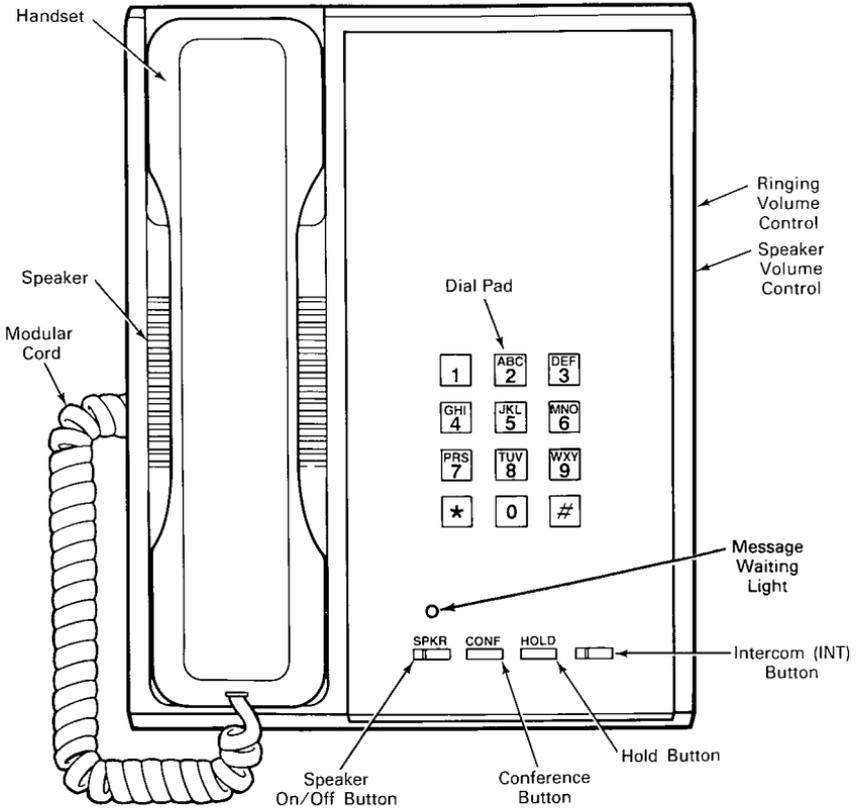


# TOSHIBA

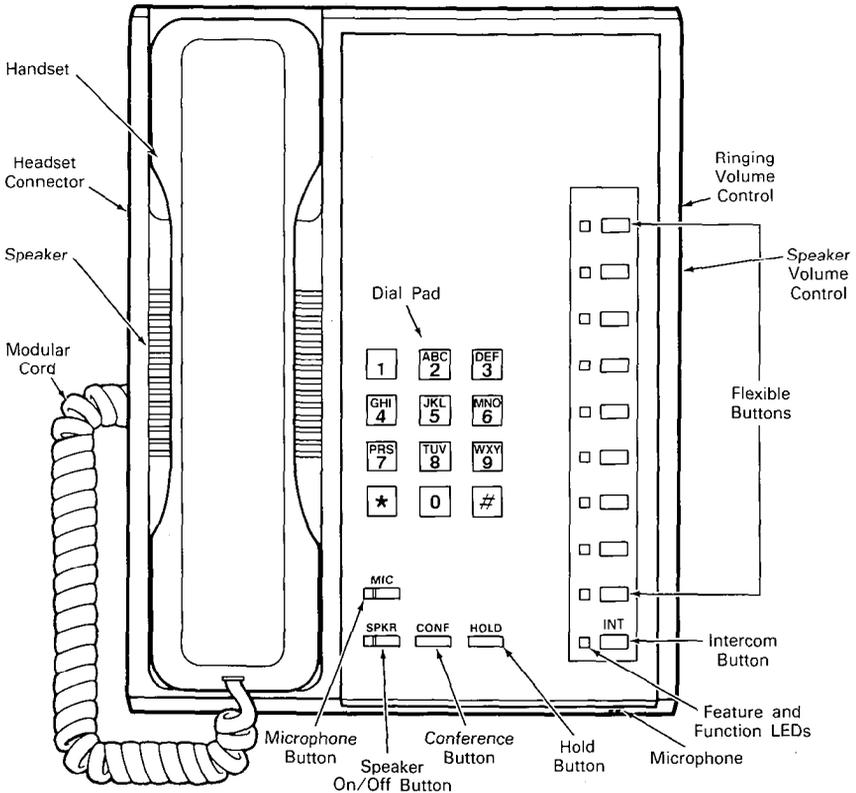
## Strata<sub>e</sub> Release 2

### Electronic Telephone User Guide

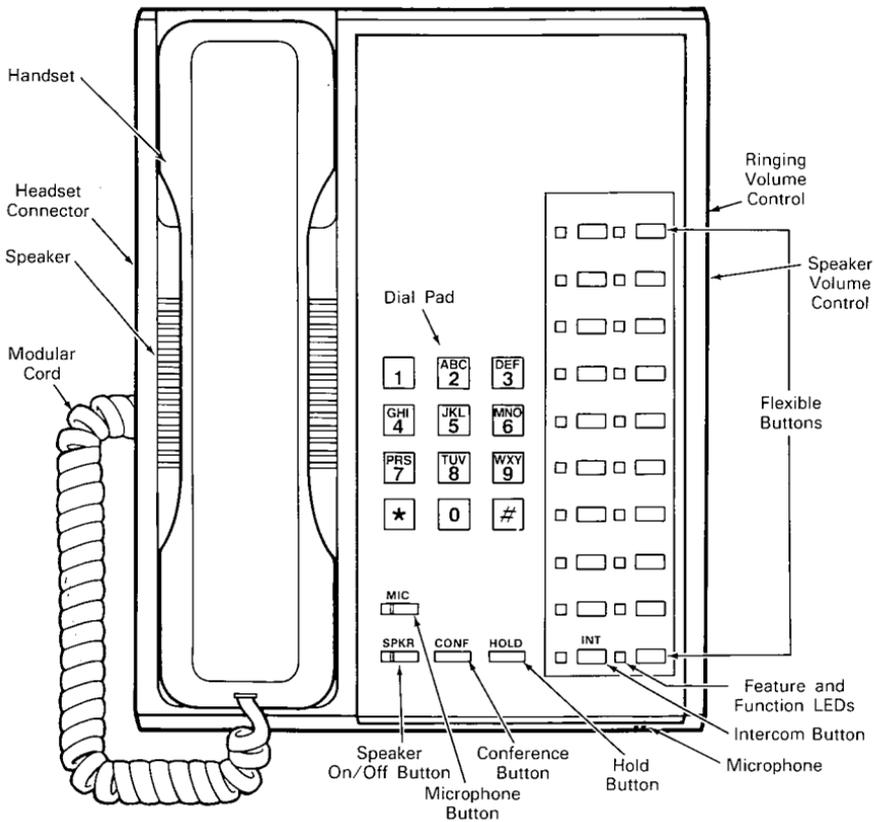




**Single-Line Electronic Telephone**



**10-button — Electronic Telephone**



**20-button — Electronic Telephone**

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## GENERAL INFORMATION

Your electronic telephone has been designed to provide easy access to the wide range of features offered by your telephone system. Each phone is equipped with a dial pad, 4, 14 or 24 feature buttons, a speaker with volume control, and a handset.

All the feature buttons are plainly marked as to their purpose. Four buttons have fixed assignments: **SPKR**, **MIC\***, **CONF**, and **HOLD**. The remaining 10\* or 20\* buttons are assigned flexibly as **CO** buttons, or as access buttons for the various features.

The voice and ring tone volume levels 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.

This guide also contains a section on the CENTREX Application, which enhances the system feature capability when installed behind a CENTREX or PBX system.

Please be aware that some of the features listed in this guide may not appear in your telephone system due to hardware configuration or programming.

**NOTE:**

*Wherever a CO line is indicated, it can also be a CENTREX (CTX) and/or PBX line.*

*\* Not available on Single-Line electronic telephone.*

## GENERAL INFORMATION

### **SINGLE-LINE ELECTRONIC TELEPHONE**

Your Single-Line electronic telephone is equipped with a blank single-line button/LED that functions as both an intercom (INT) and CO line button/LED.

Features are accessed through the use of dial codes listed in this guide. To access the features that are allowed using the Single-Line electronic telephone, a dial code must be used instead of a feature button. A dial code must be available to allow the feature to function. For example, the Automatic Callback (ACB) feature is allowed due to the dial code **4**, while the Do Not Disturb (DND) feature is not allowed.

The following features cannot be used with a Single-Line electronic telephone:

- Automatic Dialing Buttons
- Do Not Disturb
- Trunk-to-Trunk Conferencing
- Two-CO Line Conferencing
- Pooled Line Button

The Single-Line electronic telephone is a non-speakerphone model that allows handsfree monitoring, but not handsfree answerback. Also, the second modular headset connector is not available for headset or external interface operation. The Single-Line electronic telephone may or may not be equipped with an optional Message Waiting LED.

#### **SPECIAL OPERATION**

- To hook flash when connected to a Centrex or PABX line:  
Dial: \* **5 9**.

