

TOSHIBA



**Q U I C K
R E F E R E N C E
G U I D E**

**B U S I N E S S
T E L E P H O N E
S O L U T I O N S**

STRATA DK
24/56/96

ELECTRONIC TELEPHONE

Account Code Calls

To enter a Forced Account Code:

- ▶ Access an outside line by dialing a line access code or pressing a **CO** or **PL** button.
- ▶ Enter the Forced Account Code.
- ▶ Listen for dial tone.
- ▶ Dial a telephone number.

To enter a Voluntary Account Code:

- ▶ After seizing a CO line or while on a call: Press the **ACCNT** button; or dial * **5 0**; or press the **CONF/TRNS** button and dial **4 6**.
- ▶ Enter the Account Code

Automatic Busy Redial

To activate Automatic Busy Redial:

- ▶ After dialing an outside telephone number, press the **ABR** button, or press the **CONF/TRNS** button and dial **4 4**.
- ▶ Your telephone will signal you when the called number becomes not busy.
- ▶ To cancel Automatic Busy Redial, press the **ABR** button, or press the **INT** button and dial **4 4**.

Automatic Callback

To activate Automatic Callback:

- ▶ After dialing a busy station or station in the Do Not Disturb mode, press the **ACB** button or dial **4**.
- ▶ Hang up. The system will call you back when the station becomes available.

Call Forward

To set Call Forward with a Call Forward button:

- ▶ Press a Call Forward button:
CFAC, CFB, CFNA, or CFB/NA.
- ▶ Enter the station number to which calls will forward.
- ▶ Press the Call Forward button again.

To set Call Forward with an access code:

- ▶ Press the **INT** button and dial a Call Forward access code: Call Forward-All Calls, **6 0 1**; Call Forward-Busy, **6 0 2**; Call Forward-No Answer, **6 0 3**; Call Forward-Busy/No Answer, **6 0 4**.
- ▶ Enter the number of the station to which calls will forward.
- ▶ Press the **SPKR** button.

To cancel Call Forward:

- ▶ Press the same Call Forward button that you used to set Call Forward; or press the **INT** button, dial **6 0 1**, then press the **SPKR** button.

To Park a call:

- ▶ While on a call, press the **CONF/TRNS** button and dial **4 1**.

To retrieve the Parked call:

- ▶ Press the **INT** button and dial **4 2**.

Call Park

Call Pickup

Call Transfer With Camp-on

Conference Calls

Do Not Disturb

To Pick Up a call:

- ▶ Press the **PKUP** button or dial **5**.
- ▶ To pick up a call that is ringing or held at a station, dial the station number; for an intercom page or ringing door phone, dial **3 0**; on an external page, dial **3 5**; for a CO line on hold, dial **7 0 1 ~ 7 3 6**; for any ringing CO line, dial **9**.

To Transfer a call:

- ▶ While on a call, press the **CONF/TRNS** button and dial a station number.
- ▶ If the station is idle: Wait for the station to answer, make a voice announcement and hang up.
- ▶ If the station is busy: Hang up.

To make a Conference Call:

- ▶ While on a call, press the **CONF/TRNS** button.
- ▶ To add an outside line to the call, access an outside line and dial a telephone number; to add a station to the call, dial a station number.
- ▶ Press the **CONF/TRNS** button after the called party answers. All parties are conferenced together.

To activate/deactivate Do Not Disturb:

- ▶ To activate, press the **DND** button so that the LED lights; to deactivate, press the button again so that the LED turns off.

Exclusive Hold

To place a call on Exclusive Hold:

- ▶ Press the **HOLD** button twice.
- ▶ No one can accidentally pick up your call.

Handsfree Answerback

To receive a Handsfree Answerback call:

- ▶ You will hear a single warning tone followed by the caller's voice.
- ▶ Without lifting the handset, speak toward the telephone at a normal voice level to answer the caller.

Handsfree Monitoring

To use Handsfree Monitoring:

- ▶ While holding down the **SPKR** button during a call, place the handset on-hook.
- ▶ Release the **SPKR** button.
- ▶ Lift the handset to resume the conversation.

Making Calls

To make an outside call:

- ▶ Press a **CO** or **PL** button; or, press the **INT** button and dial a line access code (**7 0 1 ~ 7 3 6**, **8 1 ~ 8 8**, or **9**).
- ▶ Dial a telephone number, and lift the handset when the called party answers.

To make a call to another station:

- ▶ Lift the handset and press the **INT** button.
- ▶ Dial a station number.
- ▶ Make a voice announcement after you hear the single ring tone, or if ringing, wait for the called station to answer.

ELECTRONIC TELEPHONE

To leave a Message Waiting Indication at another station:

- ▶ After reaching a busy or unanswered station, press the **MW/FL** button.

To answer a Message Waiting Indication at your station:

- ▶ The Message Waiting Indication is indicated by a flashing **MW/FL** LED.
- ▶ Lift the handset, press the **INT** button, then press the **MW/FL** button to call back the station or voice mail device that left the indication.

To make a Busy Override or Executive Override call:

- ▶ To make a Busy Override call, dial **2** after dialing a busy station.
- ▶ To make an Executive Override (barge-in) call, dial **3** after reaching a busy station.

To make a Page announcement:

- ▶ Lift the handset and press the **INT** button.
- ▶ To page all stations in the All Call Page group, dial **3 0**; station groups, dial **3 1 ~ 3 4**; the All Call Page group with external page zones optionally included, dial **3 9**; external page zones, dial **3 5 ~ 3 8**.

Repeat Last Number Dialed

To redial the Last Number Dialed:

- ▶ Lift the handset and press any available **CO** button.
- ▶ Press the **RDL** (or #) button.

Saved Number Redial

To "Save" a number to redial later:

- ▶ Any time after dialing a telephone number and before disconnecting the call, press the **SAVE** button.

To redial a "Saved" number:

- ▶ Access an outside line, then press the **SAVE** button.

Speed Dial

To store a Speed Dial number:

- ▶ Press the **RDL** (or #) button, then the **SDS** (*) button.
- ▶ Press the **SD** button you want to store the telephone number on, or dial a Speed Dial access code (**1 0 ~ 4 9** for Station Speed Dial, **6 0 ~ 9 9** for System Speed Dial) where you want to store the number.
- ▶ Enter the telephone number, then press the **RDL** (or #) button.

To make a call with Speed Dial:

- ▶ Access an outside line.
- ▶ Press a **SD** button, or press the **SDS** (or *) button and dial a Speed Dial access code (**1 0 ~ 4 9** for Station Speed Dial, **6 0 ~ 9 9** for System Speed Dial).

Two (Tandem) CO Line Connection

To set up a Two CO Line Connection:

- ▶ While on an outside call established on a **CO** button, press the **CONF/TRNS** button.
- ▶ Press another **CO** button and dial a telephone number.
- ▶ Press the **CONF/TRNS** button after the called party answers.
- ▶ Press the **CONF/TRNS** button again, then hang up.
- ▶ The two outside parties are conversing.

TOSHIBA

Toshiba America Information Systems, Inc.
Telecommunication Systems Division
9740 Irvine Boulevard, Irvine, CA 92718
(714) 583-3700

Item Number: 4010324

D96-QR-EKT-R1-4