

TOSHIBA

Strategy

Voice Processing Systems
Release 2

Quick Reference Guide

Access Strategy

Call Strategy at _____.

Press * enter your User ID and press #

Enter your security code, press #

Strategy 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)

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)

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

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.
Strategy 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)