#### **NOTE:**

*The Single-Line electronic telephone is proprietary to Toshiba Telephone Systems and will not function when connected directly to other telephone systems.*

## TOSHIBA

### GENERAL INFORMATION

#### BUTTON DESCRIPTIONS

**ALARM BUTTON** **ALRM**

A station 10-only programmable option that causes a signal if connected to an alarm mechanism.

**ALL CALL VOICE PAGE BUTTON** **AC** (S<sub>e</sub> only)

A single dedicated button that allows a station to voice page all of the electronic telephones in the system simultaneously.

**ALPHANUMERIC MESSAGING BUTTON** **MSG**

Allows system and personal messages to be displayed on the 32-character Liquid Crystal Display (LCD).

**ANSWER/CALL BUTTON** **ANS/C**

Places the modem in the answer or originate call mode.

**AUTO BUSY REDIAL BUTTON** **ABR** (XII<sub>e</sub>/XX<sub>e</sub> only)

Allows the user to set up an Automatic Busy Redial after receiving busy tone on a dialed CO line call.

**AUTOMATIC CALLBACK BUTTON** **ACB**

Recalls a busy or DND station on intercom as soon as that station becomes idle.

**AUTOMATIC DIALING BUTTON** **AD**

Provides single-button automatic dialing of telephone number.

**CALL FORWARD BUTTON** **CFD**

Routes all calls on intercom\* to another station.

**CALL PICKUP BUTTON** **CPU**

Allows CO or intercom calls to be picked up from another station.

**CENTRAL OFFICE LINE BUTTON** **CO**

Accesses an outside line.

**CONFERENCE BUTTON** **CONF**

Sets up conference calls and also used to transfer calls.

**DIRECT STATION SELECTION BUTTON** **DSS**

Causes a selected electronic telephone to ring by pressing an assigned button.

\*A CO line that is programmed to ring at only one station will also be forwarded from that station.

(continued)

## GENERAL INFORMATION

### **BUTTON DESCRIPTIONS** (continued)

**DO NOT DISTURB BUTTON** **DND**

Locks the individual station in or out of the Do Not Disturb mode.

**DOOR LOCK BUTTON** **DL** (1 ~ 4)

Controls a door lock mechanism.

**HOLD BUTTON** **HOLD**

Holds outside calls.

**INTERCOM BUTTON** **INT**

Accesses an intercom line.

**MANUAL/AUTO BUTTON** **MA/M**

Places the modem into manual or automatic answer mode.

**MESSAGE WAITING/FLASH BUTTON** **MW/FL**

MW: Indicates a message is waiting.

FL: Disconnects and recalls dial tone on a CO line, or is used to access CENTREX or PBX features.

**MICROPHONE BUTTON** **MIC**

Cuts off the microphone for private conversation.

**MICROPHONE CUTOFF BUTTON** **MCO**

Allows a station to turn its microphone off/on while idle.

**MODEM BUTTON** **MODM**

Transfers calls from the station's INT or CO button to the modem phone when used with Voice/Data switching and also disconnects modem calls.

**NIGHT TRANSFER BUTTON** **NT**

Controls the system's CO line ringing pattern; takes the place of the DND button on the operator's station.

