

Address Code      Name

Phone Number

|    |             |     |     |
|----|-------------|-----|-----|
| 60 |             | ( ) | ( ) |
| 61 |             | ( ) | ( ) |
| 62 |             | ( ) | ( ) |
| 63 |             | ( ) | ( ) |
| 64 |             | ( ) | ( ) |
| 65 |             | ( ) | ( ) |
| 66 |             | ( ) | ( ) |
| 67 |             | ( ) | ( ) |
| 68 |             | ( ) | ( ) |
| 69 |             | ( ) | ( ) |
| 70 |             | ( ) | ( ) |
| 71 |             | ( ) | ( ) |
| 72 |             | ( ) | ( ) |
| 73 |             | ( ) | ( ) |
| 74 |             | ( ) | ( ) |
| 75 |             | ( ) | ( ) |
| 76 |             | ( ) | ( ) |
| 77 |             | ( ) | ( ) |
| 78 |             | ( ) | ( ) |
| 79 |             | ( ) | ( ) |
| 80 |             | ( ) | ( ) |
| 81 |             | ( ) | ( ) |
| 82 |             | ( ) | ( ) |
| 83 |             | ( ) | ( ) |
| 84 |             | ( ) | ( ) |
| 85 |             | ( ) | ( ) |
| 86 |             | ( ) | ( ) |
| 87 |             | ( ) | ( ) |
| 88 |             | ( ) | ( ) |
| 89 |             | ( ) | ( ) |
| 90 |             | ( ) | ( ) |
| 91 |             | ( ) | ( ) |
| 92 |             | ( ) | ( ) |
| 93 |             | ( ) | ( ) |
| 94 |             | ( ) | ( ) |
| 95 |             | ( ) | ( ) |
| 96 |             | ( ) | ( ) |
| 97 | Tosun 6-020 | ( ) | ( ) |
| 98 |             | ( ) | ( ) |
| 99 |             | ( ) | ( ) |

