

TOSHIBA

Strata
CIX

Strategy ES
Voice Processing System

Quick Reference Guide

Access Strategy ES

Call Strategy 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.)

Strategy 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

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

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

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