



### Voice Mail Quick Reference Guide

#### Access Toshiba® Strategy

Call Strategy at \_\_\_\_\_  
Press **☐**, enter your User ID and press **#**.  
Enter your security code, and 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 secs.)  
**6** Turn Up volume†  
**0** Turn Down volume†  
**☐** Back Up (rewind)  
**☐** Go Forward (advance)  
**#** Change Speed (toggle)†  
 While recording a message, press:  
**4** Pause/Resume (toggle or 30 secs.)

### 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†
  - 6 Continuous Delete
  - 7 New/Save message queue (toggle)
  - 8 Return to previous menu
  - \*1 Replay the current message
  - \*2 Play the Previous message
  - 9 Return to Main Menu

### SEND MESSAGES

- Enter one of the following:  
 User ID plus **#**  
 0 Directory plus name  
 0 1 Personal List (1-7)  
 0 2 System List (1-7)  
 0 3 Multiple destinations

Select from the following:  
 User ID plus **#**  
 0 0 Directory  
 0 1 Personal List (1-7)  
 0 2 System List (1-7)  
 Press **#** when finished

### Record

- Record a message, comment or reply (Press **#** when finished.)
- # Send and Return to Main Menu
- 1 Review
- 2 Rerecord
- 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
  - ☐ Set Future Delivery†
  - \*1 Cancel message and select new destination
  - \*2 Cancel and Return to Main Menu

- 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 two digits)
- 9 Return to previous menu

†Not supported by all Strategy systems

### MAIN MENU

- 1 Play Messages
- 2 Send Messages
- 3 Manage Mailbox
- 0 Exit user mode
- # Hang up

### MANAGE MAILBOX

- 1 Change your Greeting
- 2 Change your User Options
- 3 Manage your Lists
  - Select **1-7** for a Personal List
  - 1 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 a previous menu
  - 9 Return to a 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 a previous menu
  - 9 Return to Main Menu

### CHANGE YOUR GREETING

- Select **1-7** for a Personal Greeting or **#** for the System Greeting
- 1 Review selected greeting
- 2 Record (new) greeting
  - 1 Review greeting
  - 2 Rerecord
  - 3 Append to recording
  - 4 Cancel recording
  - 9 Save recording
  - 9 Return to a previous menu
  - \*2 Review current greeting
  - 9 Return to a previous menu

### CHANGE YOUR USER OPTIONS

- 1 Change your Do Not Disturb (On/Off)
- 2 Change your Call Screening (On/Off)
- 3 Change your Security Code
- 4 Select your Busy Greeting (toggle)
- 5 Record your Busy Greeting
- 6 Record your Name
- 7 Change message Notification
- \*2 Review your Option Settings
- 9 Return to previous menu

†Not supported by all Strategy systems

### 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/recording a message to pause (30 seconds); press **4** to resume playing/recording.  
 To send a **Direct Message** from the Company Greeting, press **9 9 8** or \_\_\_\_\_ to access the Directory, press **4 1 1** 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).

### DIRECTORY

### Voice Mail Quick Reference Guide

#### 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 (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.