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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.

- ToSung - 013

TOSHIBA



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FOR THE
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SOLUTIONS

STRATA DK
24/56/96

Account Code Dial

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

To activate Automatic
Busy Redial:

- ▶ After dialing an outside telephone number, press the **ARR** 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 **ARR** button, or press the **INT** button and dial 4 4.

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.

Automatic Busy Redial

Automatic Callback

Repeat Last Number Dialed

To redial the Last
Number Dialed:

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

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.

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).

Repeat Last Number Dialed

Speed Dial

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.

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 4; 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.

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.

Handset to 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.

Handfree 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.