**PAUSE BUTTON** **PAU**

Applies a pause after the CO line access code in automatic dialing telephone numbers behind a PBX.

**POOLED LINE BUTTON** **PL** (XII<sub>e</sub>/XX<sub>e</sub> only)

Allows a group of CO lines to appear under one button.

(continued)

**GENERAL INFORMATION****BUTTON DESCRIPTIONS** (continued)**PRIVACY/NON-PRIVACY BUTTON** **PRV**

Allows selection of CO line privacy in a non-private system.

**REDIAL BUTTON** **RDL**

Redials the last telephone number dialed.

**REPERTORY BUTTON** **REP**

Provides access to automatic dialing numbers.

**SAVE BUTTON** **SAVE**

Saves telephone number during conversation and automatically redials that number when button is depressed in the idle state.

**SPEAKER BUTTON** **SPKR**

Turns the speaker on/off.

**TONE BUTTON** **TONE**

Changes the outpulsing of the CO line in use from DTMF tone to rotary pulse and back.

## GENERAL INFORMATION

### LED INDICATIONS

#### **CO INCOMING CALL**

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

#### **CONFERENCE**

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

#### **EXCLUSIVE HOLD**

A very fast flash rate (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.) reminds a station which line has been on hold for the programmed period of time.

#### **INTERCOM CALL**

A pulsating on/off flash rate (10 IPS for 1 sec. on and 1 sec. off) appears on the INT LED at the station that is being called.

#### **IN-USE**

A steady, double flash rate (2 sec. on —  $\frac{1}{8}$ -sec. off —  $\frac{1}{8}$ -sec. on —  $\frac{1}{8}$ -sec. off) indicates the CO line presently in use at the station that originated the call. Other stations' LEDs are on steady for that time.

#### **ON-HOLD**

A fast (4 IPS) flash rate ( $\frac{1}{8}$ -sec. on —  $\frac{1}{8}$ -sec. off) indicates the CO line placed on hold at the station. The LEDs of the CO line on hold flash at a medium rate ( $\frac{3}{4}$ -sec. on —  $\frac{1}{4}$ -sec. off) at the other stations. If using the Pooled Line button, the hold indication is only at the station that places the call on hold.

## **AUTOMATIC DIALING**

### **AUTOMATIC DIALING**

#### **TO CALL AN AUTOMATIC DIALING NUMBER**

- 1) Lift the handset.
- 2) Depress any available **CO** line button.
  - Listen for dial tone.
- 3) Depress the **REP** (or the **⏏**) button.
- 4) Dial the 2-digit automatic dialing code for the desired telephone number.
  - Your system will automatically dial the number for you.
- 5) Hang up when the call is completed.

#### **TO CHAIN DIAL AUTOMATICALLY**

Dials two or more automatic dialing numbers during one call.

- 1) Lift the handset.
- 2) Depress any available **CO** line button.
  - Listen for dial tone.
- 3) Depress the **REP** (or the **⏏**) button.
- 4) Dial the 2-digit automatic dialing code for the first telephone number to be dialed.
- 5) Depress the **REP** (or the **⏏**) button.
- 6) Dial the 2-digit automatic dialing code for the second telephone number to be dialed.\*
- 7) Repeat the above steps for each subsequent number to be dialed.
  - Your 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 Repeat Last Number Dialed feature.*

## AUTOMATIC DIALING

### **AUTOMATIC DIALING BUTTONS PROGRAMMABLE OPTION**

After accessing a CO line, automatic dialing for telephone number storage and use is available by depressing the **AD** button instead of a 2-digit access code. Each **AD** button stores one telephone number (up to 16 digits).\*

#### **TO STORE A TELEPHONE NUMBER\*\***

- 1) Do not lift the handset.
- 2) Depress the **#** (or **RDL**) and **\*** (or **REP**) buttons, respectively.
- 3) Depress the **AD** button you wish to use.
- 4) Dial the telephone number to be stored (16 digits maximum).\*\*\*
- 5) Depress the **#** (or **RDL**) button to record the number in memory.
- 6) Repeat the above steps for each **AD** button.

\* Up to 29 digits with the Store Chain Dial Number feature.

\*\* 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 **MW/FL** (or **PAU**) button after entering the CENTREX or PBX access code (see Telephone Number Storage).

---

## **REPEAT LAST NUMBER DIALED PROGRAMMABLE OPTION**

This feature enables you to automatically redial the last number called by pressing the **RDL** button, which also serves the same function as the **#** button.

#### **TO REDIAL LAST NUMBER CALLED**

- 1) Lift the handset.
- 2) Depress any available CO line button.
  - Listen for dial tone.
- 3) Depress the **RDL** (or the **#**) button.
  - The last telephone number you dialed will automatically be redialed.
- 4) Hang up when the call is completed.

## **AUTOMATIC DIALING**

### **SAVED NUMBER REDIAL PROGRAMMABLE OPTION**

This feature enables you to store a dialed telephone number and later redial that number by pressing a single button.

#### **TO SAVE A TELEPHONE NUMBER**

- 1) Lift the handset.
- 2) Obtain a dial tone.
- 3) Dial the desired telephone number.
- 4) Depress the **SAVE** button.
  - The telephone number is saved for future use.

#### **TO DIAL A SAVED TELEPHONE NUMBER**

- 1) Lift the handset.
- 2) Obtain a dial tone.
- 3) Depress the **SAVE** button.
  - Saved number will be automatically dialed.

---

## **TELEPHONE NUMBER STORAGE**

Automatic dialing telephone numbers can be stored in the system memory by station 10 only.

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

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

#### **TO STORE PAUSES (1-second) AND FLASHES (Hook-Flash) ALONG WITH AUTOMATIC DIALING NUMBERS**

- 1) Depress the **PAU** button to store a pause.
- 2) Depress the **MW/FL** button to store a flash.

#### **NOTE:**

If a **PAU** button is not available, the **MW/FL** button will store a pause (flashes cannot be stored).

(continued)

## AUTOMATIC DIALING

### TELEPHONE NUMBER STORAGE (continued)

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

Automatic dialing telephone numbers can be stored by each station.

