



# **Voice Processing System**

# **System Administrator Guide**

---

## Publication Information

Toshiba America Information Systems, Inc., Telecommunication Systems Division, reserves the right, without prior notice, to revise this information publication for any reason, including, but not limited to, utilization of new advances in the state of technical arts or to simply change the design of this document.

Further, Toshiba America Information Systems, Inc., Telecommunication Systems Division, also reserves the right, without prior notice, to make such changes in equipment design or components as engineering or manufacturing methods may warrant.

CIX-AG-GVPH-VA

Version A, July 2006

---

## © Copyright 2006

### **Toshiba America Information Systems, Inc. Telecommunication Systems Division**

All rights reserved. No part of this manual, covered by the copyrights hereon, may be reproduced in any form or by any means—graphic, electronic, or mechanical, including recording, taping, photocopying, or information retrieval systems—without express written permission of the publisher of this material.

Strata is a registered trademark of Toshiba Corporation.

Stratagy is a registered trademark of Toshiba America Information Systems, Inc.

Trademarks, registered trademarks, and service marks are the property of their respective owners.

## **TOSHIBA AMERICA INFORMATION SYSTEMS, INC. ("TAIS") Telecommunication Systems Division License Agreement**

IMPORTANT: THIS LICENSE AGREEMENT ("AGREEMENT") IS A LEGAL AGREEMENT BETWEEN YOU ("YOU") AND TAIS. CAREFULLY READ THIS LICENSE AGREEMENT. USE OF ANY SOFTWARE OR ANY RELATED INFORMATION (COLLECTIVELY, "SOFTWARE") INSTALLED ON OR SHIPPED WITH A TAIS TELECOMMUNICATION SYSTEMS PRODUCT OR OTHERWISE MADE AVAILABLE TO YOU BY TAIS IN WHATEVER FORM OR MEDIA, WILL CONSTITUTE YOUR ACCEPTANCE OF THESE TERMS, UNLESS SEPARATE TERMS ARE PROVIDED BY THE SOFTWARE SUPPLIER. IF YOU DO NOT AGREE WITH THE TERMS OF THIS LICENSE AGREEMENT, DO NOT INSTALL, COPY OR USE THE SOFTWARE AND PROMPTLY RETURN IT TO THE LOCATION FROM WHICH YOU OBTAINED IT IN ACCORDANCE WITH APPLICABLE RETURN POLICIES. EXCEPT AS OTHERWISE AUTHORIZED IN WRITING BY TAIS, THIS SOFTWARE IS LICENSED FOR DISTRIBUTION THROUGH TAIS AUTHORIZED CHANNELS ONLY TO END-USERS PURSUANT TO THIS LICENSE AGREEMENT.

