TOSHIBA



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)

MAIN MENU

1 Play Messages 2 Send Messages Manage Mailbox 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 **Immediate Fax** print of all fax messages Immediate Fax print of current fax message 2 Send Fax to fax machine for print 4 Message Date and Time Future Delivery Review (Play, Save, Delete) 6 Continuous Delete 7 New/Saved message queue (toggle) 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: O D Directory plus name Personal List (1 ~ 7) 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 Poture Possint request (C
- 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 Oueue.

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 to resume playing. User ID indicates any User ID.

To send a **Direct Message** from the Company Greeting, press **998** or ______ 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 **1** from the Main Menu and enter another User ID without having to hang up (exit User Mode).

Set the Hour (1 ~ 12)
AM
PM
Set the Minutes (0 ~ 59)
Set the Day (1 ~ 31)
Set the Month (1 ~ 12)
Set the Year (last 2-digits)
Return to previous menu (message delivery time plays)



Quick Reference Guide

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

Play Messages
 Send Messages
 Manage Mailbox
 Exit user mode
 Hang Up

MANAGE MAILBOX

Change your Greeting 2 Change your User Options 3 Manage your Lists Select 1 ~ 7 for a Personal List 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 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 - 2 for a Personal Greeting or ₩ for the System Greeting
Review selected greeting
Record (new) greeting
Review recording
Re-record
Append to recording
Save recording
Save recording
Review current greeting
Return to previous menu
Return to previous menu

CHANGE YOUR USER OPTIONS

Change your Do Not Disturb (On/Off)
 Change your Call Screening (On/Off)
 Change your Security Code
 Select your Busy Greeting (toggle)
 Record your Busy Greeting
 Record your Name
 Change message Notification
 Review your Option Settings
 Return to previous menu

DIRECTORY

