

Access Strategy

Call Strategy at _____.

Press **2**, enter your User ID and press **1**.

Enter your security code, press **1**.

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 seconds)
- 6** **Turn Up volume**†
- 0** **Turn Down volume**†
- *** **Back Up** (rewind)
- 8** **Go Forward** (advance)
- 4 1** **Change Speed** (toggle)†

MAIN MENU

- 1** **Play Messages**
- 2** **Send Messages**
- 3** **Manage Mailbox**
- 0** **Exit user mode**
- 1** **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** (Play, Save, Delete)
 - 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** (number of messages to be deleted plays)

SEND MESSAGES

- User ID**
Enter a User ID or select one of the following:
- 0 0** **Directory plus name**
 - 0 1** **Personal List (1 - 7)**
 - 0 2** **System List (1 - 7)**
- Record**
Record a message, comment, or reply (Press **1** when finished.)
- 1** **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)**
 - 8** **Return to previous menu**
 - 7** **Special Functions**
 - 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**

MESSAGING HINTS

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

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 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 **0 0 0** or _____ followed by the User ID.

To access the **Directory**, press **0 0 0** 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).

- 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 2-digits)**
- 9** **Return to previous menu** (message delivery time plays)



Voice Processing System
Release 2

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**
- Change your **User Options**
- Manage your **Lists**
Select 1 - 7 for a Personal List
 - Review your current list
 - Add a User ID to the list
 - Delete a User ID from the list
 - Record a list **Comment**
 - Return to previous menu
- Return to previous menu
- Manage your **Guest User ID**
 - Create a Guest User ID
 - Delete a Guest User ID
 - Review your Guest User IDs
 - Return to previous menu
- Return to Main Menu



CHANGE YOUR GREETING

- Select 1 - 7 for a Personal Greeting or 8 for the System Greeting
- Review selected greeting
 - Record (new) greeting
 - Review recording
 - Re-record
 - Append to recording
 - Cancel recording
 - Save recording
 - Return to previous menu
 - Review current greeting
 - 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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____