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Strata® Messaging Quick Reference Card

1 Review Messages

2 Record Messages

3 Personal Options

4 Transfer Status
Do not disturb Options

5 Check Delivery
Enter a mailbox number to check if messages were heard.

6 Undelete Messages
Browse through undeleted messages.

7 Tutorial
Activate first time user tutorial to record name, greeting and to change password.

8 Temporary Greeting

Review Messages
1 New
2 Saved
5 Email
3 Fax
4 Message Count

Record Options
1 Deliver
2 Review
3 Re-record
0 Delivery Options
***** Cancel & Exit

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

Temporary Greeting
1 Record
2 Listen
3 Activate
4 Activate Normal Greeting
5 Deactivate Greeting

Playback Options
1 Save
2 Next
3 Erase
Repeat
7 Reply / Redirect
8 Envelope Information
9 Speed / Volume Control

Fax Options
1 Redirect All Faxes
2 Review

Message Notification
1 Message Notification
2 Follow Me
3 Wake-up Call

Personal Greeting
1 Activate / Deactivate
2 Listen to Greeting
3 Record Greeting

Personal Assistant
1 Review Number
2 Change Number

Reply / Redirect
1 Reply
2 Redirect
3 Delete Message & Call
4 Save Message & Call
5 Call Number

Speed / Volume Control
1 Volume Down
2 Normal Volume
3 Volume Up
4 Low Speed
5 Normal Speed
6 High Speed

Delivery Options
1 Regular Delivery
2 Priority
3 Confidential
4 Priority & Confidential
5 Return Receipt
6 Non-receipt Notification

Group List Options
1 Create a List
2 Record Name List
3 Delete List
4 Member Options

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