

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**

DIGITAL TELEPHONE



Account Code Calls



Automatic Busy Redial



Automatic Callback

To enter a Forced Account Code:

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

To enter a Voluntary Account Code:

- ▶ Press the **Account** button (or press the * button and dial **5 0**) after seizing an outside line or while on a call.
- ▶ Enter the Account Code

To activate Automatic Busy Redial:

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

To activate Automatic Callback:

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

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 **Call Forward****To set Call Forward with a Call Forward button:**

- ▶ Press a Call Forward button (**Call Frwd All Calls, Call Frwd Busy, Call Frwd No Answer, Call Frwd Busy/NAAns**).
- ▶ 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 **Intercom** button and dial a Call Forward access code (**6 0 1** for Call Forward-All Calls, **6 0 2** for Call Forward-Busy, **6 0 3** for Call Forward-No Answer, **6 0 4** for Call Forward-Busy/No Answer).
- ▶ 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 **Intercom** button, dial **6 0 1**, then press the **Spkr** button.

To Park a call:

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

To retrieve the Parked call:

- ▶ Press the **Intercom** 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 **Directed Pickup** 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 **Cnf/Trn** 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 **Cnf/Trn** 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 **Cnf/Trn** button after the called party answers. All parties are conferenced together.

To activate/deactivate Do Not Disturb:

- ▶ To activate, press the **Do Not Disturb** button so that the LED lights; to deactivate, press the button again so that the LED turns off.

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 **Exclusive Hold** **Handsfree Answerback** **Handsfree Monitoring** **Making Calls****To place a call on Exclusive Hold:**

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

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 call.

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.

To make an outside call:

- ▶ Press a **Line** or **Pooled Line Grp** button; or, press the **Intercom** 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.

 **Message
Waiting** **Override****To make a call to
another station:**

- ▶ Lift the handset and press the **Intercom** 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.

**To leave a Message
Waiting Indication at
another station:**

- ▶ After reaching a busy or unanswered station, press the **Msg** button.

**To answer a Message
Waiting Indication at
your station:**

- ▶ The Message Waiting Indication is indicated by a flashing Msg LED.
- ▶ Lift the handset, press the **Intercom** button, then press the **Msg** 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.

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 **Paging** **Repeat Last Number Dialed** **Saved Number Redial** **Soft Keys (Release 4 and Higher)****To make a Page announcement:**

- ▶ Press the **Intercom** 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**.

To redial the last number dialed:

- ▶ Lift the handset and press any available **Line** button.
- ▶ Press the **Redial** button.

To "Save" a number to redial later:

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

To redial a "Saved" number:

- ▶ Access an outside line, then press the **Save Last Number** button.

To turn Soft Keys on:

- ▶ Press Mode 71 when your telephone is idle.

To turn Soft Keys off:

- ▶ Press Mode 70 when your telephone is idle.

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**Soft Keys
(Release 4
and higher)
cont.**

**To access a feature with
Soft Keys:**

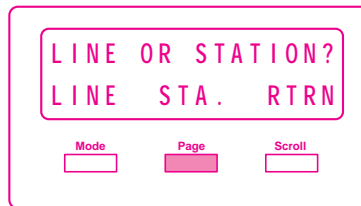
**In this example of
conferencing via the soft keys,
grey indicates which soft key
button would be pressed to
advance to the following step.**

1. While talking on a CO line, the TRNS (TRANSFER), CONF (CONFERENCE), and PGE



(PAGE) soft keys appear:

2. After pressing the button under CONF (CONFERENCE) soft key, the following display appears. The STA. (STATION) soft key would be pressed to conference



to another station.

3. The soft keys prompt you to dial



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▶ Speed Dial

the station number that you wish to conference with.

4. Once the called party answers, the LCD appears as follows. Your station is connected to station 203 and the outside call remains




on hold. The JOIN soft key would be pressed to join all parties in a conference.

To store a Speed Dial number:

- ▶ Press the **Redial** button, then the **Speed Dial (*)** button.
- ▶ Press the **SD** button you want to store the telephone number on, or dial a Speed Dial access code (**10 ~ 49** for Station Speed Dial; **60 ~ 99** for System Speed Dial) where you want to store the number.
- ▶ Enter the telephone number, then press the **Redial** button.

To make a call with Speed Dial:

- ▶ Access an outside line.
- ▶ Press a **SD** button, or press the **Speed Dial (*)** button and dial



**Two
(Tandem) CO
Line
Connection**

a Speed Dial access code
(**1 0 ~ 4 9** for Station Speed
Dial, **6 0 ~ 9 9** for System
Speed Dial).

**To set up a Two CO Line
Connection:**

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



**TELEPHONE
NUMBERS**

**Code Area Telephone
Number**

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**Toshiba America Information Systems,
Inc.**

**Telecommunication Systems Division
9740 Irvine Boulevard, Irvine, CA 92718
(714) 583-3700**

Item Number: 4010323

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