Manuals™
for you

TELEPHONE NUMBERS

CODE	AREA	TELEPHONE NUMBER

ToSunG - 012 —

TOSHIBA

STRATA DK

ELECTRONIC-TELE-PHONE ~ -- --

Quick Reference Guide

This guide is a quick reference for the operation of the most frequently used electronic telephone features. Detailed instructions for these and other features are located in the *STRATA DK Electronic Telephone Reference Guide.* All buttons are referred to by boxes with their titles printed in white. In the following procedures, unless otherwise specified, always obtain dial tone first. Where Number is indicated, dial either the desired station number or outside telephone number.

Making Calls:
On Intercom: **INT** + Number
On CO Line: **CO** + Number
On Pooled Line: **q** + Number
Dial Access: **INT** + code + Number
To answer: **SPKR** or lift handset

Group Listening:
(Handset off-hook): **SPKR** (hold down)

Automatic Callback:
To set Automatic Callback: **ACB** (or **4**)
To cancel ACB: **INT** + **43**

Speed Dialing:
To store a number:
   Using Speed Dialing button:
     # + ***** + **q** + Number + **#**
   Using 2-digit code:
     # + ***** + code + Number + **#**
To call a number:
   Using Speed Dialing button: **CO** + **q**
   Using 2-digit code: **CO** + ***** + code

NOTE:
If phone has **RDL** *and* **SDS** *buttons* **programmed,** *substitute* **RDL** *for* **#** *and* **SDS** *for* ***** .

Repeat Last Number Dialed:
CO + **#** (or **RDL**)

Saved Number **Redial:**
To save: **CO** + Number + **SAVE**
To use: **CO** + **SAVE**

* and # Tone Dialing:
To enable: ***** **#**

Call Forward:
To set: q (or **INT 6 0 1**) + Number t q (**SPKR**)
To cancel: q (**INT 6 0 1** , **SPKR**)

Call Pickup:
To pick-up a call ringing or on hold:
    INT + **5** (or q) + Station Number
To pick-up paging (INT/CO): **INT** + **5** (or **PU**) +
    3 0 = All Call
    3 5 = External Page
    9 = Any CO line ringing

Conference Calls:
To add a CO line to an existing call:
    CONF/TRNS + **CO** + Number (wait for answer) +
    CONF/TRNS
To add a station to an existing call:
    CONF/TRNS + Number (wait for answer) +
    CC
Repeat to add station(s)

Tandem CO Line Connection (CO-to-CO):
To connect a CO call to an existing CO call:
    CONF/TRNS + **CO** + Number (wait for answer) +
    CC + **/TRNS** + hang up

Do Not Disturb:
To set: **DND** (LED on)
To Cancel: **DND** (LED off)

Call Transfer with Camp-On:
To transfer: **CONF/TRNS** + Number

Hold:
To set: **HOLD** (or **/TRNS** + **4 1**)
To recall: **CO** (flashing LED) or **INT** + **4 2** (if CO line is
    not on station)

Exclusive Hold:
To set: **HOLD** + **HOLD**
To recall: **CO** (flashing LED)

Override or Off-Hook Call Announce:
If busy or DND*: **2**
Override only

Message Waiting:
To set: **INT** + Number + **MW/FL**
To answer: **INT** + **MW/FL** ; or **INT** + **4 0 8**
To cancel (calling station):
    INT + Number + **MW/FL** t **MW/FL** or **INT** + Number
    + **7 7**
To cancel (called station): **MW/FL** or **INT 4 0 9**

Paging:
To page (handset off-hook): **INT** +
    3 0 = All stations
    3 1 ~ **3 4** = Station Groups 1 ~ 4
    3 9 = All stations (with External Page)
    3 5 ~ **3 8** = External Page
    3 9 = All station plus all external zones

CO Line Privacy Release:
To set: **PRV RLS** (LED on)
To cancel: **PRV RLS** (LED off)

Microphones Cut-Off (MCO):
To set: **MCO** (LED on)
To cancel: **MCO** (LED off)

Tone/Pulse Sending:
To use tones: **TONE** (LED on)
To use Dial Pulse: **TONE** (LED off)

Toll Restriction Override:
To use: **CONF/TRNS** + **4 7** + code + Number

Account Code:
Forced: **CO** + Account code + Number
Voluntary (call in progress): **CONF/TRNS** + **4 6**
    + Account code

Voice Mail:
See the manufacturer's literature for instructions on
using Voice Mail. The following instructions may vary
slightly, depending upon the Voice Mail system used.
Call Forward: Whenever your station is call forwarded
    to voice mail, additional digits are automatically
    sent to the voice mail unit to direct the call to
    your voice mailbox. To store these digits, depress
    INT 6 5 6 + Mailbox number + **#** .
Message Waiting: When you retrieve your messages
    from voice mail (**INT** + **MW/FL**), additional digits are
    automatically sent to the voice mail unit to play-
    back your messages. To store these digits, depress
    INT 6 5 7 + voice mailbox number and message
    retrieval sequence + **#** .

The above procedures are required only once for the
initial voice mail set-up. The stored digits are sent only
on voice mail calls.

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