LIQUID CRYSTAL DISPLAY FEATURES
ELECTRONIC TELEPHONE USER GUIDE

Release 1, 2, 3, and 4
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GENERAL DESCRIPTION

The STRATA® DK 6500-series Electronic Liquid Crystal Display (LCD) telephone provides you with display information to make call handling more efficient.

For instance, the LCD telephones provide you with Alphanumeric Messaging, Busy Lamp Field (BLF) Identification, Central Office (CO) Line Identification, Timed Reminders with Messaging, Speed Dial Memo Directory Dialing, Intercom User Name/Number Display, Call Duration Display, and Date/Time of Day Display.

PURPOSE

This document is designed as a feature operating guide for users of the 20-button Speakerphone with LCD (6520-SD).

This guide only covers the LCD functions of the electronic telephone. It should be used in conjunction with the STRATA DK Electronic Telephone User Guide.

An overview of this user guide will acquaint you with the various features that are available to your telephone, and will provide you with the necessary instructions to perform each feature.

ORGANIZATION

This user guide is divided into several main chapters. The first chapter shows examples of various LCD displays and explanations of when they display. The second chapter explains the operation of each specific calling feature. The third chapter covers memo and messaging features. Operating instructions are provided in an easy-to-follow, step-by-step method. An index is included in the user guide, allowing you to reference material quickly and easily.
HOW TO USE THIS GUIDE

Your telephone’s specific calling allowances are determined by its Class of Service, as determined by system programming. Your system administrator can inform you which features are actually accessible from your specific telephone. Once you are aware of the features that are available to your telephone, review each feature’s description and operational procedure contained in this guide.

To assist you in achieving greater performance efficiency, the information in this user guide is divided into distinct areas of content. Instructions for various procedures are referred to as Action Text and appear in the left-hand column of the page. Instructions appear in numerical sequence, enabling you to quickly perform a specific task. More detailed descriptions of these procedures, or explanations of their effects, are located in the right-hand column. The following illustration shows you the structure followed in each Feature Operation section.
Figure I-2
20-button Electronic Liquid Crystal Display Telephone
Chapter 1

LIQUID CRYSTAL DISPLAY

In its idle state, the 32-character Liquid Crystal Display (LCD) on your digital telephone gives you an accurate desk clock and calendar combination. When you have an outside call in progress, an elapsed time display gives a constant reminder of the call duration. In addition, a variety of information displays and feature prompting makes your call handling more efficient. Alphanumeric messaging capability is also provided. All display functions occur automatically as call processing proceeds.

The uses of the three buttons shown above are:

SCRL:  1. Scrolls through message waiting numbers.
       2. Scrolls through the speed dial digits (if more than 16 digits) when in Mode 8.

PAGE:  1. Changes Busy Field groups.
       2. Used by station 200 to record a user NAME/NUMBER for another station. Station 200 must be an LCD digital electronic telephone to record a NAME/NUMBER display for any other station type.
       3. Changes displays (date/time, elapsed time, message, call forward, dialed number).
       4. Scrolls through speed dial numbers when using Mode 8.

MODE:  1. To enter/exit various mode functions (See "Mode Definitions" later in this chapter.).
       2. To cancel the beeping tone when using timed reminders.
MODE DEFINITIONS

MODE 0: Used to exit another mode and return to clock/calendar display.

MODE 1: Busy Field display.

MODE 2: Busy station messaging. (Releases 1, 3 and 4)

MODE 4: Called station messaging.

MODE 8: Speed dial number check and memo dialing.

MODE 94: Remote called station messaging. (Releases 1, 3 and 4)

MODE 95: Remote calling station messaging. (Releases 1, 3 and 4)

If your LCD shows "DIAL TEL NUMBER", when you originate a call, you may have accidentally turned on Soft keys, a Release 4 feature. Soft keys are not recommended for Electronic Telephones. They are intended for Digital Telephones; however, if you accidentally turned them on, use MODE 70 to turn them off.

MODE 71: Soft key ON. (Release 4)

MODE 70: Soft key OFF. (Release 4)

NOTE:
If your telephone has the Soft Key feature turned on (Mode 71), the Mode, Page, and Scroll functions are not active when the telephone is busy on a CO line or Intercom call. Mode, Page, and Scroll are only used when the telephone is idle.
SUMMARY OF LCD FUNCTIONS

When Display Appears

The displays are shown with the Soft Key feature turned OFF (Mode 70). The displays are basically the same with Soft Keys turned ON (Mode 71), but may vary slightly.

NOTE:
“NNN” in the display, as used here, represents either the called or calling extension or phone number of the other party. “NN” represents the line in use.

