Toshiba Strata Messaging Instructions

NEW USER SETUP OF VOICEMAIL

To set up personal voicemail:

Pickup handset
Dial Voice Mail Access Code: *500, 6000, or ???*
           This varies; check with your department

Enter your security code **(default code is 0000)**

Listen to the Tutorial: It will guide you through
           setting up a new security code, recording
           your name and recording a personal greeting

*You may access the New User Setup at any time in the future
by pressing 7 from the main system options menu.*

The Tutorial will prompt you to:

Enter a Personal security code:
      Enter a number that is easy for you to remember.
      Your personal security code **must be 4 digits**.

Record your name: Speak your first and last name.

Record a personal greeting:
      Example: "This is Jane Doe and I am either on the
      phone or away from my desk. You may leave me a
      message and I will return your call as soon as
      possible, or you may press "0" for further assistance.
      Thank you."

TO ENTER MAILBOX WITH MESSAGE LIGHT
Press MSG or ✉ ·
Enter Your Password

TO ENTER MAILBOX AWAY FROM OFFICE
Call Main Number
When You Hear Company Greeting, Press #
Enter Your Mailbox
Enter Your Password
Listen to System Prompts

TO ENTER MAILBOX WITHOUT MESSAGE LIGHT
 Enter Voicemail Access Code: 6000
Enter Your Password

NOTE: If employee answers they can put you into the
          Voicemail System by pressing VM TRANS and
          dialing 500. Press # when you hear the Co.
          Greeting, enter your mailbox and password.

OPTIONS WHILE LOGGED INTO MAILBOX
If you have new messages it will immediately
play the first new message. If you wish to
bypass and go to the Main Menu, press   *

1   LISTEN to Messages
2   RECORD a Message
3   PERSONAL OPTIONS
4   TRANSFER STATUS (DND)
5   CHECK DELIVERY
6   TO UNDELETE MESSAGES
8   TEMPORARY GREETING

While Listening to Messages:
1   SAVE MESSAGE
2   NEXT Message
3   DELETE
0   MORE OPTIONS
                  # Repeat
                  7 Re-Direct/Forward
                  8 Envelope Information
                  9 Speed/Volume Options
                  * Back to Previous Menu

TO BYPASS SOMEONE'S GREETING AND GO DIRECTLY TO THE RECORD BEEP
When listening to a personal greeting, press *

Personal Options Menu:
1   Message Notification
2   Personal greetings
3   Record Name
4   Change Password
5   Call Screening
6   Group List
7   Personal Assistant

Temporary Greeting Options:
Used for vacations or extended absence, just press 1
to record, press 2 to listen to it, press 3 to activate
when ready. Upon returning, deactivate it (press 4)

Using FindMe/FollowMe:
Answer calls: Answer phone and press **#** to accept the call,
                       or ***** to reject and send it to voicemail.

Transfer calls back to office: During conversation press **#** again then press **0** for
                       operator, or **#** and **extension number** and hang up.