### SYSTEM DIRECTORY



**Strata® V1e**

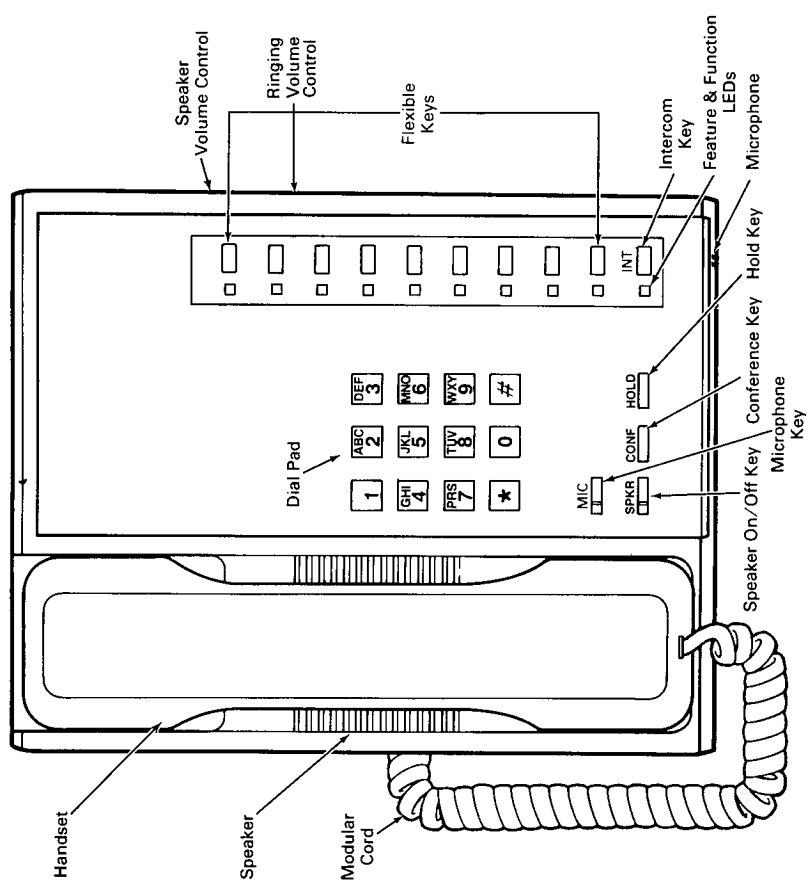
**TELEPHONE  
USER GUIDE**

Phone Number

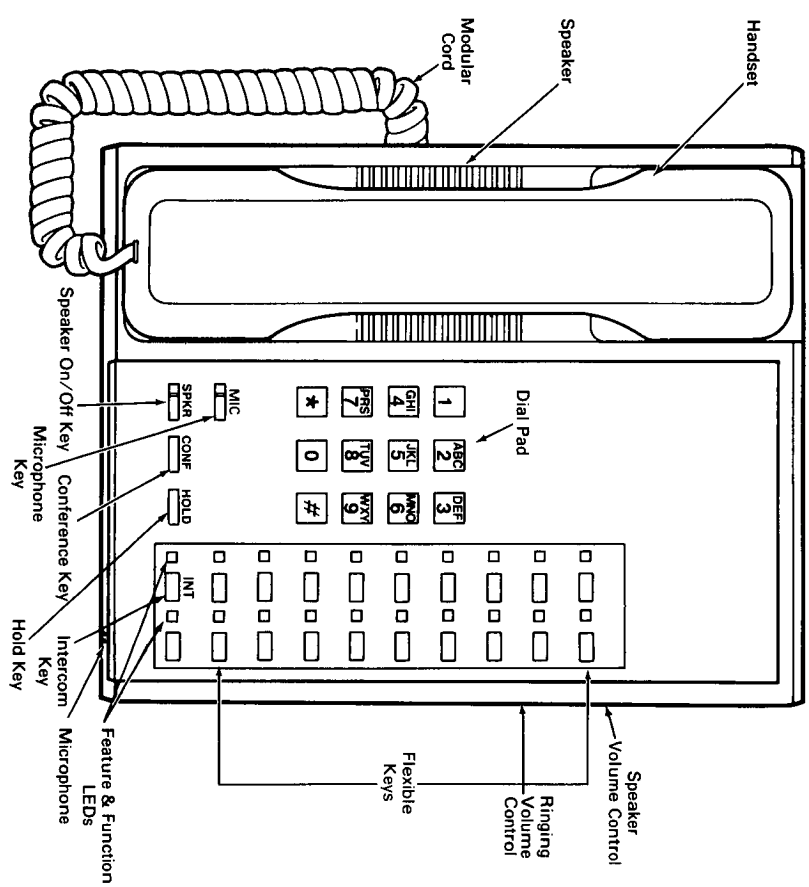
Name

Address Code

10 \_\_\_\_\_ )  
 11 \_\_\_\_\_ )  
 12 \_\_\_\_\_ )  
 13 \_\_\_\_\_ )  
 14 \_\_\_\_\_ )  
 15 \_\_\_\_\_ )  
 16 \_\_\_\_\_ )  
 17 \_\_\_\_\_ )  
 18 \_\_\_\_\_ )  
 19 \_\_\_\_\_ )  
 20 \_\_\_\_\_ )  
 21 \_\_\_\_\_ )  
 22 \_\_\_\_\_ )  
 23 \_\_\_\_\_ )  
 24 \_\_\_\_\_ )  
 25 \_\_\_\_\_ )  
 26 \_\_\_\_\_ )  
 27 \_\_\_\_\_ )  
 28 \_\_\_\_\_ )  
 29 \_\_\_\_\_ )  
 30 \_\_\_\_\_ )  
 31 \_\_\_\_\_ )  
 32 \_\_\_\_\_ )  
 33 \_\_\_\_\_ )  
 34 \_\_\_\_\_ )  
 35 \_\_\_\_\_ )  
 36 \_\_\_\_\_ )  
 37 \_\_\_\_\_ )  
 38 \_\_\_\_\_ )  
 39 \_\_\_\_\_ )  
 40 \_\_\_\_\_ )  
 41 \_\_\_\_\_ )  
 42 \_\_\_\_\_ )  
 43 \_\_\_\_\_ )  
 44 \_\_\_\_\_ )  
 45 \_\_\_\_\_ )  
 46 \_\_\_\_\_ )  
 47 \_\_\_\_\_ )  
 48 \_\_\_\_\_ )  
 49 \_\_\_\_\_ )



10-key — Electronic Key Telephone (EKT)



20-key — Electronic Key Telephone (EKT)

**DOOR PHONE** (continued)**TO CALL/MONITOR A DOOR PHONE WITH A SPEAKERPHONE**

- 1) Depress the **INT** key.
  - You will hear intercom dial tone.
  - INT LED will flash at I-use rate.
- 2) Dial the desired number.
  - Door phone A = **6 6**
  - Door phone B = **6 7**
  - Door phone C = **6 8**
  - You will *not* hear a warning tone.
- 3) Speak at a normal voice level in the direction of the EKT.
- 4) Depress the **SPKR** key to hang up when the call is completed.

**TO USE A DOOR PHONE**

- 1) Depress the button.
  - You will hear a distinctive ringing tone.
- 2) When answered, speak at a normal voice level in the direction of the door phone.

## DOOR PHONE

### TO ANSWER THE DOOR PHONE

- 1) You will hear a distinctive ringing tone.
- 2) Lift the handset.
  - The INT LED lights.
- 3) You are connected to the door phone.
  - You are connected to the door phone.
- 3) Hang up when the call is completed.

### TO CALL/MONITOR A DOOR PHONE

- 1) Lift the handset.
- 2) Depress the  INT  key.
  - You will hear intercom dial tone.
  - INT LED will flash at 1-use rate.
- 3) Dial the desired number.
  - Door phone A =  6  6
  - Door phone B =  6  7
  - Door phone C =  6  8
- 4) Hang up when the call is completed or when you no longer wish to monitor the door phone.
  - You will *not* hear a warning tone.

### TO ANSWER A DOOR PHONE WITH A SPEAKERPHONE

- 1) You will hear a distinctive ringing tone.
- 2) Depress the  SPKR  key.
  - SPKR LED lights.
  - You are connected to the door phone.
- 3) Speak at a normal voice level in the direction of the EKT.
  - You are connected to the door phone.
- 4) Depress the  SPKR  key to hang up when the call is completed.

