

Introduction

This quick reference guide applies to the Toshiba Strata CTX Attendant Console connected to a Strata CTX system.

See your Telephone System Administrator to find out which features you have.

Answering a Call (Incoming)



- To answer the current call (highlighted), press **Answer** (+ key) on the keyboard ...or double click on the entry.

Login



1. To login, double click on the Strata CTX Attendant Console icon
...or click on the icon in the Microsoft Windows Start menu bar
...or select Start > Programs > Strata CTX Attendant > Strata CTX Attendant Console.
2. Select User ID.
3. Type the password (default is empty), press Enter or click OK.

Releasing a Call

- While on an active call, press **Release** (Enter) on the keyboard



...or click the **Release** icon
...or select Call > Release.

Making a Call

- Type the number on the numeric keypad, press **Release/Transfer** (Enter) on the keyboard.

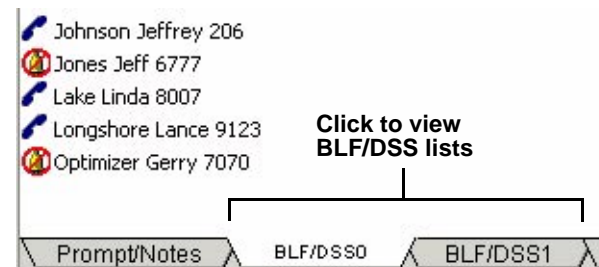
Call Completion Codes

NUMERIC KEYPAD BUTTON	DESCRIPTION
1	Always set the ring mode to Tone First or override a busy/DND call.
2	Set the ring mode to Voice First always or override a busy/DND call.
3	Intrude into a busy/DND call (ExecOverride).
4	Set callback on a busy or ringing call.
5	Perform manual OCA or set the ring mode to Voice first always or override a busy/DND call.
7	Set Message Waiting light on another phone.

BLF/DSS Tab

➤ To dial using BLF/DSS

1. Click the BLF/DSS tab.
2. Double-click on an entry or use the up/down arrows to select an entry and press **Release/Transfer** (Enter) on the keyboard.



- Station Idle
- Station Busy
- Station DND or not available in this system
- Station Idle with Advisory Message
- Station Busy with Advisory Message
- Station DND with Advisory Message

Hold

- To put the current call on hold, press **Hold/Retrieve**



...or click on the **Hold** icon. You can also select an active call in the call list, then select Call > Hold.



➤ To retrieve a held call

- Highlight call to be retrieved, press **Hold/Retrieve** again
...or highlight call to be retrieved, then double-click on the call in the call list
...or highlight call to be retrieved, select Call > Hold/Retrieve/Return.

Call Transfer



➤ To Blind Transfer the source party to the destination party

- While on an active call, dial the destination party on the numeric keypad. Press **Transfer (Blind)** (+) on the numeric keypad

...or select Call > Transfer > Blind transfer. Enter destination party from the numeric keypad.

If an exact match is not found, scroll and select a name/number, click OK.



➤ To make a Supervised Transfer call

1. While on an active call, dial the destination party on the numeric keypad, press **Transfer (Supv.)** (Enter) on the keyboard
...or select Call > Transfer > Consultation transfer
2. Announce the call (optional).
3. Press **Transfer (Supv.)** (Enter).

- To set up the Supervised Transfer call, select Call > Setup Conference. Enter the destination party, then click OK.

➤ To transfer a call to Voice Mail

1. While connected to a call, enter the extension number to transfer to.
2. Press **Transfer to VM** (Del) on the keyboard.
3. Press Enter or click OK

...or while connected to a call, select Call > Transfer > Voice Mail Transfer, enter the destination extension, and press Enter.

...or



1. While connected to a call, click the **Transfer to VM** icon.
2. Enter the extension number to transfer to.
3. Press Enter or click OK.

Conference Calls



➤ To create a conference call

- With calls on Source and Destination, press **Join/Split**
...or select Call > Join/Split. The CTX Attendant creates a three-way conference.

➤ To add another destination party to the conference with the Attendant

1. While in a conference ("conferenced" shows on-screen), dial the extension to add, press **Release** (Enter) or click OK.
2. After the dialed party answers, press **Join/Split** (End) for the CTX Attendant to join the active call and the consultation call
...or select Call > Join > Join/Split.



➤ To split a three-way conference call

- Press **Join/Split**
...or select Call > Join/Split.



➤ To release the last party from a conference call

- Select Call > Release Last Party.



➤ To switch between Source and Destination Parties

- To switch to the source party, press **Source** (Delete)
...or select Call > Source.
- To switch to the destination party or select a destination party, select Call > Destination or click on the **Destination** icon.

Paging



➤ To page using the Primary Page Zone

1. Click the **Paging** icon. The current call is placed on hold, the primary page option opens a path to the paging system.
2. Make an announcement over the paging system.

