.

2 - Erases entry and enables you to re-enter the time.

9 - Cancels function and returns you to the previous menu.

9 – Returns to previous menu.

Additional Release 3 Administration Features

Stratagy has a special User ID mailbox known as the System Administrator User ID mailbox. It is User ID 999, and you access it through the telephone just as any other User ID mailbox.

In addition to normal options available on the Main Menu, the System Administrator's Main Menu includes a System Administration option (8). Starting with Stratagy Release 3 software, two new functions are added to the menu:

◆   Reset User ID Security Code
◆   Add User's Name to Directory

See the *Stratagy I&M Manual* or *Stratagy DK I & P Manual* for details and procedures on using the other Stratagy Administrator Menu options.

Reset User ID Security Code

The System Administrator can now reset the user password to the password designated in default Mailbox (999).

1. From the Main menu, press **8** – System Administration.	
2. From the System Administration menu, press **4** – Manage User IDs.	Stratagy prompts you to enter the User ID whose security code you want to reset.
3. Enter the User ID and press **#**.	Stratagy repeats the User ID entered.
4. Press **5** – Reset User ID Security Code.	You are asked to confirm the User ID number.
5. Press **1** to confirm the entry and return to the previous menu	Stratagy resets the password to the User ID entered in Step 3 plus the designated password in default Mailbox (997). For example, if the User ID entered is 234 and the password for Mailbox 997 is 997, then the new password would be 234997.

Please check with your dealer for Mailbox 997's password. |
| ...or **2** to cancel the function and return to the previous menu. | |

Add User's Name to Directory

Note Entries made using this option display as numeric characters in the Directory Name 1 and Directory Name 2 fields when viewed on the Stratagy Admin's Users Menu. When callers enter DTMF digits during a directory look up, Stratagy decodes the digits in these fields and speaks the user's recorded name.

1.	From the Main menu, press **8** – System Administration.	
2.	From the System Administration menu, press **5** – Add User IDs.	Stratagy prompts you to enter the User ID for the user whose name you are adding.
3.	Enter the User ID and press **#**.	Stratagy repeats the User ID entered.
4.	Press **4** – Add User's Name to Directory.	Stratagy prompts you to enter the User's first name. Use **7** for Q and **9** for Z. **Note**
5.	Using the telephone's dial pad, enter the user's first name. When finished, press **#**.	Stratagy prompts you to enter the User's last name.
6.	Enter the user's last name. When finished, press **#**.	The User's name is added to the directory.

Main Menu

1 Play Messages

2 Send Messages

3 Manage Mailbox

8 System Administration

0 Exit User Mode

 # Hang Up

Select Option:
1 Record System **Announcement**
2 Delete System **Announcement**
3 Record Busy-Hold **Music**
4 Manage User IDs
5 Add User IDs†
6 Set **Date and Time**†
∗ Review System Status
9 Return to Main Menu

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1 Lock User ID
2 Unlock User ID
3 Reset User ID
4 Delete User ID†
5 Reset Password†
9 Cancels function/returns to previous menu†

Enter **User ID**, press #.
1 Confirms entry
2 Cancels function/returns to previous menu

Enter **User ID**, press #.
1 Confirms entry
2 Cancels function/returns to previous menu

Enter **User ID**, press #.
1 Confirms/returns to previous menu
2 Erases entry and prompts for re-entry
3 Changes Extension for User ID
4 Adds user name to directory†
∗ Cancels function/returns to previous menu†

Enter **extension**, press #.
1 Confirms entry/assigns **supervised transfer/**returns to previous menu
2 Erases entry and prompts for re-entry
3 Marks extension for **blind transfer**
4 Marks extension for **blind transfer w/supervised busy**
∗ Cancels function/returns to previous menu

1 Enter **User's first name**, press #.
2 Enter **User's last name**, press #.

1 Set the **Date**
2 Set the **Time**
9 Cancels function/returns to previous menu

Enter **date** (DD/MM/YY), press #.
1 Confirms entry
2 Erases entry and prompts for re-entry
9 Cancels function/returns to previous menu

