

Stratagy ES Enterprise Server

Messaging Voice Processing (MVP)

Release 3

Quick Reference Guide

Access Stratagy ES

Call Stratagy ES at _____. Press 🖬 and enter your Mailbox number.

Enter your security code. (If you make a mistake while entering the code, press to re-enter.) Stratagy 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
- # Hang up

[†]Plays only if TTS and UM is available

1 PLAY MESSAGES

1 Play the next message

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

2 SEND MESSAGES

Enter destination (one of the following): Mailbox Number plus

- 0 0 Directory plus name
- 0 1 Personal Distribution List (1~25)
- 0 4 Multiple Destinations

Record

- Record a message, comment or reply (Press # when finished.)
- Send and Return to Main Menu
- 1 Review recording
- 2 Re-record
- 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
- X Cancel and Return to Main Menu

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

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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.)

4 Retrieve and Listen to E-MAIL MESSAGES[#]

1 Listen to e-mail message

Replay the current e-mail message

2 Save the current e-mail message

3 Delete the current e-mail message

5 Forward the current e-mail message

6 Reply to the current e-mail message

 Return to Main Menu (number of e-mail messages to be deleted plays)

1 Delete e-mail messages

2 Cancel deletion of e-mail messages

[#] 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.

MESSAGING HINTS

To skip over a user's personal greeting and go directly to recording, press **# #**.

New Messages play before Saved Messages unless you press **7 7**.

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 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 Mailbox Number.

To send a **Direct Fax** from the Company Greeting, press **9 8 8**. 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.

DIRECTORY