- 1) Do not lift the handset.
- 2) Depress the **#** and **\*** buttons, respectively.
- 3) Dial a 2-digit automatic dialing code.
  - Station codes run consecutively from 10 ~ 49.
- 4) Dial the telephone number to be stored (16 digits maximum).\*\*
- 5) Depress the **#** button 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.

#### TO STORE A CHAIN DIAL NUMBER

Links a second number (13-digit maximum) to a number stored in one of ten locations in the system automatic dialing memory (90 ~ 99). Any station can link any of its assigned auto dialing numbers (10 ~ 49) to codes 90 ~ 99, however station 10 is required for linking codes 60 ~ 89. (All other procedures for entering numbers apply.)

- 1) Depress the **#** and **\*** buttons.
- 2) Dial an applicable 2-digit automatic dialing code.
- 3) Depress the **\*** button.
- 4) Dial the 2-digit code to which this number will be linked (90 ~ 99)
- 5) Dial the number to be chained (13 digits maximum).
- 6) Depress the **#** button to record the number in memory.

*\*Repeat this procedure to replace the stored telephone numbers with new ones. Entering an automatic dialing code that has already been used will replace the current telephone number with any new one entered.*

*\*\*It may be necessary to insert a pause after the trunk access code to allow for dial tone delay. If so, depress the **MW/FL** (or **PAU**) button after entering the PBX access code. (See the second paragraph of this section.)*

## **AUTOMATIC DIALING**

### **\* AND # TONE DIALING**

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 # buttons. (Applicable only if **REP** and **RDL** buttons are not programmed.)

#### **TO OUTPUT \* AND # TONES**

- 1) Lift the handset.
- 2) Depress any available **CO** line button.
- 2) Dial any desired directory number.
- 4) To enable \* and # tones to be sent, depress \* #.

#### **NOTE:**

*Only manual dialing will be possible; the special \* and # tones as well as digits 0 ~ 9 will be output as dialed. The Automatic Dialing feature will be restored when the station is hung up or placed on hold.*

## CALL FUNCTIONS

### **AUTO BUSY REDIAL **ABR** (XII<sub>e</sub>/XX<sub>e</sub> only)**

After reaching a busy outside number, the system will automatically redial that number at programmed intervals.

#### **TO USE AUTO BUSY REDIAL**

- 1) Lift handset.
- 2) Depress any available CO line and dial the telephone number.
  - Receive busy tone.
- 3) Depress **ABR** button or **CONF 8 5**.
  - ABR LED blinks.
- 4) Hang up.
- 5) At programmed intervals (30/60 seconds), the system will redial the number (15 times maximum).
  - With each attempt, if busy, ABR will reset for next try.
- 6) When the called party is ringing:
  - CO or INT LED blinks.
  - Warning tone is heard.
- 7) Pick up handset and wait for party to answer.

#### **TO CANCEL ABR**

- 1) Depress the **ABR** button or **INT 8 5**.

#### **NOTE:**

*ABR will not be attempted while the station is busy on another call but will continue to time out.*

---

## **AUTOMATIC CALLBACK (INTERCOM)**

After reaching a busy or DND station on an intercom call, you may use Automatic Callback.

#### **TO USE AUTOMATIC CALLBACK**

- 1A) Dial **2** or **3** for Override (see **VERRIDE**).  
... or ...
- 1B) Depress the **ACB** button or dial **4** to set Automatic Callback.
  - Busy tone stops.
  - You will hear dial tone for 2 seconds and then busy tone again.

*(continued)*

## CALL FUNCTIONS

### **AUTOMATIC CALLBACK (INTERCOM) (continued)**

- 2) Go on-hook. You may make other calls while waiting for the called station to become available.
- 3) When the called station becomes idle:
  - Your telephone rings at a fast rate.
- 4) Answer the call within 9 seconds to prevent the callback from being cancelled.
  - You hear a single tone.
- 5) Proceed to voice announcement.
- 6) Proceed with the conversation.

#### **NOTES:**

1. *You may cancel the request anytime prior to the callback by depressing the **INT** button and dialing **77**.*
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.*

---

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

Allows Automatic Off-hook Selection of either an intercom (INT) or a CO line.

#### **TO MAKE A CALL**

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

#### **NOTE:**

*If you hear silence after going off-hook, you must depress the **INT** button or a **CO** line button before making a call.*

# TOSHIBA

## CALL FUNCTIONS

### CALL FORWARD PROGRAMMABLE OPTION

For intercom calls\* (all calls will be forwarded).

#### TO SET A CALL FORWARD

- 1) Depress the **CFD** button or dial **#\*01**.
  - CFD LED flashes.
- 2) Dial the station number to which calls are to be forwarded.
- 3) Depress the **CFD** button or dial **#**.
  - CFD LED on steady.
  - Calls will be forwarded to stored station number.

#### TO CANCEL A CALL FORWARD

- 1) Depress the **CFD** button or dial **#\*01#**.
  - CFD LED goes off.

*\*A CO line that only rings at your station will forward.*

---

## CALL PICKUP

### TO ANSWER A CALL THAT IS PAGING, RINGING OR ON HOLD

- 1) Lift the handset.
- 2) Depress the **INT** button and dial **7 8** (or depress the **CPU** button).
- 3) Dial one of the following:
  - Station number (intercom, CO and on hold)
  - 8 8** = All Call
  - 8 9** = External Page
  - 9 9** = Any CO line ringing

#### NOTES:

1. In Tenant Service, substituting a **CPU1** button picks up COs assigned to Group 1 or a **CPU2** button picks up COs assigned to Group 2 without step 3.
2. It is not necessary to press **INT** if using the **CPU** button.

## CALL FUNCTIONS

### CONFERENCE CALLS

#### TO CONFERENCE UP TO THREE STATIONS AND TWO CO LINES, OR FOUR STATIONS AND ONE CO LINE

Establish a CO line call via a **CO** line button.

#### TO ADD A SECOND CO LINE\*

- 1) Depress the **CONF** button.
  - You hear intercom dial tone.
  - CO LED flashes at the Conference rate.
  - INT LED flashes at the In-use rate.
- 2) Depress a second **CO** line button and dial the next telephone number.
- 3) Depress the **CONF** button after the party answers.\*\*
  - CO LEDs flash at the In-use rate.
  - All parties will be conferenced.

