# **TOSHIBA**

Strata GTX28 Voice Processing System

Quick Reference Guide

#### Access Voice Mail

Call voice mail at \_\_\_\_\_ Press 1, enter your User ID and press 1, enter your security code, and press 1, voice mail plays the number of messages you have and prompts you with Main Menu choices.

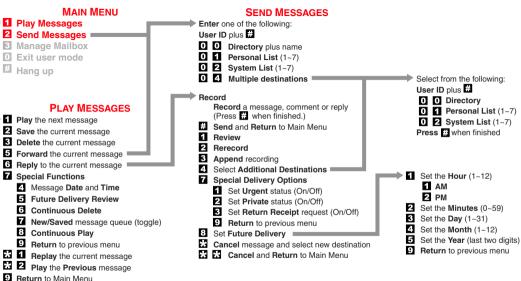
#### MESSAGE CONTROLS

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)

While recording a message, press:

4 Pause/Resume (toggle or 30 secs.)



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CTX-QC-GVMU-VA

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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

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

- 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

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

#### **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.

Your voice mail may be configured so that you can press **1** from the Main Menu and enter another User ID without having to hang up (exit User Mode).

## DIRECTORY