When you press a Central Office (CO) line that requires a forced (verified or nonverified) account code; or dial *50, CONF 46 or press the Account Code button to enter a voluntary (verified or nonverified) account code. (Releases 3 and 4).

When you correctly dial a verified voluntary account code that is not valid. (Release 3 and 4)

When you correctly dial a verified voluntary account code that is set in the system account code memory. (Releases 3 and 4)

When you dial a verified forced account code that is not valid. (Releases 3 and 4)

After you dial a forced account code that is valid.

After setting auto busy redial, your display prompts you that it is active.

When the system dials the call, your display shows the dialed number. The system inserts a pause (P) before redialing the number.

When the called telephone is ringing, your station’s Central Office (CO) LED (or Intercom LED) and SPKR LED will flash, and a warning beep will sound 30 seconds after the call was completed.
Your station will display the called number, followed by “LINE NN ACB”, 30 seconds later.

**Automatic Callback (ACB):**

Your station will display the called number, followed by “LINE NN ACB”, 30 seconds later.

**Automatic Line Selection:**

1. Intercom Line
   - If your station automatically accesses an intercom line when you go off-hook, INT is displayed.

2. CO Line
   - If your station automatically accesses a Central Office (CO) line when you go off-hook, the number of the seized CO line is displayed.

3. Dial Access Code
   - When you access a Central Office (CO) line by dialing a CO line group access code, the accessed CO line number is displayed.

**Alphanumeric Messages:**

Messages of up to 32 characters may be used in alphanumeric messaging. Messages may either be programmed or set as one-time messages. (Messages may also be used with a timed reminder.)
The Busy Field display indicates, in groups of 10, the station numbers that are busy or set for Do Not Disturb (DND). The top display indicates that stations X00, X05, and X17 are either in use or in DND mode; the bottom display indicates the same for stations X27, X32, X34, and X39. If the PAGE button is pressed, the 00/10 group will change to 10/20, and the busy/DND states of that group of stations will be displayed. The station groups will increment each time the PAGE button is pressed, thereby eventually displaying all stations.

Call Forward:

When you initiate any type of call forward, the LCD displays “CALL FORWARD TO”.

After you set call forward, the station number to which your calls will be forwarded is displayed, along with one of the following abbreviations:

- “CF-AC” (Call Forward-All Calls)
- “CF-BUSY” (Call Forward-Busy)
- “CF-NA” (Call Forward-No Answer)
- “CF-B/NA” (Call Forward-Busy/No Answer)
- “CF-FIXED” (Call Forward-Fixed)

When your call is forwarded to another station, the station you called is shown first. It then changes to the station to which your call was forwarded.

When a call is forwarded to your station, the calling station number is displayed on the left and the station called is displayed on the right.

Call Pickup:

When you pick up an intercom call, the calling station’s number is displayed on the left and the station number called is displayed on the right.

Your LCD telephone displays information noting that your call to station NNN was picked up by station NNN.

Calling Number-Intercom:

When you receive an intercom call, the calling station’s number is displayed.
The Central Office (CO) lines can be programmed to display an identifying name of up to 16 characters. The name will be displayed on outgoing and incoming calls.

CO Line Identification:

- **TOSHIBA TELECOM**

CO Line Number:

1. Incoming Call

- **NO. NNN L1NE 10 RINGING**

Incoming Central Office (CO) call—if your station is programmed for incoming ringing on that CO line.

Transferred CO call—CO line is transferred to your station in the ringing state by another station.

Camped-on CO call—CO line was camped-on to your busy station and rings your station when you hang up.

2. When Call Is Answered

- **ANSWERED L1NE 3**

The display changes to indicate calling status.

3. Hold

- **HOLD L1NE 10 JAN 01 SUN 12:19**

You have put a CO line call on hold at your station.

4. Hold Recall

- **HOLD L1NE NNN L1NE 10 RECALL**

Held call automatically recalls your station after a programmed period of time.

5. Outgoing

- **US1NG L1NE 6**

When you manually select a CO line, it is displayed. This display is replaced by the dialed number as you dial.

6. CO Line Queuing (Callback)

- **LIN1E 3 A1CB**

When the CO line queuing feature rings back to your station with an available CO line, that line number will be displayed.
NOTES:
1. Press the PAGE button to display date/time when talking on a Central Office (CO) line. (Soft keys must be off.)
2. The date/time is adjusted on a system-wide basis, usually by station 200.

The digits are displayed as you dial over either a Central Office (CO) line or the intercom using:
- Manual dialing
- Automatic dialing
- Repeat last number dialed
- Saved number redial

NOTE:
If you are calling on a CO line, the display will automatically change from dialed number to elapsed time after a programmed period of time.