*\*When the Amplified Conference feature is installed, the conference between both CO lines will be amplified. However, only the second CO line and your station will be amplified.*

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

#### TO ADD ANOTHER STATION

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

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

*(continued)*

## CALL FUNCTIONS

### **CONFERENCE CALLS** (continued)

#### **TO CONFERENCE UP TO FOUR STATIONS ON ONE INTERCOM LINE**

- 1) Establish a two-station intercom call.
- 2) Depress the **CONF** button.
  - You hear intercom dial tone.
  - INT LED flashes at the Conference rate.
- 3) Dial the third station's number.
- 4) Depress the **CONF** button after the party answers.\*
  - INT LED flashes at the In-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** button.*
2. *The new station will not be conferenced unless the user lifts the handset or depresses the **INT** button.*

---

### **DO NOT DISTURB**

Allows you to prevent incoming calls from accessing your station. You can still make out-going calls.

#### **TO USE DO NOT DISTURB MODE**

- 1) Depress the **DND** button.
  - DND LED goes on.

#### **TO RELEASE THE DO NOT DISTURB MODE**

- 1) Depress the **DND** button.
  - DND LED goes off.

**NOTE:**

*Do Not Disturb prevents Off-hook Call Announce.*

## CALL FUNCTIONS

### **GROUP LISTENING**

Allows all persons present to hear the distant party's responses.

#### **TO USE GROUP LISTENING**

- 1) With the handset off-hook, depress and hold the **SPKR** button.
  - SPKR LED lights and the distant party's voice is heard via the telephone's speaker (handset is off-hook but inoperative).
- 2) When local response is required, release the **SPKR** button.
  - SPKR LED goes off.
  - Telephone speaker is silenced.
  - Handset is activated.

#### **NOTE:**

*Repeat the procedure as required.*

---

### **HANDSFREE ANSWERBACK**

#### **TO RECEIVE AN INTERCOM CALL (HANDSFREE)**

- 1) You will hear a single long tone, followed by the caller's voice.
  - INT LED flashes at the Incoming Call rate.
- 2) Leave the handset on-hook.
- 3) To assure a private conversation, depress the **INT** button.
  - INT LED flashes at the In-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) If you depressed the **INT** button earlier, depress the **SPKR** button when the call is completed.

## CALL FUNCTIONS

### HANDSFREE MONITORING

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

#### TO USE HANDSFREE MONITORING

- 1) Depress and hold the **SPKR** button.
- 2) Place the handset on-hook.
- 3) Release the **SPKR** button.
  - Sounds from the distant party are heard via the telephone's speaker.
- 4) Lift the handset to continue the conversation when the distant party returns.

---

### INTERCOM CALLS

#### TO MAKE AN INTERCOM CALL

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

#### NOTE:

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

#### TO RECEIVE AN INTERCOM CALL

- 1) You hear a single long tone, followed by the caller's voice.
  - INT LED flashes at the Incoming Call rate.
- 2) Lift the handset.
  - INT LED flashes at the In-use rate.
- 3) Hang up when the call is completed.

*\*See Automatic Off-hook Selection.*

## CALL FUNCTIONS

### **OFF-HOOK CALL ANNOUNCE (OCA)**

Allows a station user to call and speak to an off-hook, busy electronic telephone through the speaker.

#### **TO USE OFF-HOOK CALL ANNOUNCE**

- 1) Lift the handset.
- 2) Call the desired station.
  - Hear warning tone.
- 3) Speak to called party (automatic OCA).
- 4) If a busy tone is heard, dial **2**.
  - Hear warning tone.
- 5) Speak to called party.

#### **TO FORCE A DISCONNECT**

A forced disconnect allows you to receive an OCA call and disconnects the calling party.

- 1) Depress the **SPKR** button to disconnect an OCA caller.

#### **NOTES:**

1. *DND prevents OCA calls.*
2. *The **MIC** and **MCO** buttons can prevent the OCA caller from listening to your conversation.*

## CALL FUNCTIONS

### ON-HOOK DIALING

(Handsfree model only — see Speakerphone for speakerphone electronic telephones)

#### TO MAKE AN OUTSIDE CALL

- 1) Leave the handset on-hook.
- 2) Depress any available **CO** line button or **PL** button and listen for dial tone.
  - CO LED flashes at the In-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** button.
  - INT LED flashes at the In-use rate.
- 3) Dial the desired station number.
  - You 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** button to disconnect.*

---

## OUTSIDE CALLS

#### TO MAKE AN OUTGOING CALL (Direct Access)

- 1) Lift the handset.
- 2) Depress any available **CO** line button or pooled line button.
  - Listen for dial tone.
  - CO/PL LED flashes at the In-use rate.
- 3) Dial the desired telephone number.
- 4) Hang up when the call is completed.

*(continued)*

## CALL FUNCTIONS

### **OUTSIDE CALLS** (continued)

#### **TO MAKE AN OUTGOING CALL (Dial Access)**

- 1) Lift the handset.
- 2) Depress the **INT** button.
  - Listen for intercom tone.
  - INT LED flashes at In-use rate.
- 3) Dial CO line access code \_\_\_\_\_.
  - Listen for CO dial tone.
- 4) Dial desired number.
- 5) Hang up when the call is completed.

#### **TO USE LEAST COST ROUTING (VI<sub>e</sub>, XII<sub>e</sub>/XX<sub>e</sub> only)**

- 1) Lift the handset.
- 2) Depress the **INT** button.
- 3) Dial **9**.
- 4) Dial desired number.
- 5) The call will be directed to the least costly route.

#### **TO RECEIVE AN INCOMING CALL**

- 1) You hear a ringing tone.
  - CO LED flashes at the CO Incoming Call rate.
- 2) Lift the handset.
  - CO LED flashes at the In-use rate.
- 3) Hang up when the call is completed.