(continued)

## TABLE OF CONTENTS

|   |       |
|---|-------|
| General Information .....                         | 1     |
| LED Illuminating Indications .....                | 2     |
| Outside Calls .....                               | 3     |
| Automatic Off-Hook Selection .....                | 3     |
| Message Waiting .....                             | 3     |
| Station-to-Station Message Waiting With LCD ..... | 4     |
| Intercom Calls .....                              | 4     |
| Handsfree Answerback .....                        | 5     |
| Call Pick-Up .....                                | 5     |
| Trunk Queuing .....                               | 6     |
| Automatic Callback .....                          | 6~7   |
| Call Holding .....                                | 7~8   |
| Exclusive Hold .....                              | 8     |
| Call Transfer With Camp-On .....                  | 8     |
| On-Hook Dialing .....                             | 9~11  |
| Handsfree Monitoring .....                        | 12    |
| Group Listening .....                             | 12    |
| Speakerphone .....                                | 13    |
| Station Security (MCO key) .....                  | 13~15 |
| Conference Calls .....                            | 15    |
| Paging .....                                      | 15~16 |
| Automatic Dialing .....                           | 17    |
| Saved Number Redial .....                         | 17~18 |
| Tone Signalling .....                             | 19    |
| Do Not Disturb .....                              | 19    |
| Telephone Number Storage .....                    | 19    |
| Override .....                                    | 20    |
| Executive Override .....                          | 21    |
| Background Music .....                            | 21    |
| Automatic Dialing Keys .....                      | 21    |
| Redial Key .....                                  | 22    |
| Repertory Key .....                               | 22    |
| Pause Key .....                                   | 22    |
| DSS1 and DSS2 Keys .....                          | 22    |
| Tone Key .....                                    | 23    |
| Door Lock Key .....                               | 23    |
| Alarm Key .....                                   | 23    |
| Night Transfer .....                              | 23    |
| Account Number Recording .....                    | 24    |
| Call Forward .....                                | 24    |
| Privacy/Non-Privacy .....                         | 25    |
| Door Phone .....                                  | 25    |
| Phone Directory .....                             | 26~27 |
| Back Cover .....                                  | 27    |

## CALL FORWARD

Programmable option allowed on Intercom only.  
All calls will be forwarded.

### TO SET A CALL FORWARD

- 1) Depress the **CFD** key.
  - CFD LED blinks.
- 2) Dial the station number to which calls are to be forwarded.
- 3) Depress the **CFD** key.
  - CFD LED on steady.
  - Calls will be forwarded to stored station number.

### TO CANCEL A CALL FORWARD

- 1) Depress the **CFD** key.
  - CFD LED goes off.

## PRIVACY/NON-PRIVACY

### PROGRAMMABLE OPTION

In a non-private system, the **PRV** key allows selection of CO line privacy.

- 1) Depress the **PRV** key.
  - PRV LED goes on.
  - EKT has CO line privacy.

## NIGHT TRANSFER

### PROGRAMMABLE OPTION

On an optional basis, your *Strata* system can function with two or three ringing patterns. If three patterns are selected, they are designated **Day**, **Day 2**, and **Nite**. If only two patterns are selected, **Day** and **Nite** designations are used.

- In both cases, different ringing patterns are chosen by sequential depressions of the **[NT]** key on Station 10.
- The active pattern is shown by the state of the NT LED as follows:

|       | Three-pattern | Two-pattern |
|-------|---------------|-------------|
| DAY   | OFF           | OFF         |
| DAY 2 | FLASH         | N/A         |
| NITE  | ON            | ON          |

## ACCOUNT NUMBER RECORDING

Station Message Detail Recording (if your system is equipped) allows data to be collected for each outgoing and (optionally) incoming CO line call. This data may then be output to either a printer or recording device. Each call may also be given an account number for filing purposes. The account number can be entered anytime after dialing the outside number on an outgoing call and anytime during the conversation on an incoming call.

### TO RECORD AN ACCOUNT NUMBER

- 1) Dial **[\*][5][0]** and the account number (up to 6 digits).  
For example: **[\*][5][0][1][2][3][4][5][6]**
- 2) Hang up when the call is completed.

### NOTES:

1. *Caller will not hear any tones until after the sixth account number digit.*
2. *Repeat the same procedure to re-enter the account number in the event an error was made.*

## GENERAL INFORMATION

Your STRATA Electronic Key Telephone (EKT) has been designed to provide easy access to the wide range of features offered by your Toshiba telephone system. The EKT is equipped with a dial pad, 14 or 24 feature keys, a speaker with volume control, and a handset.

All the feature keys are plainly marked as to their purpose. Four keys have fixed assignments: **[SPKR]**, turns speaker on and off in speakerphone mode; **[MIC]**, controls the microphone during speakerphone mode; **[CONF]**, used to transfer and for conference calls; and the **[HOLD]** key holds calls. The remaining 10 or 20 keys are assigned flexibly as CO keys, or as access keys for the various features.

The voice and ring tone volume levels on the STRATA EKT are controlled by separate volume controls located on the right side of the telephone. The lower control adjusts speaker volume for dial tone and voice level; the upper control adjusts ring tone and voice-announcement volume.

## LED ILLUMINATING INDICATIONS

### I-USE:

A steady-double flash rate (2 seconds on — 1/8-sec. off — 1/8-sec. on—1/8-sec. off) indicates the CO line presently in use at the EKT that originated the call. Other stations' LEDs will be steady on for that line.

### I-CALLED:

A pulsating on/off flash rate (10 impulses per second (IPS) for 1 sec. on and 1 sec. off) will appear on the INT LED at EKT that is being called.