- 1. License Grant.** The Software is not sold; it is licensed upon payment of applicable charges. TAIS grants to you a personal, non-transferable and non-exclusive right to use the copy of the Software provided under this License Agreement. You agree you will not copy the Software except as necessary to use it on one TAIS system at a time at one location. Modifying, translating, renting, copying, distributing, printing, sublicensing, transferring or assigning all or part of the Software, or any rights granted hereunder, to any other persons and removing any proprietary notices, labels or marks from the Software is strictly prohibited except as permitted by applicable law; you agree violation of such restrictions will cause irreparable harm to TAIS and provide grounds for injunctive relief, without notice, against you or any other person in possession of the Software. You and any other person whose possession of the software violates this License Agreement shall promptly surrender possession of the Software to TAIS, upon demand. Furthermore, you hereby agree not to create derivative works based on the Software. TAIS reserves the right to terminate this license and to immediately repossess the software in the event that you or any other person violates this License Agreement. Execution of the Software for any additional capabilities require a valid run-time license.
- 2. Intellectual Property.** You acknowledge that no title to the intellectual property in the Software is transferred to you. You further acknowledge that title and full ownership rights to the Software will remain the exclusive property of TAIS and/or its suppliers, and you will not acquire any rights to the Software, except the license expressly set forth above. You will not remove or change any proprietary notices contained in or on the Software. The Software is protected under US patent, copyright, trade secret, and/or other proprietary laws, as well as international treaties. Any transfer, use, or copying of the software in violation of the License Agreement constitutes copyright infringement. You are hereby on notice that any transfer, use, or copying of the Software in violation of this License Agreement constitutes a willful infringement of copyright.
- 3. No Reverse Engineering.** You agree that you will not attempt, and if you employ employees or engage contractors, you will use your best efforts to prevent your employees and contractors from attempting to reverse compile, reverse engineer, modify, translate or disassemble the Software in whole or in part. Any failure to comply with the above or any other terms and conditions contained herein will result in the automatic termination of this license and the reversion of the rights granted hereunder back to TAIS.
- 4. Limited Warranty.** THE SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, TAIS AND ITS SUPPLIERS DISCLAIM ALL WARRANTIES WITH REGARD TO THE SOFTWARE, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE WARRANTY OF NON-INFRINGEMENT OF THIRD PARTY RIGHTS, THE WARRANTY OF YEAR 2000 COMPLIANCE, AND THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE IS WITH YOU. NEITHER TAIS NOR ITS SUPPLIERS WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET YOUR REQUIREMENTS OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR-FREE. HOWEVER, TAIS WARRANTS THAT ANY MEDIA ON WHICH THE SOFTWARE IS FURNISHED IS FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP UNDER NORMAL USE FOR A PERIOD OF NINETY (90) DAYS FROM THE DATE OF DELIVERY TO YOU.
- 5. Limitation of Liability.** TAIS' ENTIRE LIABILITY AND YOUR SOLE AND EXCLUSIVE REMEDY UNDER THIS LICENSE AGREEMENT SHALL BE AT TAIS' OPTION REPLACEMENT OF THE MEDIA OR REFUND OF THE PRICE PAID. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL TAIS OR ITS SUPPLIERS BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL OR INDIRECT DAMAGES FOR PERSONAL INJURY, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION/DATA, OR ANY OTHER PECUNIARY LOSS OF ANY KIND ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE, EVEN IF TAIS OR ITS SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL TAIS OR ITS SUPPLIERS BE LIABLE FOR ANY CLAIM BY A THIRD PARTY.
- 6. State/Jurisdiction Laws.** SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, OR THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO SUCH LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO YOU. THIS LIMITED WARRANTY GIVES YOU SPECIFIC RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE/JURISDICTION TO STATE/JURISDICTION.
- 7. Export Laws.** This License Agreement involves products and/or technical data that may be controlled under the United States Export Administration Regulations and may be subject to the approval of the United States Department of Commerce prior to export. Any export, directly or indirectly, in contravention of the United States Export Administration Regulations, or any other applicable law, regulation or order, is prohibited.
- 8. Governing Law.** This License Agreement will be governed by the laws of the State of California, United States of America, excluding its conflict of law provisions.
- 9. United States Government Restricted Rights.** The Software is provided with Restricted Rights. The Software and other materials provided hereunder constitute Commercial Computer Software and Software Documentation and Technical Data related to Commercial Items. Consistent with F.A.R. 12.211 and 12.212 they are licensed to the U.S. Government under, and the U.S. Government's rights therein are restricted pursuant to, the vendor's commercial license.
- 10. Severability.** If any provision of this License Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired.
- 11. No Waiver.** No waiver of any breach of any provision of this License Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party.
- 12. Supplier Software.** The Software may include certain software provided by TAIS suppliers. In such event, you agree that such supplier may be designated by TAIS as a third party beneficiary of TAIS with rights to enforce the Agreement with respect to supplier's software.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS LICENSE AGREEMENT AND THAT YOU UNDERSTAND ITS PROVISIONS. YOU AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT THIS LICENSE AGREEMENT CONTAINS THE COMPLETE AND EXCLUSIVE AGREEMENT BETWEEN YOU AND TAIS AND SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, OR ANY OTHER COMMUNICATION RELATING TO THE SUBJECT MATTER OF THIS LICENSE AGREEMENT.

**Toshiba America Information Systems, Inc.  
Telecommunication Systems Division  
9740 Irvine Boulevard  
Irvine, California 92618-1697  
United States of America**

5932

DSD 020905

**Toshiba America Information Systems, Inc.**  
**Telecommunication Systems Division**  
**End-User Limited Warranty**

Toshiba America Information Systems, Inc., ("TAIS") warrants that this telephone equipment manufactured by Toshiba (except for fuses, lamps, and other consumables) will, upon delivery by TAIS or an authorized TAIS dealer to a retail customer in new condition, be free from defects in material and workmanship for twenty-four (24) months after delivery, except as otherwise provided by TAIS in the TAIS warranty accompanying the products or posted on TAIS's website. Products which are not manufactured by Toshiba but are purchased from Toshiba, will be subject to the warranty provisions provided by the equipment manufacturer, unless TAIS notifies the end-user of any additional warranty provisions in writing.