Door Phones



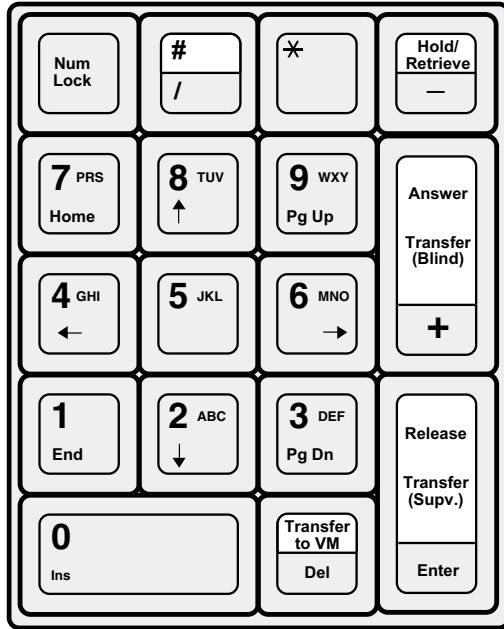
- To call the primary door phone, click the **Door Phone** icon
...or click the drop-down arrow next to the Door Phone icon to select an alternate door phone or select Console > Door Phone > Primary or Alternate Door Phone.



1. To Unlock a Door, click the **Door Unlock** icon. The primary door unlocks.
2. If there is more than one door, select a door from the list, click Unlock.

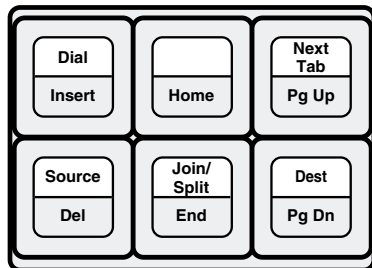
Attendant Keys

Numeric Keypad



6204

Special Function Keys



6205

Function and Volume Keys



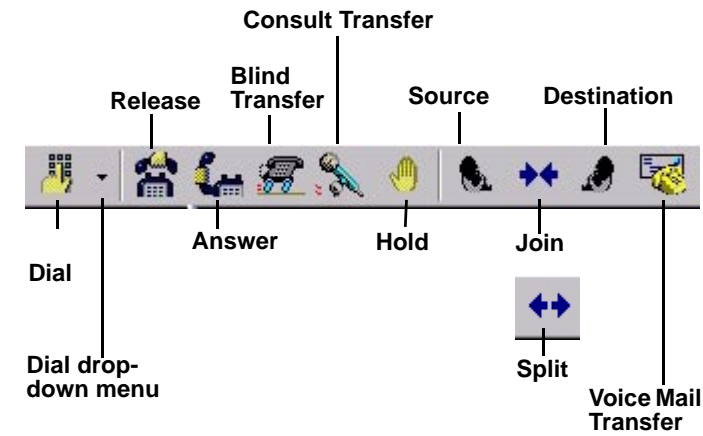
6310

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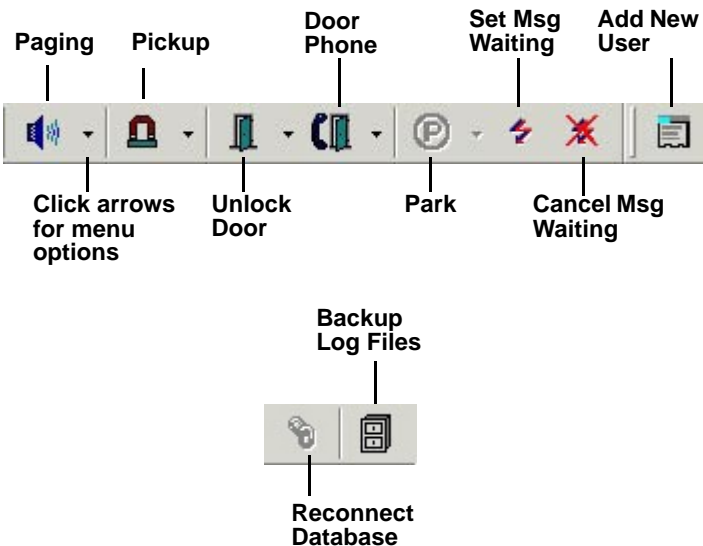
CTX-QR-ATCON-VA
4010374
Version A, August 2002

Toolbar

Call Handling Toolbar



Optional Tools



Call Park

To Park a call

1. Select a call.
2. Click the **Park** icon. The call is Auto-parked by the system
...or to select other park options, click the down arrow next to the icon:
 - Auto Park enables the system to select a location to park the call
 - Station Park lets you choose a specific orbit
 - Auto Park Page auto-parks the call and enables you to make a page announcement
 - Station Park Page enables you to select the call park orbit or station and enables you to make a page announcement
 - Retrieve enables you to retrieve the last (or highlighted) parked call
 ...or select Call > Park, then select a Park option.

To retrieve a parked call

1. Right click in the call list view area, then select Park Retrieve
...or select Call > Park Retrieve.
2. In the Call Retrieve dialog box, type or select an orbit or extension number, then click Retrieve.

Status

To change Console, Overflow or Night Mode Status

- Right click on the item on the Status bar, and select the new choice.

To change Date and Time

1. Right click on the current time showing.
2. Type or select new settings, click **Apply**.
3. Click **OK**. Date/Time window closes.

TOSHIBA

**Attendant Console
Quick Reference Guide**



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