When you are called from a door phone, its designating characters are displayed.

When you call a door phone, its designating characters are displayed.

NOTE:
The door phone designators are NA, NB, and/or NC (N = 1 ~ 4, and indicate which of the 12 possible door phones is calling or is being called).

While you are making an outgoing Central Office (CO) line call, the elapsed time of the call is displayed. Elapsed time automatically replaces the dialed number on the display after a programmed period of time.

NOTES:
1. On a CO line call, the display can be alternated between date/time, elapsed time, and dialed number by pressing the PAGE button. (Soft key must be off.)
2. Elapsed time is displayed for 15 seconds after you hang up, and then changes automatically to date/time.
To find out what your intercom or extension number is if it does not appear on your display, press **Intercom 4 0 1** or **CONF 4 0 1** and the intercom number will be displayed.

A name or title may be set in memory for each station. When an LCD station is idle, the name displays on the top line of the LCD. When a station calls an LCD station, the name of the calling station displays on the bottom line of the called station’s LCD.

When you are making a call via Least Cost Routing (LCR), your display will prompt you to dial a number by displaying “DIAL TEL NUMBER”. As you dial the number, it is shown on your display.

When you set message waiting at another station, the number of that station is displayed.

When you hang up after setting message waiting at another station, a reminder is shown on the top row of your display.

Your display will show the numbers of up to three stations that have left messages for you. Four numbers may be stored in message memory (see Recalling Station).

When a message waiting voice mail is displayed, a “V” will follow the station number. A “+” indicates that there is a station message in memory. Press the **SCRL** button to rotate through the numbers.
**Off-hook Call Announce:**

- **NO. NNN NNN**

When you off-hook call announce to a busy station, your LCD displays the number of that station.

- **NO. NNN NNN BUSY OVR**

When another station off-hook call announces to your station, your LCD displays the number of that station.

**Overrides:**

1. **Busy Override**

- **NO. NNN NNN BUSY OVR**

When you activate the override feature after calling a busy station, the station number and the feature are displayed.

- **NO. NNN NNN BUSY OVR**

Your LCD telephone displays the number of a station initiating override when you are on the telephone. The number will remain displayed until override is disconnected.

2. **Executive Override**

- **NO. NNN NNN EXEC OVRD**

When you initiate executive override, your LCD telephone displays the number of the station that is overridden. The station that receives the override displays your station number. The number will remain displayed until the call is ended.

3. **Do Not Disturb (DND) Override**

- **NO. NNN INT NNN DND**

The station you have called is in the Do Not Disturb (DND) mode.

- **NO. NNN NNN DND OVR**

When you initiate Do Not Disturb override, the station number you have overridden is displayed.

- **NO. NNN NNN DND OVR**

When another station overrides Do Not Disturb at your station, its number is displayed. (The display remains until the end of override.)

4. **Privacy Override**

- **NO. NNN NNN PRV OVRD**

When a station presses a busy line button to enter an existing conversation, the station that initiates the override displays the Central Office (CO) line identification on the LCD. The overridden station's LCD displays the initiating station's number. (The display remains until the end of the call.)
When a transferred call goes unanswered, it will recall to the station that transferred it. The display shows the Central Office (CO) line number and the station number to which it was originally transferred.

When using Speed Dial Memo (Mode 8), the name and number are displayed.

TOSHIBA is the memo (up to 12 characters).
714 583 3700 is the number (up to 16 digits).

After you access a Central Office (CO) line and press CONF/TRNS 4 7 to dial traveling class override code (available with Release 3 and 4), your LCD display will prompt you to dial a code.

After you establish a two-Central Office (CO) line conference call and then release, N_1 and N_2 identify the connected CO lines.

When you are talking with two external parties on two CO lines. N_1 and N_2 identify the connected CO lines.
Chapter 2

DATE/TIME/DAY ADJUSTMENT

This operation is possible from port 00 only (usually station 200), and allows you to set the date, time, and day.

To Set the Date:
1. Place handset on-hook.
2. Dial INT 6 S 1.
3. Dial the date
   Dial year/month/day in the format YYMMDD. Enter a leading 0 for any single-digit month or day.
4. Press the RDL button.
   You will hear a confirmation tone. Press # if your telephone is not equipped with RDL.
5. Press the Spkr button.

To Set the Time:
1. Place handset on-hook.
2. Dial INT 6 S 2.
3. Dial the time
   Dial hour/minute/second in the 24-hour clock format HHMMSS. Enter a leading 0 for any single digit entered.
4. Press the RDL button.
   You will hear a confirmation tone. Press # if your telephone is not equipped with RDL.
5. Press the SPKR button.