This warranty is void (a) if the equipment is used under other than normal use and maintenance conditions, (b) if the equipment is modified or altered, unless the modification or alteration is expressly authorized by TAIS, (c) if the equipment is subject to abuse, neglect, lightning, electrical fault, or accident, (d) if the equipment is repaired by someone other than TAIS or an authorized TAIS dealer, (e) if the equipment's serial number is defaced or missing, or (f) if the equipment is installed or used in combination or in assembly with products not supplied by TAIS and which are not compatible or are of inferior quality, design, or performance.

The sole obligation of TAIS or Toshiba Corporation under this warranty, or under any other legal obligation with respect to the equipment, is the repair or replacement of such defective or missing parts as are causing the malfunction by TAIS or its authorized dealer with new or refurbished parts (at their option). If TAIS or one of its authorized dealers does not replace or repair such parts, the retail customer's sole remedy will be a refund of the price charged by TAIS to its dealers for such parts as are proven to be defective, and which are returned to TAIS through one of its authorized dealers within the warranty period and no later than thirty (30) days after such malfunction, whichever first occurs.

Under no circumstances will the retail customer or any user or dealer or other person be entitled to any direct, special, indirect, consequential, or exemplary damages, for breach of contract, tort, or otherwise. Under no circumstances will any such person be entitled to any sum greater than the purchase price paid for the item of equipment that is malfunctioning.

To obtain service under this warranty, the retail customer must bring the malfunction of the machine to the attention of one of TAIS' authorized dealers within the applicable warranty period and no later than thirty (30) days after such malfunction, whichever first occurs. Failure to bring the malfunction to the attention of an authorized TAIS dealer within the prescribed time results in the customer being not entitled to warranty service.

THERE ARE NO OTHER WARRANTIES FROM EITHER TOSHIBA AMERICA INFORMATION SYSTEMS, INC., OR TOSHIBA CORPORATION WHICH EXTEND BEYOND THE FACE OF THIS WARRANTY. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND FITNESS FOR USE, ARE EXCLUDED.

No TAIS dealer and no person other than an officer of TAIS may extend or modify this warranty. No such modification or extension is effective unless it is in writing and signed by the Vice President and General Manager, Telecommunication Systems Division.

# Introduction

---

This guide has been customized for your use and describes how to use the Strata CIX40 voice mail processing System Administrator User ID Mailbox (User ID 999).

## Organization

This System Administrator User Guide includes one or more of the following topics.

- **System Administrator** tells how to create a system-wide distribution list and describes the available System Administration Menu functions.
- **How Voice Processing Operates** covers in detail call processing control and the use of User IDs and User ID mailboxes and how voice mail processes them.
- **Users Menu** provides detailed information on the three Users Menu screens and how to create, modify, copy, delete and list the User ID mailboxes. Includes instructions on accessing and exiting the menu/screens, menu options, and field descriptions for each screen.
- **Auto (Scheduling) Menu** provides detailed information on the Auto (Scheduling) Menu and how to create, modify or disable a record. Includes instructions on accessing and exiting the menu, menu options, field descriptions, and information on how voice mail uses the records.
- **Notify Menu** provides detailed information on the Notify Menu and how to create, modify or disable a record or template. Includes instructions on accessing and exiting the menu, menu options, field descriptions and information on how voice mail uses the records.