### I-HOLD:

A fast (4 IPS) flash rate (1/8-sec. on—1/8-sec. off) indicates the CO line placed on hold at the EKT. The LEDs of the CO line on hold will flash at a medium rate (3/4-sec. on — 1/4-sec. off) at the other stations.

### EXCLUSIVE HOLD:

A very fast flash (10 IPS) indicates the CO line is placed on Exclusive Hold.

### HOLD RECALL:

A quick flash rate matching the tones (2 IPS for 1 sec. — 10 IPS for 1 sec.) will remind a station which line has been on hold for the programmed period of time.

### CONFERENCE:

A very fast flash rate (10 IPS) indicates the CO line presently in the Conference mode. Other stations' LEDs will show same indication for that line.

### CO INCOMING CALL:

A slow flash rate (1/2-sec. on — 1/2-sec. off) indicates the CO/PBX line on which the call is coming in.

## DSS1 and DSS2 KEYS

A programmable option allowing up to two stations to be dialed directly by depressing a **DSS1** or **DSS2** key. The key's LED also shows the status (busy/DND) of that station.

## TONE KEY

A programmable option key that changes the output pulsing of the CO line in use. Tone LED ON indicates DTMF tones are output; LED OFF indicates Dial Pulses are output. Depressing the **TONE** key changes the status.

## DOOR LOCK KEY **DRLK**

Depressing the **DRLK** key causes a programmable closure of 3 or 6 seconds at output B of the optional Door Phone Control Unit. This indirectly controls a Door Lock or other device.

## ALARM KEY **ALRM**

A station 10 only programmable option used with option Door Phone Control Unit and optional alarm system to cause an alarm signal in the **Strata** system. Depressing the **ALRM** key causes the alarm signal in the **Strata** system to stop.



**AUTOMATIC DIALING KEYS** [ADL]

One-key automatic dialing for telephone numbers after accessing a CO line. One key for each telephone number, maximum 16 digits per key. Depress [ADL] key instead of 2-digit access code for storage and use.

**REDIAL KEY** [RDL]

Will automatically redial the last telephone number dialed. Serves the same function as the [#] key for the automatic dialing feature, allowing the # tone to be output when depressed. Must be programmed with [REP] key.

**REPERTORY KEY** [REP]

Provides access to automatic dialing address codes. Serves the same function as the [\*] key for the automatic dialing feature, allowing the \* tone to be output when depressed. Must be programmed with [RDL] key.

**PAUSE KEY** [PAU]

Applies a pause after the CO line access code in automatic dialing telephone numbers behind a PBX. The [MW/F] key will not perform this function on a unit equipped with this key. It is used to store a timed flash.

**OUTSIDE CALLS****TO MAKE AN OUTSIDE CALL**

- 1) Lift the handset.
- 2) Depress any available [CO] line key. \*
  - Listen for dial tone.
  - CO line LED will flash at the l-use rate.
- 3) Dial the desired telephone number.
- 4) Hang up when the call is completed.

\*See also *Trunk Queuing and Automatic Off-Hook Selection.*

**TO RECEIVE AN INCOMING CALL**

- 1) You will hear a ringing tone.
  - The CO line LED will be flashing at the CO incoming rate.
- 2) Lift the handset.
  - CO line LED will flash at the l-use rate.
- 3) Hang up when the call is completed.

**AUTOMATIC OFF-HOOK SELECTION****PROGRAMMABLE OPTION**

Allows Automatic Off-Hook Selection of INT, a CO line, Dial 9 group (or one of the Dial 91-94 groups) or silence.

**TO MAKE A CALL**

- 1) Lift the handset.
  - You will be connected to the option programmed.

## MESSAGE WAITING

### PROGRAMMABLE OPTION

- 1) The Message Center calls the station on intercom.
  - If no answer, depress the **[MW/FL]** key on the Message Center EKT. This causes the MW/FL LED on the called station to illuminate.
  - MW/FL LED at Message Center illuminates (will go off when the connection is broken).
- 2) Called station user lifts handset and calls Message Center on intercom.
  - After receiving the message(s), hang up.
- 3) To clear the MW/FL LED at the called station, lift the handset (do not depress an INT or CO line key) and depress the **[MW/FL]** key.
- 4) To clear the MW/FL LED from the Message Center, call station and depress the **[MW/FL]** key twice.

## STATION-TO-STATION MESSAGE WAITING WITH LCD

- 1) Lift the handset.
- 2) Dial the desired station number.
  - If no answer (busy or DND), depress the **[MW/FL]** key. This causes the **[MW/FL]** key on the called station to flash.
  - The called station's LCD will display the calling station number.
- 3) Called station user depresses the **[INT]** and **[MW/FL]** keys to return the call.
- 4) To clear the MW/FL LED at the called station, depress the **[MW/FL]** key.
- 5) To clear the MW/FL LED from the calling station, depress the **[INT]** key, dial the station number and depress the **[MW/FL]** key twice.

*Up to four message waiting displays may be stored on the LCD; the station number in the left most position will be call when the **[MW/FL]** key is depressed. To rotate the station numbers, depress the **[\*]** key.*

## OVERRIDE

### TO INITIATE A BUSY OVERRIDE SIGNAL

After reaching a busy station, you may signal that station that a call is waiting by dialing **[2]**.

- A tone signal will be heard at the busy station.

### TO OVERRIDE DND (PROGRAMMABLE OPTION)

After reaching a DND station, you may signal that station that a call is waiting by dialing **[2]**.