#### **TO RECEIVE INCOMING CALLS WITH POOLED LINE BUT-TON (XII<sub>e</sub>/XX<sub>e</sub> only)**

- 1) Ringing tone is heard.
  - PL LED flashes at the CO Incoming Call rate.
- 2) Lift the handset.
  - PL LED on steady.
- 3) A muted ringing indicates a new incoming call, or recall.
- 4) Transfer the present call or place it on hold.\*
- 5) Depress and release the hook-switch to answer the next call.
- 6) Repeat Steps 4 and 5 until all calls are completed.
- 7) Hang up.

#### **\*NOTES:**

1. *Transfer to a busy station will automatically Camp-on.*
2. *If Step 5 is performed before Step 4, the present call is terminated.*

## CALL FUNCTIONS

### **SPEAKERPHONE**

#### **TO MAKE AN OUTSIDE CALL (On-hook Dialing)**

- 1) Leave the handset on-hook.
- 2) Depress any available **CO** line button.
  - Listen for dial tone.
  - CO LED flashes at the In-use rate.
- 3) Dial the desired telephone number.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** button when the call is completed.

#### **TO RECEIVE AN INCOMING CALL**

- 1) You hear a ringing tone.
- 2) Leave the handset on-hook.
- 3) Depress the button of the CO line that is flashing at the CO Incoming Call rate.
  - CO LED flashes at the In-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** button when the call is completed.

#### **TO MAKE AN INTERCOM CALL (ON-HOOK DIALING)**

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

*(continued)*

## CALL FUNCTIONS

### SPEAKERPHONE (continued)

#### MICROPHONE CONTROL\*

The **MIC** button 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** button can function in one of two modes. Your electronic telephone 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** button is depressed. The MIC LED and microphone will be **OFF** while the **MIC** button is depressed and return to **ON** when the button 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** button. They will then remain in the same state until the **MIC** button is depressed again or the call is terminated.

#### NOTES:

1. *To change from speakerphone to handset:*
  - *Lift handset.*
2. *To change from handset to speakerphone:*
  - *Depress and hold the **SPKR** button.*
  - *Return handset on-hook.*
  - *Release the **SPKR** button.*
3. *The **MIC** and **MCO** keys function on Off-hook Call Announce type calls for privacy.*

\* See Station Security ( **MCO** button.)

## CALL FUNCTIONS

### TONE SIGNALLING PROGRAMMABLE OPTION

Provides ringing on incoming intercom calls when voice announcing is not activated.

#### TO MAKE A TONE SIGNAL CALL

- 1) Call another station via intercom.
  - The called party hears ringing while you hear ringback tone until the call is answered.
- 2) Speak to the party when the call is answered.

#### NOTE:

To make a voice call, dial **1** after the station number.

#### TO ANSWER A TONE SIGNAL CALL

- 1) Lift handset or depress the **SPKR** button (handsfree answer-back is inoperative).
- 2) Hang up when the call is completed.

---

## TRUNK QUEUING

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** button.
  - You hear intercom dial tone.
  - INT LED flashes at the In-use rate.
- 3) Dial the desired trunk group access code, dial **9** to access Least Cost Routing, or dial **7** and the CO line numbers:

_____	_____
_____	_____
_____	_____
_____	_____

(continued)

## CALL FUNCTIONS

### TRUNK QUEUING (continued)

- 4A) If there is an idle trunk, you will be connected and can dial the desired telephone number.
- You hear CO dial tone.
  - CO LED flashes at the In-use rate.
  - INT LED goes off.
- 4B) If all trunks are busy, you will hear busy tone.
- 5) Depress the **ACB** button or dial **4** to set Automatic Callback.
- Busy tone stops. You will hear dial tone for 2 seconds and then busy tone again.
  - You may go on-hook or make other calls while waiting for a trunk to become available.\*
- 6) When a trunk becomes idle:
- Your telephone rings at a fast rate.
  - CO LED flashes at the Incoming Call rate.
- 7) Lift the handset within 6 seconds to prevent the callback from being cancelled.
- You hear CO dial tone.\*\*
  - CO LED flashes at the In-use rate.
- 8) Dial the desired telephone number.
- 9) Hang up when the call is completed.

*\* You may cancel the request at anytime prior to the actual callback by depressing the **INT** button and dialing **7 9**.*

*\*\* 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.*

## CALL FUNCTIONS

### TRUNK-TO-TRUNK CONNECTION

#### TO ESTABLISH A TRUNK-TO-TRUNK CONNECTION

- 1) Establish a one-CO line call.\*
- 2) Depress the **CONF** button.
  - You hear intercom dial tone.
  - CO LED flashes at the Conference rate.
  - INT LED flashes at the In-use rate.
- 3) Select a second CO line and dial the next telephone number.\*
- 4) Depress the **CONF** button after the party answers.\*\*
  - CO LEDs flash at the In-use rate.
  - All parties will be conferenced.
- 5) Depress the **CONF** button.
  - You hear intercom dial tone.
  - CO LEDs flash at the Exclusive Hold rate.
  - INT LED flashes at the In-use rate.
- 6) Hang up.
  - Both CO LEDs continue flashing at the Exclusive Hold rate.
  - INT LED goes off.
  - COs are connected and in Exclusive Hold on your station.
  - Connection is released automatically when parties hang up.\*\*\*

On some systems, the connection must be supervised and released as follows:

- 1) Depress either **CO** button.
  - Both CO LEDs flash at the In-use rate.
  - You will be connected to both CO lines.
- 2) If the parties have hung up, go back on-hook.
  - Both CO LEDs go off.
  - Connection is released.
- 3) If the parties are still talking, proceed to step 5 and then 6 above.

\* You must use **CO** buttons to select CO lines.

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

\*\*\* Depends on the public telephone company; some provide auto-disconnect and some do not.

## CALL HOLD and TRANSFER

### CALL HOLDING

#### TO HOLD A CALL (CO line appears on your station)

- 1) While connected to an outside call, depress the **HOLD** button (or depress the **CONF** button and dial **7 5**).
  - CO LED flashes at the On-hold rate.
  - To reconnect the call, depress the **CO** button on hold (or depress the **INT** button and dial **7 6**).

#### TO HOLD A CALL (CO line does not appear on your station)

- 1) While connected to an outside call, depress the **HOLD** button (or depress the **CONF** button and dial **7 5**).
  - INT LED goes off.
  - To reconnect the call, depress the **INT** button and the **HOLD** button (or depress the **INT** button and dial **7 6**).