To Set the Day of the Week:
1. Place handset on-hook.
2. Dial INT 6 S 3.
3. Dial the day.
   1 = Sunday
   2 = Monday
   3 = Tuesday
   4 = Wednesday
   5 = Thursday
   6 = Friday
   7 = Saturday
4. Press the **RDL** button.

You will hear a confirmation tone. Press # if your telephone is not equipped with **RDL**.

5. Press the **SPKR** button.

---

**CALL FORWARD DISPLAY**

**TO SET CALL FORWARD**

When any type of call forward is initiated, the “CALL FORWARD TO” prompt displays on the lower row of the LCD.

When your station has call forward set, the LCD displays as shown (NNN = the forward-to number).

1. **Call Forward–All Calls**

   Press **INT 6 0 1 + N N N + SPKR** (or **CFAC + N N N + CFAC**).

2. **Call Forward–Busy**

   Press **INT 6 0 2 + N N N + SPKR** (or **CFB + N N N + CFB**).

3. **Call Forward–No Answer**

   Press **INT 6 0 3 + N N N + SPKR** (or **CFNA + N N N + CFNA**).

4. **Call Forward–Busy/No Answer**

   Press **INT 6 0 4 + N N N + SPKR** (or **CFB/NA + N N N + CFB/NA**).

5. **Call Forward–Fixed**

   Press the **CFF** button.
NOTES:
1. To cancel call forward, press INT 6 0 1 SPKR (or press the call forward button used to set call forward).
2. If call forward is set:
   - Central Office (CO) lines that ring at your station only will forward (CO lines that ring into more than one station will not forward).
   - CO line calls transferred to your station will forward.
   - Intercom calls will forward.
   - Call forward redirects the station hunt feature.

STATION-TO-STATION MESSAGE WAITING

To Use Station-to-Station Message Waiting:
1. Lift the handset.
2. Dial the desired station number.
3. The called station user presses the INT and MW/FL buttons to return the call.
4. To clear the Msg LED from the called station, press the MW/FL button.
5. To clear the MW/FL LED from the calling station, press the INT button, dial the station number and press the MW/FL button twice (or 7 7).

NOTE:
1. Up to four message waiting displays may be stored on the LCD. The station number in the left-most position will be called when the MW/FL button is pressed. To rotate the station numbers, press the SCRL button. The fourth message is reserved for the Message Center.
2. This feature will not activate the message waiting lamp on standard telephones.

If there is no answer (busy or DND), press the MW/FL button (or dial 7). This causes the MW/FL LED on the called Toshiba Electronic or Digital telephone to flash. The called station’s LCD displays the calling station’s number.

When the returned call is answered, the flashing MW/FL LED will turn off.
VOICE MAIL (VM)

Whenever your station is call forwarded to voice mail, certain digits will automatically be sent to the voice mail unit to direct the call to your mailbox. These codes must only be stored one time; they remain in memory until changed. They do not have to be stored each time you Call Forward your telephone.

Setting your mailbox # (where calls will go when you forward to Voice Mail).

The LCD displays “6 5 6 ID CODE SET”.

Assigning a mailbox to Call Forward messages to:
1. Press the INT button.
2. Dial 6 5 6.
   \[656\] ID CODE SET
3. Dial the digits (up to 16) and pauses to be sent.
4. Press the RDL button to store data.
   \[DATA PROGRAMED\]

Assigning a mailbox for message retrieval:
1. Press the INT button.
2. Dial 6 5 7.
3. Dial the required digits and pauses to be sent.
4. Press the RDL button to store data.
   \[DATA PROGRAMED\]

When you want to retrieve your messages from voice mail, certain digits will automatically be sent to the voice mail unit to play back your messages.

The LCD displays “6 5 7 ID CODE SET”.

You will hear a confirmation tone—the LCD displays “DATA PROGRAMED”. Press # if your telephone is not equipped with a RDL button.
To Retrieve Messages:
Press the **INT** and **MW/FL** buttons.

To Clear All Digits:
1. Press the **INT** button.
2. Dial **656** or **657**.
3. Press the **RDL** button.

Press # if your telephone is not equipped with a **RDL** button.

To Display Busy Field Status:
1. Press the **MODE** button.
2. Dial 1. Refer to the figure in *Summary of LCD Functions*.
3. Press the **PAGE** button to rotate Busy Field groups.

To Exit Any Mode:
1. Press the **MODE** button.
2. Dial 0.

**BUSY FIELD DISPLAY**

The LCD displays “MODE NO.?” Your telephone must be idle to use the **MODE** button when Soft Keys are turned ON.

*NOTE:*
The Busy Lamp Field (BLF) mode will stop all other displays from appearing on your telephone’s LCD.

