

Toshiba Strata Messaging Instructions

NEW USER SETUP OF VOICEMAIL

To set up personal voicemail:

Pickup handset
Dial Voice Mail Access Code: 500

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 WITHOUT MESSAGE LIGHT

Enter Voicemail Access Code: 500
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

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

Personal Options Menu:

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

TO BYPASS SOMEONE'S GREETING AND GO DIRECTLY TO THE RECORD BEEP

When listening to a personal greeting, press *

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.