#### NOTE:

*The on-hold reminder tone will be heard within a predetermined time. Call Holding will be released automatically if the other party hangs up.*

*When a CO line is placed on hold, it may be picked up at any station with that CO line appearance, or from any station that dials **7 8** and the station number that placed the CO line on hold.*

---

## CALL TRANSFER WITH CAMP-ON

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** button.
  - CO LED changes to the Conference flash rate.
  - INT LED flashes at the In-use rate.
- 2) Dial the station number to which the call is to be transferred.
- 3A) If the called station is idle:
  - You hear a single ring tone.
- 4A) Announce the call.

... or ...

*(continued)*

## CALL HOLD and TRANSFER

### **CALL TRANSFER WITH CAMP-ON (continued)**

5A) Hang up.

- INT LED goes off.
- CO LED changes to the On-hold flash rate.
- CO line rings the called station.
- CO LED illuminates steadily when the called station connects with the transferred call.
- If the station fails to answer the call, you will receive a recall ring after a predetermined time.

. . . or . . .

3B) If the called station is busy:

- Busy tone is heard.

4B) Hang up.

- INT LED goes off.
- CO LED changes to On-hold flash rate.
- CO line is camped-on to the called station.
- Called station hears a warning tone.
- CO LED illuminates steadily when the station connects with the transferred call.

**NOTES:**

1. *The Busy Override feature may be used instead of Call Transfer with 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 **CO** button.*

**TO ANSWER A TRANSFERRED CALL (if your station is idle)**

1) Voice Signalling:

- a) You will hear a single long tone, followed by an announcement.
  - INT LED flashes at the Incoming Call rate.
- b) Acknowledge the announcement.
- c) When the transferring station hangs up, you will hear a ringing tone.
  - CO LED changes to the Incoming Call flash rate.
- d) Depress the appropriate **CO** button.
  - CO LED changes to the In-use flash rate.

*(continued)*

## CALL HOLD and TRANSFER

### CALL TRANSFER WITH CAMP-ON (continued)

**NOTE:**

*If your electronic telephone has the Ringing Line Preference feature, you may depress the **SPKR** button or lift the handset instead of depressing the **CO** button.*

- 2) Tone Signalling:
  - a) You will hear intercom ringing.
    - INT LED flashes at the Incoming Call rate.
  - b) Lift the handset (or depress the **SPKR** button).
    - INT LED changes to the In-use flash rate.
  - c) Speak to the transferring station.
  - d) You will be connected to the outside call when the transferring station hangs up.
    - INT LED goes off.
    - The LED of the transferred CO line changes to the In-use flash rate.

**NOTE:**

*If your electronic telephone has the Ringing Line Preference feature, it is not necessary to depress the **INT** button or the **SPKR** button before lifting the handset.*

### TO ANSWER A TRANSFERRED CALL (if your station is busy)

- 1) You will hear a 1-second warning tone.
  - The outside call is camped-on your station.
  - CO LED flashes at the On-hold rate.
- 2) You have several choices:
  - a) Depress the appropriate **CO** button.
    - Existing call is terminated.
    - The new line is answered and its LED changes to the In-use flash rate.

... or ...
  - b1) Hang up.
    - Existing call is terminated.
    - The camped-on line rings at your electronic telephone.
    - CO LED changes to the Incoming Call flash rate.
  - b2) Depress the **CO** button or lift the handset to answer the call.
    - CO LED changes to the In-use flash rate.

... or ...

*(continued)*

## CALL HOLD and TRANSFER

### **CALL TRANSFER WITH CAMP-ON** (continued)

- c1) Depress the **HOLD** button (if conversing on a CO line).
- Existing CO call is put on hold.
  - The camped-on line rings at your electronic telephone.
  - CO LED changes to the Incoming Call flash rate.
- c2) Depress the **CO** button to answer the call.
- CO LED changes to the In-use flash rate.

**NOTE:**

*If your electronic telephone has the Ringing Line Preference feature, you may depress the **SPKR** button or lift the handset instead of depressing the **CO** button.*

---

## **EXCLUSIVE HOLD**

**TO USE EXCLUSIVE HOLD** (CO line must appear on your station)

- 1) While connected to an outside call, depress the **HOLD** button twice.
- CO LED flashes at a fast (10 IPS) rate.
  - To reconnect the call, depress the **CO** button that is on hold.

**NOTE:**

*When a CO line is placed on Exclusive Hold, it may be picked up at another station by dialing **78** and the station number that placed the call on Exclusive Hold; however it cannot be picked up by depressing a common **CO** button at another station.*

**CALL HOLD and TRANSFER****NIGHT TRANSFER  
PROGRAMMABLE OPTION**

On an optional basis, your system can function with two or three ringing patterns. If three patterns are selected, they are designed **DAY**, **DAY 2**, and **NIGHT**. If only two patterns are selected, **DAY**, and **NIGHT** designations are used.

In both cases, different ringing patterns are chosen by sequential depressions of the **NT** button on station 10.

The active pattern is shown by the state of the NT LED as follows:

	<b>Three-pattern</b>	<b>Two-pattern</b>
<b>DAY</b>	OFF	OFF
<b>DAY 2</b>	FLASH	N/A
<b>NIGHT</b>	ON	ON

## MISCELLANEOUS FEATURES

### ACCOUNT CODE RECORDING

On some calls, you may be required (forced) to dial an account code before dialing an outside number. On other calls, you may wish to record an account number voluntarily after either dialing an outside number or receiving an incoming call. The code you enter will be recorded on the Station Message Detail Recording (SMDR) printout with the details of your call.

#### TO RECORD A FORCED ACCOUNT CODE

- 1) Access a CO line.
  - You hear dial tone.
- 2) Dial the \_\_\_\_ -digit account code on the dial pad.
  - Dial tone disappears as you dial the first digit.
  - You hear dial tone as you depress the last digit.
- 3) Dial the outside directory number.