**MODE EXIT**

The LCD displays “MODE NO.?” Your telephone must be idle to use the **MODE** button when Soft Keys are turned ON.

The LCD displays date/day/time.
**DISA SECURITY CODE: ADD/DELETE/CHANGE**

*(Releases 2, 3, and 4)* You can add, delete or change Direct Inward System Access (DISA) Security Codes from designated station(s) only. For security purposes, the 3-digit access code is not given in this guide. It is available from your telephone system maintenance provider.

You will hear a confirmation tone.

The DISA security code can be 1 ~ 15 digits.

You will hear a confirmation tone. If your telephone is not equipped with a RDL button.

If the DISA code is canceled, outgoing access of CO lines on DISA calls will not require a security code.

**TRAVELING CLASS CODE CHANGE**

You must be at a designated station to add, delete, or change Override/Traveling Class codes.

You will hear a confirmation tone.

You should hear a dial tone. For security reasons, the change access code is not provided in this guide. It is available from your telephone system maintenance provider.
3. Press the **RDL** button to store code.

You will hear a confirmation tone, and the code will be stored in memory. Press # if your telephone is not equipped with a **RDL** button.

4. Repeat steps 1 ~ 4 to enter up to four traveling class codes.

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**VERIFIED ACCOUNT CODE CHANGE**

(Releases 3 and 4) To add, delete, or change a verified account code, you must perform these steps from a station that was selected in system programming.

For security reasons, the change access code is not provided in this guide. It is available from your telephone system maintenance provider.

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**To Add, Delete, or Change Verified Account Codes:**

1. Press **INT** and dial the verified account code change access code.

2. Dial the three-digit verified account code number (000 ~ 299).

3. Dial the verified account code (4 ~ 15 digits).

The account code digit length is set in system programming.

4. Press the **RDL** button to store code.

You will hear a confirmation tone. Press # if your telephone is not equipped with a **RDL** button.

5. Repeat steps 1 ~ 4 to enter more verified account codes.
Chapter 3

STRATA DK

MESSAGES AND MEMOS

LCD ALPHANUMERIC MESSAGES, NAMES, MEMOS

The LCD on your telephone can be used to send or receive messages to or from other LCD telephone users. The LCD can also display the names/numbers of the person calling your telephone or the name of the person you are calling. Names and memos can also be set to display with speed dial numbers and timed reminders.

STORING A MESSAGE IN MEMORY

To Store a Message in Memory:

1. Press the LCD Msg Select (or Int 6 8) button. The LCD MSG Select LED flashes.

2. Dial the 2-digit message number to be stored. Personal (10 ~ 19); system (60 ~ 99 port 00 only). The current message, if any, will be displayed.

3. Use the Recording a Message procedure to enter the message characters.

4. Press the LCD Msg Select (or Spkr) button. The LCD MSG Select LED lights steadily, and the LCD displays the message. The message will now be stored in system memory.

5. Press the LCD Msg Select (or Int 6 8 Spkr) button. The LCD MSG Select LED goes out, and the message will no longer appear on the LCD but it will remain in memory.
RECORDING A MESSAGE

RECORDING A MESSAGE, NAME, OR MEMO
Use this procedure to enter the characters of a personal message (10 ~ 19) or system message (60 ~ 99) from station 200 only, to add to a preprogrammed message, or to edit and set a new message. After calling up a message on your display (see Storing a Message in Memory, steps 1 and 2), perform one of the following procedures:

To Record a Message:
1. Press the # button to access alpha characters. Refer to Figure 3-1 for an explanation of the dialpad buttons.
2. Press * or 1 to move the cursor (–) to the desired position (the left edge of the display for a new message, or two spaces to the right of the preprogrammed message to add information).
3. Press the button that has the letter you want to enter. Use the 0 button to shift from letter to letter on the button. For example:
4. If you want to enter a number, press the # button to change to numeric characters. Numbers are also entered on the dialpad. Press the # button again to return to alpha characters.

If you press 3, a “D” will be displayed. By pressing 0, the “D” is changed to “E”. By pressing 0 again, the “E” is changed to “F”. Press 0 again and the “F” changes to “D”.

To enter a space, press 1.

Figure 3–1
Dialpad Information
5. The following special characters are set by pressing 1 and then pressing 0 to step through the available characters:

Q, Z, :, -, +, /.

PREPROGRAMMING SYSTEM MESSAGES
System messages can only be programmed or permanently changed at port 00, station number _____ (usually 200). Five preprogrammed messages are automatically stored in memory when the Alphanumeric Messaging with LCD feature is initialized.

