

# TOSHIBA

**Strata** CTX28

Voice Processing System

## Quick Reference Guide

### Access Voice Mail

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

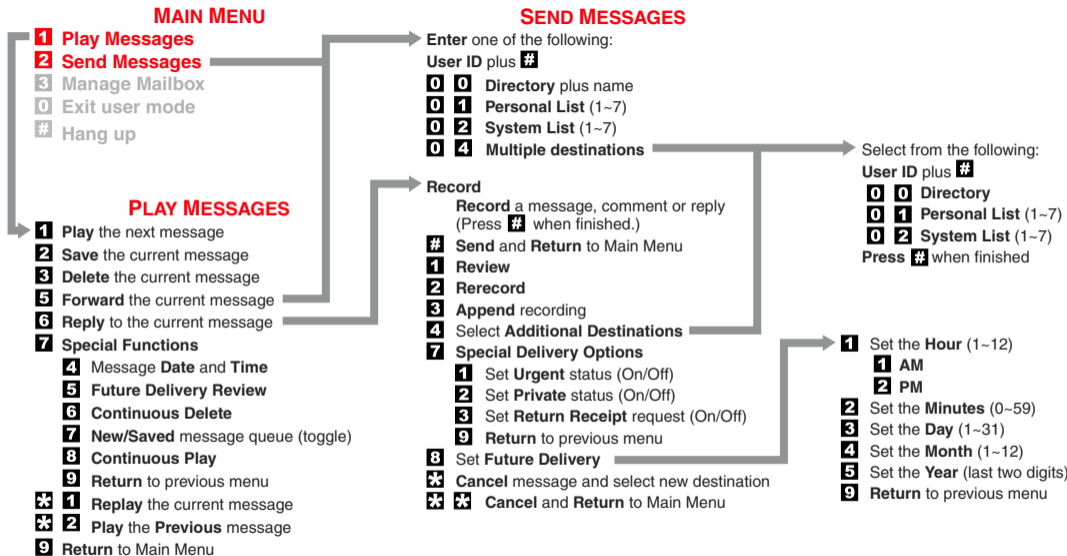
### MESSAGE CONTROLS

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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Toshiba America Information Systems, Inc.  
Digital Solutions Division

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

- 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

### 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 **0** from the Main Menu and enter another User ID without having to hang up (exit User Mode).

### DIRECTORY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____