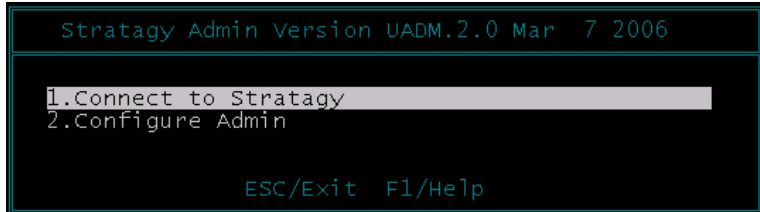
## Conventions

Conventions	Description
<b>Note</b>	Elaborates specific items or references other information. Within some tables, general notes apply to the entire table and numbered notes apply to specific items.
<b>Important!</b>	<i>Calls attention to important instructions or information.</i>
<b>CAUTION!</b>	<b>Advises you that hardware, software applications, or data could be damaged if the instructions are not followed closely.</b>
<b>Courier</b>	Shows a computer keyboard entry or screen display.
<b>Helvetica Bold</b>	represents tokens. For example: <b>M( )</b> .
<i>Italics</i>	represent parameter and menu/screen field names, and book titles. For example: <i>hot_box</i> parameter, <i>Extension</i> field.
“Type”	Indicates entry of a string of text.
“Press”	Indicates entry of a single key. For example: Type <b>prog</b> then press <b>Enter</b> .
Plus (+)	Shows a multiple PC keyboard or phone button entry. Entries without spaces between them show a simultaneous entry. Example: <b>Esc + Enter</b> . Entries with spaces between them show a sequential entry. Example: <b># + 5</b> .
Tilde (~)	Means “through.” Example: 350 ~ 640 Hz frequency range.
➤	Denotes the step in a one-step procedure.
➤	Denotes a procedure.
<a href="#">See Figure 10</a>	Grey words within the printed text denote cross-references. In the electronic version of this document (Strata DK Library CD-ROM or FYI Internet download), cross-references appear in blue hypertext.

## Action/Response Table

1. *Actions* you perform appear in this column. They can consist of either a single step or a series of numbered steps.
2. When the action you perform results in a screen, menu, etc., the screen displays to the right.

The *immediate response to the action* performed appears in this column. Additional notes and comments are also included.

A screenshot of a terminal window showing a menu. The title bar reads "Stratagy Admin Version UADM.2.0 Mar 7 2006". The main content shows a numbered list: "1.Connect to Stratagy" and "2.Configure Admin". At the bottom, it says "ESC/Exit F1/Help".

```
Stratagy Admin Version UADM.2.0 Mar 7 2006
1.Connect to Stratagy
2.Configure Admin
ESC/Exit F1/Help
```

## Related Documents/Media

**Note** Some documents listed here may appear in different versions on the CD-ROM, FYI, or in print. To find the most current version, check the version/date in the Publication Information on the back of the document's title page.

You can find additional detailed information about voice processing in the following companion documents:

- Strata CTX General Description
- Strata CTX Installation and Maintenance Manual
- Strata CIX40 Voice Processing System User Guide
- Strata CIX40 Voice Processing System Quick Reference Guide
- Strata CIX40 Voice Processing System Programming Manual
- Strata CTX Library CD-ROM

For authorized users, Internet site FYI (<http://fyi.tsd.toshiba.com>) contains all current Strata CIX40 Voice Processing System documentation and enables you to view, print, and download current publications.



# Overview

---

Strata CIX40's voice processing 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).

All procedures in this chapter assume that you are logged on to the System Administrator's mailbox.

# System Administrator

Your company will assign all or some System Administrator functions to an employee who knows your telephone system, organizational structure, and the needs of your customers and employees. The Technical Service Representative will perform the remaining functions. System Administrator functions may include:

- ◆ Initial setup (assisting the Installer with defining your company's configuration and customization requirements)
- ◆ Customizing User ID mailboxes
- ◆ Customizing special User ID mailboxes
- ◆ Generating reports
- ◆ Performing system shutdown and restart
- ◆ Backing up the system
- ◆ Using Strata CIX voice processing's Filecopy utility
- ◆ Using the System Administrator User ID mailbox

# System Administrator Menu

System Administration is an option designed for the System Administrator to create system lists and to manage system-wide functions (see [Figure 1](#)).