60) OUT TO LUNCH
61) IN A MEETING
62) CALL __________________________
63) BACK AT __________________________
64) RETURN ON _______________________

You can use these messages and add 35 more messages designed specifically for your system, or you can overwrite the initialized messages and program up to 10 of your own. Any messages programmed at port 00 will remain in memory until canceled from port 00 or until the system is reinitialized. After reinitialization, only the original five messages will be in memory. System messages are written and stored in memory as explained in Storing a Message.

ADDING TO PREPROGRAMMED MESSAGES
When you select a message, it appears on your station display. A cursor (–) also appears immediately to the right of the last letter in the message. You can now input additional information (up to a total of 32 digits for each message). Some system messages may expect you to add more information. For example:

1. CALL __________________________
   ■ Add a station or outside telephone number.

2. BACK AT __________________________
   ■ Add the time you will return.

3. RETURN AT __________________________
   ■ Add the date you will return.

NOTE: Refer to Recording a Message for adding to a preprogrammed message.
MESSAGING

CALLING STATION MESSAGING
You can set a message that will appear on the LCD of telephones that call your telephone by following the instructions on the left.

The LCD MSG Select LED flashes, and the LCD displays “MSG NO.?”

To Create an LCD Message for Phones that Call Y ours:
1. Press the LCD Msg Select button (or Int 6 8).

2. Dial the number of the message you want.

3. Press the LCD Msg Select (or Spkr) button.

To Cancel a Message that Has Been Set at Your Station:
Press the LCD Msg Select button.

To Cancel a Message if You Do Not Have a LCD Msg Select Button:
1. Press the INT button.

2. Dial 6 8.

3. Press the Spkr button.

CANCELLING A CALLING STATION MESSAGE

The LCD MSG Select LED goes out.

The LCD MSG Select LED lights steadily, and the selected message will be set. The message will be sent to LCD telephones that call your telephone.

Personal (10 ~ 19) and system (60 ~ 99). The selected message is displayed.

The INT LED lights.

The INT LED goes out. A personal message (10 ~ 19) will remain stored in memory.
SETTING/CHANGING CALLING STATION MESSAGES

You can set a completely new, personalized message by overwriting any of the existing preprogrammed messages. To do this, simply call up one of the messages as explained previously. When the cursor appears to the right of the message, shift it to the left margin and write your new message over the preprogrammed one. The new message will remain on your station until canceled. It will then be erased and the original preprogrammed message will be restored.

NOTES:
1. Refer to Recording a Message for leaving a new message at your station.
2. Messages 60 ~ 99 will be erased. Messages 10 ~ 19 will remain in memory until changed.

STORING LCD NAME/NUMBER DISPLAY

This feature allows you to store a title (such as your name, telephone number, location, etc.) in system memory. This title (e.g., LOBBY) will display on your station's LCD while it is idle, and it will appear at other stations' LCDs when they are called from your station. Your NAME will display on other telephone LCDs when they are used to call your telephone (soft keys must be turned on). Name display information for non-LCD telephones or voice mail/auto attendant devices may be stored from station 200. When NAME/NUMBER is recorded for non-LCD telephones or other devices, their NAME/NUMBER is displayed on LCD telephones when called.

To Enter Name/Number Information:
1. Press the INT button and dial 6 2 1.

   USER NAME?

2. Enter the new information via the dialpad (refer to Recording a Message for method).

   “USER NAME?” will appear on the upper line of the LCD.

   Current information will appear on the lower line of the LCD.

   Up to 16 characters can be recorded. We recommend that you enter the station number, along with the user’s name.
The new information is stored and will appear on the top line of the display. For example, if you entered "TOSHIBA EXT. 200," that will appear above the date/day/time on the display.

You will hear a confirmation tone, then a busy tone.

NOTES:
1. Your title will appear on the LCD during direct intercom, forwarded, and hunted calls. On override or OCA calls, the LCD will not display the title.
2. After a name is cleared, it may be redisplayed at any time by dialing INT 6 2 1.
3. A name is displaced by message and call forward settings if they are set.
4. To erase NAME/NUMBER information from memory, repeat steps 1 ~ 3 above and enter blanks in step 2. Blanks are entered by pressing 1 in the alpha mode.

To Clear Name/Number Display:
Press the INT button, dial 6 2 0 and press the SPKR button.

During clear:

NO. NNN
USER NAME RESET

After clear:

NO. 200
DATE DAY TIME

To Enter Name/Number Information for Other Stations/Devices:
1. Turn off Soft Keys by pressing MODE 7 0, when telephone is idle.

2. Press the INT button and dial 6 2 1.

"USER NAME?" will appear on the upper line of the LCD. Current information for station 200 will appear on the lower line of the LCD.

