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Quick Reference Guide
Strategy ES Voice Processing System

MESSAGE CONTROLS

- While playing a message, press:
 - 1 Pause/Resume (toggle or 30 secs.)
 - 2 Turn Up volume
 - 3 Turn Down volume
 - 4 Back Up (rewind)
 - 5 Go Forward (advance)
 - 6 Change Speed (toggle)
- While recording a message, press:
 - 1 Pause/Resume (toggle or 30 secs.)



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Quick Reference Guide
Strategy ES Voice Processing System

- Call Strategy ES at _____
 - Press **1** and enter your Mailbox number.
 - Enter your security code. (If you make a mistake while entering the code, press **1** 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
 - 5 Hang up

* Plays only if TTS and UM is available

Retrieve and Listen to E-MAIL MESSAGES

- 1 Listen to e-mail message
- 2 Replay the current e-mail message
- 3 Save the current e-mail message
- 4 Delete the current e-mail message
- 5 Forward the current e-mail message
- 6 Reply to the current e-mail message
- 7 Return to Main Menu (number of e-mail messages to be deleted plays)
- 8 Delete e-mail messages
- 9 Cancel deletion of e-mail messages

¹¹ Requires UM and TTS

MANAGE MAILBOX HINTS

Select a greeting for your mailbox: You can record seven different greetings that can be selected at any time, or choose to use the prerecorded system greeting. Check your greeting frequently to ensure your information is accurate. Name 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.

PLAY MESSAGES

- 1 Play the next message
- 2 Replay the current message
- 3 Save the current message
- 4 Standard Save Message Folder
- 5 Personal Message Folder(s)
- 6 Play the Previous message
- 7 Delete the current message
- 8 Forward the current message
- 9 Reply to the current message
- 0 Special Functions
 - 1 Immediate Fax print of all fax documents within a folder^{††}
 - 2 Immediate Fax print of current tax document^{††}
 - 3 Send All Fax documents within a folder to fax machine for print^{††}
 - 4 Send Current Fax to tax machine for print^{††}
 - 5 Message Date and Time
 - 6 Future Delivery Review
 - 7 Continuous Delete (toggle)
 - 8 Access New/Save message folders (toggle)
 - 9 Continuous Play
 - 0 Return to previous menu
 - 1 Return to Main Menu

Call Strategy ES at _____

Press **1** and enter your Mailbox number. Enter your security code. (If you make a mistake while entering the code, press **1** 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
- 5 Hang up

* Plays only if TTS and UM is available

MESSAGING HINTS

New Messages play before **Saved Messages** unless you press **1** or **2**.

Urgent Messages play first in the **New Message Folder**.

Private Messages cannot be forwarded.

Immediate Fax transmits fax documents to the fax machine from which you are calling.

Pause/Resume: Press **1** while playing/recording a message to pause (30 seconds); press **2** to resume playing/recording.

To send a **Direct Message** from the Company Greeting, press **3** **3** **3** or _____ followed by the Mailbox Number.

To send a **Direct Fax** from the Company Greeting, press **3** **3** **3**. You can record and send a comment with the Fax document. When you print the document, the comment does not print.

On/Off options: Each time you press a key with an On/Off option, the features turns On or Off.

Toggle options: Each time that you press a key with a toggle option, the feature switches between the two available settings.

SEND MESSAGES

- Enter destination (one of the following):
- Mailbox Number plus **1**
 - 0 0 Directory plus name
 - 0 0 Personal Distribution List (1-25)
 - 0 0 Multiple Destinations
- Record
- 1 Record a message, comment or reply (Press **2** when finished)
 - 2 Send and Return to Main Menu
 - 3 Review recording
 - 4 Re-record
 - 5 Append recording
 - 6 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)
 - 4 Set Future Delivery
 - 5 Cancel message and select new destination
 - 6 Cancel and Return to Main Menu

DIRECTORY

OTHER SERVICES OFFERED:

- Voice over IP Solutions
- Local & Long Distance Services
- Paging Systems
- Network Cabling
- T1 Voice & Data Services

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
 - 9 Renew Option Settings
 - 0 Return to previous menu
- 3 Manage Personal Distribution Lists
- 4 Manage Guest Mailboxes
- 5 Manage Personal Message Folders
- 0 Return to Main Menu

^{††} Optional feature