

TOSHIBA

Strategy

Voice Processing System
Strategy Flash, IVP8

Quick Reference Guide

Access 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.)
- 8** **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**
 - 4** Message **Date** and **Time**
 - 5** **Future Delivery Review**[†]
 - 6** **Continuous Delete**
 - 7** **New/Saved** message queue (toggle)
 - 8** **Continuous Play**
 - 9** **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 0** **Directory** plus name
- 0 1** **Personal List** (1~7)
- 0 2** **System List** (1~7)
- 0 4** **Multiple destinations**

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
- 8** Set **Future Delivery**[†]
- *** **Cancel** message and select new destination
- *** **Cancel** and **Return** to Main Menu

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

- 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

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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.

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
 - * **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**
- * **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 _____ followed by the User ID.

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____