3. Press the PAGE button.

The LCD displays "DEST. EKT NO.?" In this case, EKT stands for the intercom number of the digital, electronic or standard telephone.
4. Dial the intercom number (N N N) of the station for which the NAME/NUMBER information is to be recorded.

5. Press the **PAGE** button.

6. Enter the new information via the dialpad.

7. Press the **SPKR** button.

8. Repeat steps 2–7 to enter more names/numbers.

9. To turn Soft Keys on, press **MODE 7 1**.

   The LCD displays “DEST EKT NO. NNN”.

   “USER NAME?” will appear on the upper line of the LCD, and current information for station NNN will appear on the lower line of the LCD.

   Up to 16 characters can be recorded. Refer to Recording a Message for method.

   The new information is stored and appears on the top line of station NNN’s LCD. Station 200’s LCD returns to the normal idle display.

**NOTES:**

1. **To erase the NAME/NUMBER information of another station from station 200, repeat steps 1 ~ 6 above and enter blanks in step 5. Blanks are entered by pressing 1 in the alpha mode.**

2. **Station NNN may set and clear the NAME/NUMBER feature anytime:**

   ▪ **Set:** **INT** 6 2 1.

   ▪ **Clear:** **INT** 6 2 0. “Clear” eliminates the display when calling, but does not erase it from memory.
SPEED DIAL MEMO

This feature allows an LCD user to program a 12-character name for each of his/her 40 personal speed dial numbers. The memo pad of names may be stepped through to select the appropriate party. Memos may also be added to the 40 system speed dial codes via the station connected to port 00, station number ________ (usually 200).

To Program Speed Dial Names and Numbers:

1. Press the RDL button, then the Speed Dial button.

   # * NN SPEED DIAL

2. Dial the desired speed dial code.

   * 10 NAME SPEED DIAL

3. Press the MODE button.

4. Enter the name or memo (refer to Recording a Message for method).

5. Press the MODE button.

6. Enter the desired telephone number (16 digits maximum).

7. Press the RDL button to record data in memory.

8. Repeat steps 2–7 to enter more memos.

To Dial a Speed Dial Number:

1. Press the MODE button when telephone is idle.

   The LCD displays “MODE NO.?”
The speed dial number appears with name or memo. Personal speed dial code numbers are 10 ~ 49, and system numbers, stored from station 200 only, are 60 ~ 99.

NOTE:
A station must be enabled via system programming for LCD message memory.

To Check a Speed Dial Number:
1. Press **MODE 8** when telephone is idle.
2. Dial a 2-digit speed dial number.
3. Press the **PAGE** button to scan the directory for the appropriate number/memo.
4. If the number is longer than 16 digits, press the **Scroll** button to display the remaining digits.

Personal speed dial number (10 ~ 49) or system speed dial number (60 ~ 99).
TIMED REMINDERS WITH MEMO

This feature allows five separate messages to be set at each LCD station. These messages will be displayed at the times (hour and minute) set by the station user. They can either be displayed just once or repeated on a daily basis.

To Set a Timed Reminder with Memo:

1. Press the INT button.
2. Dial a 3-digit reminder number (605 ~ 609).
3. Enter the desired time for the message to be displayed.
4. Dial 0 if the message is to be repeated every day, or 1 if it is a one-time message only.
5. Enter the desired message number.
6. Press the RDL button to record the data in memory.

The 3-digit reminder number may be 605 ~ 609.

The message time must be in 24-hour clock format (i.e., HHMM).

Personal (10 ~ 19) and system (60 ~ 99), The message does not display when setting a timed reminder—it displays when the reminder activates. Messages are set using the Record a Message method.

Press # if your telephone is not equipped with an RDL button. The LCD displays “DATA PROGRAMED”. You will hear a confirmation tone. The message will be displayed at the specified time, and a beeping tone will be heard for 30 seconds (or until it is canceled by pressing the MODE button and then dial 0).

MESSAGE SENDING

The Alphanumeric Messaging feature on your LCD digital telephone enables you to set short text (up to 32 characters) at your station to ensure that you do not miss important calls. Any station may record a message; however, only stations with the LCD are able to display messages. Stations that do not use Soft Keys (Soft Keys Off: MODE 7 0) may send messages “live” to other LCD station users. To record messages, see the “Recording a Message” section earlier in this chapter.
Your system has up to 40 preprogrammed messages that may be sent to other LCD digital or electronic telephones. You can temporarily add to or change any of these messages, in order to leave a personalized message at your station (see Note below).

Some stations may record and save up to 10 personal messages to be used for all types of station messaging. This is a station option that is enabled in system programming.