- A tone signal will be heard at the DND station.

## EXECUTIVE OVERRIDE

### PROGRAMMABLE OPTION

Overrides the CO and intercom privacy feature and is able to enter any existing conversation within the system.

- 1) Lift the handset.
- 2) Dial desired telephone number.
- 3) After reaching a busy station, you may enter the conversation by dialing a **[3]**.
  - A tone signal will be heard prior to entering the conversation.

## BACKGROUND MUSIC (BGM)

You may listen to background music via the station's speaker, if music-on-hold is available on your system, by depressing the **[SPKR]** key. Control the volume level with the control on the rear right side (speakerphone models) or lower front (S-type) of your EKT.

## TELEPHONE NUMBER STORAGE

### TO STORE A TELEPHONE NUMBER IN SYSTEM MEMORY \*

*Telephone numbers can be stored in the system memory by Station 10 only.*

- 1) **Do not** lift the handset.
- 2) Depress the **#** and **\*** keys, respectively.
- 3) Dial a 2-digit address code.
  - Codes run consecutively from 60 through 99.
- 4) Dial the telephone number to be stored (16 digits maximum).\*\*
- 5) Depress the **#** key to record the number in memory.
- 6) Repeat the above steps with every number (up to the maximum of 40) to be stored.
- 7) Write down the address codes and telephone numbers for future reference.

### TO STORE A TELEPHONE NUMBER IN STATION MEMORY\*

*Telephone numbers can be stored by each station.*

- 1) **Do not** lift the handset.
- 2) Depress the **#** and **\*** keys, respectively.
- 3) Dial a 2-digit address code.
  - Codes run consecutively from 10 through 49.
- 4) Dial the telephone number to be stored (16 digits maximum).\*\*
- 5) Depress the **#** key to record the number in memory.
- 6) Repeat the above steps with every number to be stored (up to the maximum of 40).
- 7) Write down the address codes and telephone numbers for future reference.

*\*Repeat this procedure to replace the stored telephone numbers with new ones.*

*\*\*It may be necessary to insert a pause after the trunk access code to allow for dial tone delay. If so, depress the **MWFL** key after entering the PBX access code.*

## INTERCOM CALLS

### TO MAKE AN INTERCOM CALL

- 1) Lift the handset.
- 2) Depress the **INT** key.\*
  - You will hear intercom dial tone.
  - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
  - You will hear a single ring tone.
- 4) Speak when the ring tone ends.
- 5) Hang up when the call is completed.

*\*See also Automatic Off-Hook Selection.*

*Tone signalling can be accomplished by dialing **1** after the station number.*

### TO RECEIVE AN INTERCOM CALL

- 1) You will hear a single long tone, followed by the caller's voice.
  - The INT LED will flash at the I-called rate.
- 2) Lift the handset.
  - INT LED will flash at the I-use rate.
- 3) Hang up when the call is completed.

## HANDSFREE ANSWERBACK

### TO RECEIVE AN INTERCOM CALL (HANDSFREE)

- 1) You will hear a single long tone, followed by the caller's voice.
  - The INT LED will flash at the I-called rate.
- 2) Leave the handset on-hook.
- 3) To assure a private conversation, depress the **INT** key.
  - The INT LED will flash at the I-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** key when the call is completed (if you depressed the **INT** key earlier).

## CALL PICK-UP

TO ANSWER AN INTERCOM CALL THAT IS PAGING (OR RINGING) ANOTHER STATION

- 1) Lift the handset
- 2) Depress the **[INT]** key and dial **[7][8]**.
- 3) Dial the desired station number.
  - The call will be transferred to your telephone.

*Any CO line call ringing at another station or night ring may be picked up at your telephone by performing steps 1 & 2, then dialing **[9][9]** instead of **[7][8]***

*Substituting a **[CPU1]** key for **[9][9]** only picks up COs assigned to Tenant 1, **[CPU2]** key COs assigned to Tenant 2, or a **[CPU]** key for both tenants.*

## TRUNK QUEUING

This feature provides a means for station users to be placed in a waiting queue for a busy outgoing trunk group, and to be called back when a trunk in the group is available.

TO USE TRUNK QUEUING

- 1) Lift the handset.
- 2) Depress the **[INT]** key.
  - You will hear CO dial tone.
  - INT LED will flash at the l-use rate.
- 3) Dial the desired trunk group access code:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4A) If there is an idle trunk, you will be connected.

- You will hear CO dial tone.
- CO LED will flash at the l-use rate.
- INT LED goes off.

4B) If all trunks are busy, you will hear busy tone.

(continued)

## SAVED NUMBER REDIAL

PROGRAMMABLE OPTION

TO SAVE A TELEPHONE NUMBER

- 1) Lift the handset.
- 2) Dial desired telephone number.
- 3) Depress the **[SAVE]** key.
  - The telephone number is saved for future use.

TO DIAL A SAVED TELEPHONE NUMBER.

- 1) Lift the handset.
- 2) Depress any available **[CO]** line key.
- 3) Depress the **[SAVE]** key.
  - Saved number will be automatically dialed.

## TO NE SIGNALLING

PROGRAMMABLE OPTION

TO MAKE A TONE SIGNAL CALL

- 1) Call another station via intercom.
  - You will hear a ringing tone as the primary method of intercom call signalling (voice announcing is inoperative).
- 2) Speak to the called party when the call is answered.
- 3) Voice call can be accomplished by dialing **[1]**.