Enter **time** (HH/MM), press #.
1 Confirms entry
2 Erases entry and prompts for re-entry
9 Cancels function/returns to previous menu
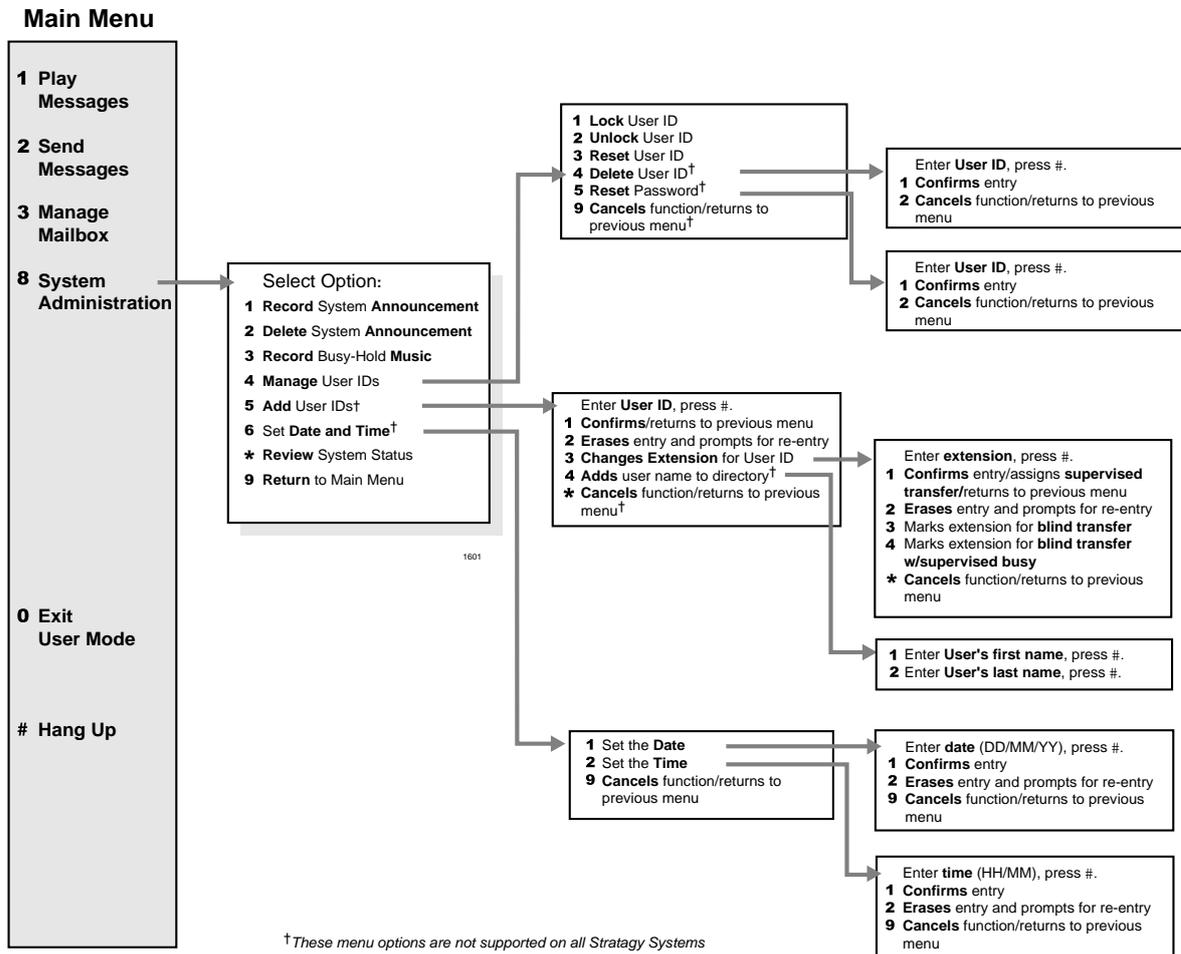
†*These menu options are not supported on all Stratagy Systems*

Figure 3-11 System Administrator Menu