**NOTE:**
*Stored messages and their corresponding message number(s) may be recorded on the record sheet provided in the back of this guide.*

**CALLED STATION MESSAGING**
Your station number and a message indication may be sent to another LCD station. When that station responds, it will receive the message. Soft Keys must be off (MODE 70) at the sending station for this feature to operate.

**To Set a Called Station Message:**
1. Dial the station number (station does not answer).
2. Press the **MODE** button.
4. Enter the desired message number.
5. Press the **MSG** button.
6. Press the **SPKR** button to release.

The LCD displays “MODE?”
The LCD displays “MW TO STNNN MSG NO?”
Personal (10 ~ 19), or system (60 ~ 99) message. The LCD displays the message.

“CALL NNNM” is displayed at the called station and the MSG LED flashes; “SENT NNNM” is displayed at your station. N = Station Number, M indicates that a message has been sent.

**To Receive a Called Station Message:**
Press the **INT** and **MSG** buttons.
GROUP CALLED STATION MESSAGING (Releases 1, 3, and 4)
This feature allows a station to set a Called Station Message for a group of stations.

To Set a Called Station Message for a Group of Stations:
1. Press the **MODE** button when your telephone is idle. The LCD displays “MODE?”
2. Dial 94. The LCD displays “MODE 94 DEST EKT NO.?”
3. Dial the “destination” station’s number. The LCD displays “MODE 94 DEST EKT NO.NN”. Enter 30 for all stations, or 31 ~ 34 for page groups.
4. Press the **PAGE** button. The LCD displays “MODE 94 ORG EKT NO.?”
5. Dial the “originating” station’s number. Your number or another station number. The LCD displays “MODE 94 ORG EKT NO.NN”.
6. Press the **PAGE** button. The LCD displays “MSG NO.”
7. Enter the desired message’s number. The LCD displays the message.
8. Press the **PAGE** button. The LCD displays “MSG NO.”
9. Press the **MODE** button. The LCD displays “MODE NO.”
10. Dial 0.

To Receive a Called Station Message:
1. Press the **INT** and **MSG** button.

To Set a Calling Station Message for Another Station:
1. Press the **MODE** button when your telephone is idle.

REMOTE CALLING STATION MESSAGING (Releases 1, 3, and 4)

The LCD displays “MODE?”
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Dial 9 5.</td>
</tr>
<tr>
<td>3.</td>
<td>Dial the “destination” station number.</td>
</tr>
<tr>
<td>4.</td>
<td>Press the PAGE button.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the desired message number.</td>
</tr>
<tr>
<td>6.</td>
<td>Press the PAGE button.</td>
</tr>
<tr>
<td>7.</td>
<td>Press the MODE button.</td>
</tr>
<tr>
<td>8.</td>
<td>Dial 0.</td>
</tr>
</tbody>
</table>

The LCD displays “MODE 95 DEST EKT NO.?“

The LCD displays “MODE 95 DEST EKT NO.NN“.

The LCD displays “MSG NO.?“

The LCD displays the message.

The LCD displays “MSG NO.?“

**NOTE:**
*Group calling station messaging allows you to set a calling station message for only one station at a time.*

The LCD displays “MODE NO.?“

Your LCD shows the time and date. The message is displayed at the “destination” station. Any station calling the “destination” station receives the message.

**BUSY STATION MESSAGING (Releases 1, 3, and 4)**

When reaching a busy LCD station, a message can be sent to that station (an audible tone will be heard). The busy station may also return a message to the calling station’s LCD. The two stations may continue this procedure to carry on a “silent” conversation. Soft Keys must be off (MODE 70) at sending and receiving station for this feature to operate.

**To Send a Message to a Busy Station:**

1. Call the desired station. List for a busy tone.
2. Press the MODE button. The LCD displays “MODE NO.?“
3. Dial 2. The LCD displays “OVER TO STNN MSG NO?“
4. Enter the desired message number. Personal (10 ~ 19) and system (60 ~ 99) messages. The LCD displays the message.
5. Press the PAGE button. The LCD displays “MSG SEND“. The destination station beeps four times and the message is displayed for 30 seconds, or until originating station hangs up.
To Return a Message from the Busy Station After Receiving a “Busy Station” Message:

1. Press the **MODE** button.
2. Dial 2.
3. Enter the desired message number.
4. Press the **PAGE** button.

**RETURN MESSAGE TO A BUSY STATION**

You can return a Message from the Busy Station After Receiving a “Busy Station” Message, but it must be done within 30 Seconds.

The LCD displays “MODE NO?”

The LCD displays “OVER TO STNN MSG NO?”

Personal (10 ~ 19) and system (60 ~ 99). The LCD displays the message.

The LCD displays “MSG SEND”.
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