TO ANSWER A TONE SIGNAL CALL

- 1) Lift handset or depress the **[SPKR]** key (handsfree answerback is inoperative).
- 2) Hang up when call is completed.

## DO NOT DISTURB

TO USE DO NOT DISTURB MODE

- Depress the **[DND]** key.
- DND LED will light steady.

TO RELEASE THE DO NOT DISTURB MODE

- Depress the **[DND]** key.
- DND LED will be off.

## AUTOMATIC DIALING (continued)

### TO CHAIN DIAL AUTOMATICALLY

*Automatically dials two or more sets of numbers during one call. For use with long-distance routing.*

- 1) Lift the handset.
- 2) Depress an available **[CO]** line key.
  - Listen for dial tone.
- 3) Depress the **[\*]** key.
- 4) Dial the 2-digit number that corresponds to the first telephone number to be dialed.
- 5) Depress the **[\*]** key.
- 6) Dial the 2-digit number that corresponds to the second telephone number to be dialed.\*
- 7) Repeat the above steps for each subsequent number to be dialed.
  - Your **Strata** system will automatically dial the number for you.
- 8) Hang up when the call is completed.

*\*Only the first number dialed during the chain dial will be repeated by the automatic redial.*

### TO OUTPUT \* AND # TONES

*When the \* or # tones must be output (for computer input service or other use), the Automatic Dialing feature must be disabled to permit manual dialing of the **[\*]** and **[#]** keys.*

- 1) Lift the handset.
- 2) Depress any available **[CO]** line key.
- 3) Dial any desired numbers utilizing the Automatic Dialing feature in the usual manner.
- 4) To disable the Automatic Dialing feature, thereby permitting the \* and # tones to be output manually, press the **[\*]** key and then the **[#]** key.

*Only manual dialing will be possible, and the special*

*\* and # tones, as well as digits "0~9", will be output as dialed. The Automatic Dialing feature will be restored when the EKT is hung up or placed on hold.*

## TRUNK QUEUING (continued)

- 5) Depress the **[ACB]** key to set Automatic Callback.
  - Busy tone will stop, you will hear dial tone for 2 sec. and then busy tone again.
  - You may go on-hook or make other calls while waiting for a trunk to become available.<sup>1</sup>
- 6) When a trunk becomes idle:
  - Your telephone will ring at a fast rate.
  - The CO LED will flash at the I-called rate.
- 7) Lift the handset within 6 sec. to prevent the call-back from being cancelled.
  - You will hear CO dial tone.<sup>2</sup>
  - The CO LED will flash at the I-use rate.
- 8) Dial the desired telephone number.
- 9) Hang up when the call is completed.

<sup>1</sup> You may cancel the request at anytime prior to the actual callback by depressing the **[INT]** key and dialing **[7][9]**.

<sup>2</sup> If, after answering a callback, you hear a busy tone, it means the trunk has already been seized or received an incoming call. Your request is **not** cancelled. You will be called again the next time a trunk becomes idle.

## AUTOMATIC CALLBACK (INTERCOM)

### TO USE AUTOMATIC CALLBACK

After reaching a busy or DND station on an intercom call, you may:

- 1A) Dial a **[2]** for busy override (see **OVERRIDE**) . . . . .  
 . . . . . or . . . . .  
 1B) Depress the **[ACB]** key to set Automatic Callback.
  - Busy tone will stop.
  - You will hear dial tone for 2 sec. and then busy tone again.
- 2) You may go on-hook or make other calls while waiting for the called station to become available.

(continued)

## AUTOMATIC CALLBACK (INTERCOM)

(continued)

- 3) When the called station becomes idle:
  - a) Your telephone will ring at a fast rate.
  - b) Answer the call within 9 sec. to prevent the callback from being cancelled.
    - You will hear a single tone.
  - c) Proceed to voice-announcement.
  - d) Proceed with the conversation.

### NOTES:

1. You may cancel the request anytime prior to the actual callback by depressing the  key and dialing  .
2. If, after answering a callback, you hear a busy tone, it means the called party has already received or originated another call. Your request is **not** cancelled. You will be called again the next time the station becomes idle.

## CALL HOLDING

### TO HOLD A CALL

While connected to an outside call, depress the

key.

- The CO line LED will flash at the l-hold rate.

*The on-hold reminder tone will be heard within a pre-determined time. Hold will be released automatically if the other party hangs up (AROH feature is activated). When a CO line is placed on hold, it may be picked up at any station.*

## EXCLUSIVE HOLD

While connected to an outside call, depress the  key twice.

- The CO line LED will flash at a fast (10 IPS) rate.

*When a CO line is placed on Exclusive Hold, it operates as a call holding except it may not be picked up by another station.*

## PAGING

### TO PAGE

- 1) Lift the handset.
- 2) Depress the  key and dial the following:
  - = All Call
  - = Group #1
  - = Group #2
  - = Group #3
  - = Group #4
  - = All Call (with External Page)\*
  - = External Page
- 3) Make your announcement in a normal voice level and repeat it.
- 4) Hang up when you have completed your announcement.

*\*Programmable Option*

*Also see Call Pick-up*

## AUTOMATIC DIALING

### TO AUTOMATICALLY DIAL A FREQUENTLY CALLED NUMBER

- 1) Lift the handset.
- 2) Depress any available  line key.
  - Listen for dial tone.
- 3) Depress the  key.
- 4) Dial the 2-digit number that corresponds to the desired telephone number.
  - Your **Strata** system will automatically dial the number for you.
- 5) Hang up when the call is completed.

