TELEPHONE NUMBERS

CODE	AREA	TELEPHONE NUMBER
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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: + 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:

+ ■ + Number +

Using 2-digit code:

+ 1 + code + Number +

To call a number:

Using Speed Dialing button: CO + -

Using 2-digit code: CO + + + code

NOTE:

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

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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: ☐ (or INT 601) + Number ♦ ☐ (SPKR)
To cancel: (INT 601, SPKR)
Call Pickup:
To pick-up a call ringing or on hold:
    N + 5 (or □ ) + Station Number
To pick-up paging (INT/CO): INT + 5 (or PU) +
    30 = All Call
    35 = External Page
    S = 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) +
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) +
    + 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: (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
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Message Waiting:
To set: INT + Number + MW/FL
Toanswer: NT + MW/FL; or NT + 408
To cancel (calling station):
    NT + Number + MW/FL t MW/FL or NT + Number
    + 77
To cancel (called station): MW/FL or INT 4 09
Paging:
To page (handset off-hook): INT +
        30 = All stations
        31 \sim 32 = Station Groups 1 \sim 4
        ☑ = Āll stations (with External Page)
        35 \sim 38 = External Page
        39 = 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:
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To use: **CONF/TRNS** + 47 + code + Number

Account Code:

Forced: CO + Account code + Number
Voluntary (call in progress): CONFIENS + 46
+ 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 656 + Mailbox number + 1.

Message Waiting: When you retrieve your messages from voice mail (INT + MW/FL), additional digits are automatically sent to the voice mail unit to playback your messages. To store these digits, depress INT 6 5 7 + voice mailbox number and message retrieval sequence + II.

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