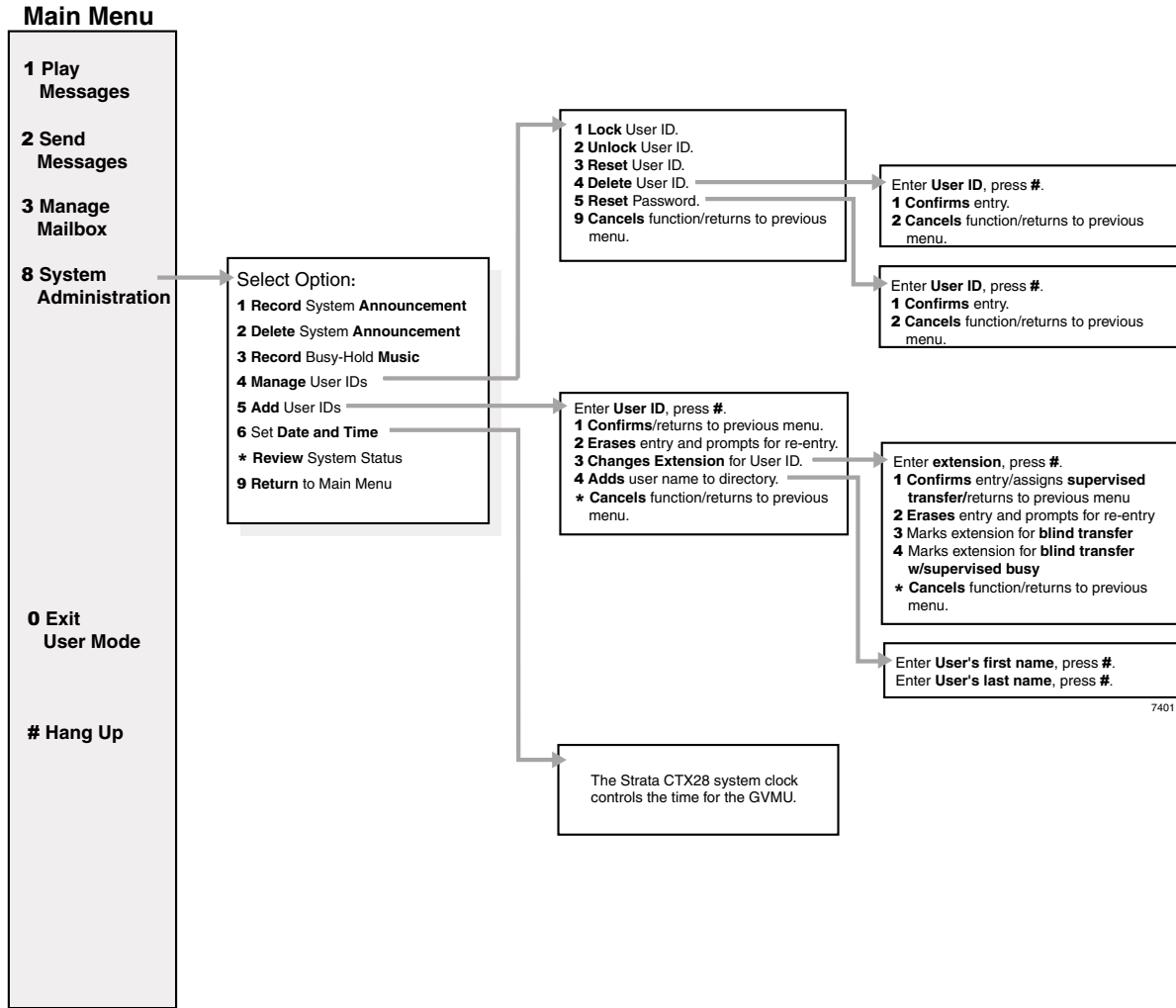


Figure 1 System Administrator Menu

## Select Option on System Administration Menu

<ol style="list-style-type: none"><li>1. From the Main Menu, press 8.</li><li>2. From the System Administration Menu, press:<ol style="list-style-type: none"><li>1 Record system announcement</li><li>2 Delete system announcement</li><li>3 Record busy-hold music</li><li>4 Manage User IDs</li><li>5 Add User IDs</li><li>6 Set date and time</li><li>* Review system status</li><li>9 Return to Main Menu</li></ol></li></ol>	<p>The System Administration Menu plays.</p> <p>This option is not supported. The Strata CIX40 controls the time for the voice mail.</p>
--	--

## Record System Announcement

System announcements are useful in disseminating system-wide information. With this option, you can record an announcement that voice mail 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, voice mail deletes the announcement from the user's mailbox.

<ol style="list-style-type: none"><li>1. From the Main menu, press 8 System Administration.</li><li>2. From the System Administration menu, press 1 Record System Announcement.</li><li>3. After recording, you can press:<ol style="list-style-type: none"><li>1 Review recording</li><li>2 Rerecord</li></ol>Press # when done.</li><li>3 Append recording</li></ol> Press # when done.	<p>You are prompted to enter the User ID.</p> <p>Voice mail prompts you to record the system announcement.</p> <p>You can repeat options 1~3 as many times as you wish.</p> <p>The complete greeting plays.</p> <p>The system prompts you to record at the beep.</p> <p>The appended greeting plays after the already recorded portion of the greeting. The system prompts you to record at the beep.</p>
---	---

- |    |                         |   |
|----|-------------------------|---|
| 4  | Cancel recording        | The greeting is canceled. The system returns to the previous menu.  |
| 9  | Save recording          | Voice mail tells you that greeting (number) has been recorded and returns to the previous menu. Again, you are given the option to review or record over the greeting you have just recorded. |
| 4. | When finished, press 9. | Returns to the main menu.   |

## Delete System Announcement

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

- 
- |   |  |
|---|--|
| 1. From the Main menu, press 8 System Administration.                       | You are prompted to enter the User ID. |
| 2. From the System Administration menu, press 2 Delete System Announcement. | Voice mail confirms the deletion.      |
| 3. When finished, press 9.  | Returns to the main menu.              |

## Record the Busy-Hold Music

By pressing \*, the busy-hold music is heard by callers when they elect to hold for a busy extension. Voice mail 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.