### TO AUTOMATICALLY REDIAL THE LAST NUMBER CALLED

- 1) Lift the handset.
- 2) Depress any available  line key.
  - Listen for dial tone.
- 3) Depress the  key.
  - Your **Strata** system will automatically redial the last telephone number you dialed.
- 4) Hang up when the call is completed.

(continued)

## CONFERENCE CALLS (continued)

### TO ADD ANOTHER STATION

- 1) Depress the **CONF** key.
  - You will hear intercom dial tone.
  - The CO LED will flash at the conference rate.
  - The INT LED will flash at the I-use rate.
- 2) Dial the number of the other station.
- 3) Depress the **CONF** key after the party answers.\*
  - CO LED(s) will flash at the I-use rate.
  - All parties will be conferenced.
- 4) Repeat to add another party:
  - a. Three stations/two CO lines maximum.
  - b. Four stations/one CO line maximum.
- 5) Hang up when conference call is completed.

*\*If you receive a busy tone or a no answer, return to the original connection by depressing the **CONF** key.*

### TO CONFERENCE UP TO FOUR STATIONS AND ONE INTERCOM LINE

- 1) Establish a two-station intercom call.
- 2) Depress the **CONF** key.
  - You will hear intercom dial tone.
  - The INT LED will flash at the conference rate.
- 3) Dial the third station's number.
- 4) Depress the **CONF** key after the party answers.\*
  - INT LED will flash at the I-use rate.
  - All parties will be conferenced.
- 5) Repeat to add a fourth station.

#### \*NOTES:

1. *If you receive a busy tone or no answer, return to the original connection by depressing the **CONF** key.*
2. *The new station will not be conferenced unless the user lifts the handset or depresses the **INT** key.*

## CALL TRANSFER WITH CAMP-ON

The call transfer with camp-on feature allows you to transfer an outside call to a station that is either idle or busy.

### TO TRANSFER A CALL

- 1) While connected to an outside call, depress the **CONF** key.
  - The CO LED changes to conference flash.
  - The INT LED will flash at the I-use flash rate.
  - Intercom dial tone is heard.
- 2) Dial the station number to which the call is to be transferred.
- 3A) If the called station is idle:
  - You will hear a single ring tone.
- 4A) Announce the call.
- 5A) Hang up.
  - INT LED goes off.
  - CO LED changes to the I-hold flash rate.
  - The CO line rings the called station.
  - CO LED illuminates steadily when the called station connects with the transferred call.
  - A ring no answer will recall you after a pre-determined time if the station fails to answer the call.
- 3B) If the called station is busy:
  - Busy tone is heard.
- 4B) Hang up.
  - INT LED goes off.
  - CO LED changes to I-hold flash rate.
  - The CO line is camped-on to the called station.
  - The called station hears a warning tone.
  - CO LED illuminates steadily when the station connects with the transferred call.

## CALL TRANSFER WITH CAMP-ON (cont.)

### NOTES:

1. The busy override feature may be used instead of transfer camp-on.
2. The call will recall you and camp-on is cancelled if the station does not pick it up within a predetermined time. Inform the caller of the situation, and repeat the procedure (if necessary).
3. You may reconnect to a transferred line (anytime before it is answered) by depressing the appropriate  key.

### TO ANSWER A TRANSFERRED CALL

(if your station is idle):

- 1A) Voice signalling:
- 2A) You will hear a single long tone, followed by an announcement.
  - The INT LED will flash at the l-called rate.
- 3A) Acknowledge the announcement.
- 4A) When the transferring station hangs up, you will hear a ringing tone.
  - The CO LED changes to the l-called flash rate.
- 5A) Depress the appropriate  key.
  - The CO LED changes to the l-use flash rate.

### NOTE:

If your EKT has the ringing line preference feature, you may depress the  key or lift the handset instead of depressing the  key.

- 1B) Tone signalling:
- 2B) You will hear intercom ringing.
  - The INT LED will flash at the l-called rate.
- 3B) Lift the handset (or depress the  key) and depress the  key.
  - The INT LED changes to the l-use flash rate.
- 4B) Speak to the transferring station.
- 5B) You will be connected to the outside call when the transferring station hangs up.
  - The INT LED goes off.
  - The LED of the transferred CO line changes to the l-use flash rate.

(continued)

## SPEAKERPHONE (optional) (continued)

### NOTES:

1. To change from Speakerphone to handset:
  - Lift handset.
2. To change from handset to Speakerphone:
  - Depress and hold the  key.
  - Return handset on-hook.
  - Release the  key.

See also Station Security ( key).

## STATION SECURITY ( MCO KEY)

### PROGRAMMABLE OPTION

The  key allows a station to turn its microphone off/on. While idle, handsfree answerback is inoperable.

- 1) Depress the  key.
  - MCO LED lights.
  - Microphone is turned off.

## CONFERENCE CALLS

TO CONFERENCE THREE STATIONS & TWO CO LINES, OR FOUR STATIONS & ONE CO LINE

- 1) Establish a one-CO line call.