- 
- |   |  |
|---|--|
| 1. From the Main menu, press 8 System Administration.                   | You are prompted to enter the User ID. |
| 2. From the System Administration menu, press 3 Record Busy-Hold Music. | Voice mail confirms the deletion.      |
| 3. When finished, press 9.  | Returns to the main menu.              |

# Manage User IDs

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

---

1. From the Main menu, press 8 System Administration.	You are prompted to enter the User ID.
2. From the System Administration menu, press 4 Manage User IDs.	Voice mail prompts you to enter the User ID.
3. Enter the User ID to be added and press #.	Voice mail repeats the User ID entered.
4. Select <b>one</b> of the following: 1 Lock User ID 2 Unlock User ID 3 Reset User ID	Prohibits the user access to the mailbox. Unlocks a locked 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 Chapter 6 – Menus for information on creating a User ID Mailbox.
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 Reset Password	Resets password to password designated in default Mailbox (999). Enter User ID 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.
9 Cancel	Cancels function and returns to the System Administration menu.



## Add User IDs

1. From the Main menu, press 8 System Administration.	You are prompted to enter the User ID.
2. From the System Administration menu, press 5 Add User IDs.	Voice mail prompts you to enter the User ID.
3. Enter the User ID to be added and press #.	Voice mail repeats the User ID entered and prompts you to confirm your entry.
4. Select <b>one</b> of the following: 1 Confirm 2 Erase 3 Change Extension	Confirms and assigns the User ID, and returns you to the System Administration menu. Erases first entry and prompts you to re-enter the correct number. Changes the extension number for the User ID.
4 Add User's Name to Directory	Enter the extension number and press #. Voice mail 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 Add User ID menu. 2 – Erases first entry and prompts you to re-enter the correct number. 3 – Confirms and assigns the extension number for a blind transfer. Returns you to the Add User ID menu. 4 – Confirms and assigns the extension number for a blind transfer with supervised busy. Returns you to the Add User ID menu. * – Cancels function and returns to the System Administrator menu.
* Cancel	Voice mail prompts you to first enter the User's first name/last name.
	Using the telephone's dial pad, enter the user's first name. When finished, press #. Enter the user's last name. When finished, press #. Use 7 for Q and 9 for Z. The User's name is added to the directory.
	<b>Note</b> Entries made using this option display as numeric characters in the Directory Name 1 and Directory Name 2 fields of the Users Menu (see Chapter 6 – Menus).
	Cancels function and returns to the System Administrator menu.

# 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.

Voice mail 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.

## Create System Distribution List

1. From the Main Menu, press 3 Manage Mailbox.	The Manage Mailbox Menu plays.
2. From the Manage Mailbox Menu, press 3 Manage Your Lists.	The Manage Your Lists Submenu plays.
3. Select the Distribution List number (1~7).	You are prompted to enter an option.
4. After selecting a list, you can press:	
1 Review your current list	The system prompts you with the name (and extension) of each User ID on the list.
2 Add a User ID to the list	Voice mail prompts you to enter the User ID.
Enter the User ID. Press # when done.	The name (and extension) plays. You can add additional User IDs as needed.
3 Delete a User ID from the list	Voice mail prompts you to enter the User ID.
Enter the User ID. Press # when done.	The name (and extension) plays. The system prompts "Deleted."
4 Record a list Comment	When sending a message, the comment plays each time the destination list is selected.
Record your comment. Press # when done.	Voice mail prompts you to record the comment.
5. 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.

## Send 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. For more details, see the Strata CIX40 Voice Processing System User Guide.

1. Access voice mail from your telephone by pressing \* + your User ID number + #.
2. Enter your security code + #.
3. From the Main Menu, press 2.
4. Press 02.
5. Select the Distribution List number (1 ~ 7).
6. Record your message.
7. Press # to send your message immediately and return to the Main Menu.

The Send Messages Menu plays.

To pause during the recording, press 4. To restart and continue recording, press 4 again.

**This is the last page of the document.**