TO ADD A SECOND CO LINE

- 1) Depress the  key.
  - You will hear intercom dial tone.
  - The CO LED will flash at the conference rate.
  - The INT LED will flash at the l-use rate.
- 2) Select a second CO line and dial the next telephone number.
- 3) Depress the  key after the party answers.\*
  - CO LEDs will flash at the l-use rate.
  - All parties will be conferenced.

\*If you receive a busy tone or no answer, return to the original connection by depressing the original  line key.

(continued)



## SPEAKERPHONE (optional) (continued)

### TO CALL ON INTERCOM WITH SPEAKERPHONE (ON-HOOK DIALING)

- 1) Leave the handset on-hook.
- 2) Depress the **[INT]** key.
  - Listen for intercom dial tone.
  - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
  - You will hear a single ring tone.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **[SPKR]** key when the call is completed.

### MICROPHONE CONTROL

The **[MIC]** key cuts off the speakerphone's microphone for private conversations. The MIC LED indicates the status of the microphone:

| LED | MICROPHONE |
|-----|------------|
| ON  | ON         |
| OFF | OFF        |

The **[MIC]** key can function in one of two modes. Your EKT is equipped with the mode that is checked:

- Momentary**—The microphone and accompanying LED are always **ON** when the speakerphone is activated unless the **[MIC]** key is depressed. The MIC LED and microphone will be **OFF** while the **[MIC]** key is depressed and return to **ON** when the key is released.

- Push-on/Push-off**—The microphone and accompanying LED are **OFF** during on-hook dialing and **ON** at all other times while the speakerphone is activated. They can be switched **OFF/ON** or vice versa by a momentary depression of the **[MIC]** key. They will then remain in the same state until the **[MIC]** key is depressed again or the call is terminated.

(continued)

## CALL TRANSFER WITH CAMP-ON (cont.)

### NOTE:

*If your EKT has the ringing line preference feature, it is not necessary to depress the **[INT]** key before lifting the handset or depressing the **[SPKR]** key.*

### TO ANSWER A TRANSFERRED CALL

- (if your station is busy):
- 1) You will hear a 1-sec. warning tone.
    - The outside call is camped-on your station.
    - The CO LED flashes at the I-hold rate.
  - 2) You have several choices:
    - a) Depress the appropriate **[CO]** key.
      - The existing call will be terminated.
      - The new line will be answered and its LED changes to the I-use flash rate.
    - b1) Hang up.
      - The existing call will be terminated.
      - The camped-on line will ring at your EKT.
      - The CO LED changes to the I-called flash rate.
    - b2) Depress the **[CO]** key to answer the call.
      - The CO LED changes to the I-use flash rate.
    - c1) Depress the **[HOLD]** key (if conversing on a CO line).
      - Existing CO call will be put on hold.
      - The camped-on line will ring at your EKT.
      - The CO LED changes to the I-called flash rate.
    - c2) Depress the **[CO]** key to answer the call.
      - The CO LED changes to the I-use flash rate.

### NOTE:

*If your EKT has the ringing line preference feature, you may depress the **[SPKR]** key or lift the handset instead of depressing the **[CO]** key.*

## ON-HOOK DIALING

(Non-speakerphone model—see Speakerphone for speakerphone EKTs)

### TO MAKE AN OUTSIDE CALL

- 1) Leave the handset on-hook.
- 2) Depress any available [CO] line key and listen for dial tone.
  - CO LED will flash at the l-use rate.
- 3) Dial the desired telephone number.
- 4) Lift the handset when the distant party answers.\*
- 5) Hang up when the call is completed.

### TO MAKE AN INTERCOM CALL

- 1) Leave the handset on-hook.
- 2) Depress the [INT] key.
  - INT LED will flash at the l-use rate.
- 3) Dial the desired station number.
  - You will hear a single ring tone.\*
- 4) Lift the handset to converse.
- 5) Hang up when the call is completed.

\*If busy tone is heard, depress the [SPKR] key to disconnect.

## HANDSFREE MONITORING

(Non-speakerphone model)

Calls placed on hold by the distant party may be monitored "Handsfree".

- 1) Depress and hold the [SPKR] key.
- 2) Place the handset on-hook.
- 3) Release the [SPKR] key.
  - Sounds from the distant party will be heard via the EKT's speaker.
- 4) Lift the handset to continue the conversation when the distant party returns.

## GROUP LISTENING

The group listening feature allows all persons present to hear the distant party's responses.

Depress and hold the [SPKR] key.

- SPKR LED lights and distant party's voice is heard via the EKT's speaker (handset is off-hook but inoperative).

When local response is required:

- Release the [SPKR] key.
- SPKR LED goes off.
- EKT speaker is silenced.
- Handset is activated.

Repeat as required.

## SPEAKERPHONE (optional)

### TO MAKE AN OUTSIDE CALL WITH SPEAKERPHONE (ON-HOOK DIALING)

- 1) Leave the handset on-hook.
  - Depress any available [CO] line key.
  - Listen for dial tone.
  - CO LED will flash at the l-use rate.
- 2) Dial the desired telephone number.
- 3) Speak at a normal voice level in the direction of the telephone.
  - Depress the [SPKR] key when the call is completed.

### TO RECEIVE AN INCOMING CALL (ON SPEAKERPHONE)

- 1) You will hear a ringing tone.
- 2) Leave the handset on-hook.
- 3) Depress the key of the CO line that is flashing at the CO incoming rate.
  - CO LED will flash at the l-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
  - Depress the [SPKR] key when the call is completed.

(continued)