#### TO RECORD A VOLUNTARY ACCOUNT CODE

- 1) An incoming or outgoing call is in progress.
- 2) Dial **50** on the dial pad.
  - The other party is put on hold.
- 3) Dial the \_\_\_\_ -digit account code on the dial pad.
  - You are reconnected when you dial the last digit.
- 4) Resume your conversation.

#### NOTES:

1. *Unless you dial the correct number of digits, you will not receive dial tone (forced) or be reconnected (voluntary).*
2. *With Forced Account Code, any digits dialed after the code will be treated as part of the outside directory number.*
3. *With Voluntary Account Code, any digits dialed after the code will be heard as tones by the other party.*

## MISCELLANEOUS FEATURES

### **ALARM**

A station 10-only programmable option used with an optional Door Phone Control Unit and alarm system to cause a signal in the system. Depressing the **ALRM** button resets the alarm signal in the system.

---

### **BACKGROUND MUSIC (BGM)**

If Music-on-Hold is available on your system, you may listen to background music via your station's speaker by depressing the **SPKR** button. Adjust the volume with the control on the lower right side of your electronic telephone.

---

### **DIRECT STATION SELECTION BUTTONS (HOTLINE) PROGRAMMABLE OPTION**

Allows stations to be dialed directly by depressing the **DSS** button. The button's LED also shows the status (busy/DND) of that station. If connected to a CO line, depressing this button will put the party on hold. Transfer the call as you would normally, by voice announcing or camping on.

---

### **DOOR LOCK**

Depressing the **DL** button controls a switch connected to a door lock or similar device. Depending upon system in use, up to four **DL** buttons are available.

## MISCELLANEOUS FEATURES

### DOOR PHONE

#### TO ANSWER THE DOOR PHONE

- 1) You hear a distinctive ringing tone.
- 2) Lift the handset.
  - INT LED lights.
  - 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** button.
  - You hear intercom dial tone.
  - INT LED flashes at the In-use rate.
- 3) Dial the number for the desired door location.

661 or 66*	Location	_____
662 or 67*	Location	_____
663 or 68*	Location	_____
664	Location	_____
665	Location	_____
666	Location	_____
667	Location	_____
668	Location	_____
669	Location	_____
670	Location	_____
671	Location	_____
672	Location	_____
673	Location	_____

- 4) Hang up when the call is completed or when you no longer wish to monitor the door phone.

*\*Depends on system program/configuration.*

#### TO USE A DOOR PHONE

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

## MISCELLANEOUS FEATURES

### **MESSAGE WAITING PROGRAMMABLE OPTION**

If someone calls your telephone and you are unable to answer or vice versa, the calling party may set the Message Waiting indicator (a flashing LED) on the called party's telephone.

The Message Waiting indicators for each type of electronic telephone are:

- 1) MW/FL LED on the 10- or 20-button electronic telephone.
- 2) MW LED on the single-line electronic telephone.

Up to four Message Waiting indications may be queued on the message indicator at one time. One of the four message indications is always reserved for the Message Center; the other three may be set from any other electronic telephone.

The button associated with the message indicator on the 10- or 20-button telephone is shown as **MW/FL**.

**NOTE:**

*If your telephone does not have a **MW/FL** button, dial \* 5 9 whenever the **MW/FL** button is indicated.*

### **TO ANSWER A MESSAGE WAITING INDICATION ON YOUR TELEPHONE**

- 1) If the MW/FL LED is flashing on your telephone: Lift the handset, depress the **INT** and **MW/FL** buttons, respectively.
  - This calls the station that set the message indicator.
  - Wait for an answer to receive the message.

**NOTE:**

*If there is no answer, hang up and try at a later time (the MW/FL LED continues to flash).*

- 2) After receiving the message: Place the handset on hook.
  - If the MW/FL LED turns off, you have no more messages.
  - If the MW/FL LED continues to flash, you have more messages — repeat steps 1 and 2 to retrieve them.

*(continued)*

## MISCELLANEOUS FEATURES

### **MESSAGE WAITING** (continued)

#### **TO SET THE MESSAGE WAITING INDICATOR ON ANOTHER TELEPHONE**

- 1) At your telephone: Lift the handset, depress **INT** and dial the desired intercom number.
- 2) If the called telephone does not answer: Depress the **MW/FL** button to set the message indication.
  - The MW/FL LED flashes at the called telephone.
  - The MW/FL LED illuminates at your telephone.
- 3) Place the handset on hook.
  - The MW/FL LED turns off at your station.
  - The MW/FL LED continues to flash at the called telephone.

#### **TO CANCEL THE MESSAGE WAITING INDICATION SET FROM YOUR TELEPHONE**

- 1) Lift the handset, dial the intercom number of the telephone that has the message indication, and depress the **MW/FL** button twice.

#### **TO CANCEL THE MESSAGE WAITING INDICATION SET ON YOUR TELEPHONE**

- 1) Answer the Message Waiting indication and receive the message.

**NOTE:**

*The called party must answer (off-hook or **SPKR** button) for the message indication to be canceled.*

... or ...

- 2) Depress the **MW/FL** button (do not depress the **INT** button).

**NOTE:**

*If the telephone does not have a **MW/FL** button, the message indication can only be canceled via step 1.*

## MISCELLANEOUS FEATURES

### MODEM

Calls may be originated from the station's intercom or CO line and then transferred to the modem line.

#### TO ORIGINATE A MODEM CALL

- 1) Set the **ANS/C** button to call mode.
  - LED goes off.
- 2) Set the **MA/M** button to manual mode.
  - LED goes off.
- 3) Call another modem/device via the CO or intercom line.
- 4) Depress the **MODM** button when a modem tone is received from the other end.
- 5) To disconnect the call, depress the **MODM** button.

#### TO SET THE MODEM FOR AUTO-ANSWER

- 1) Set the **ANS/C** button to answer.
  - LED goes on.
- 2) Set the **MA/M** button to auto.
  - LED goes on.
- 3) When another party dials the modem station number (not the electronic telephone station number), the modem will auto answer and the **MODM** LED goes on.
- 4) To disconnect the call, depress the **MODM** button.

## MISCELLANEOUS FEATURES

### OVERRIDE

#### TO INITIATE A BUSY OVERRIDE SIGNAL

- 1) After reaching a busy station, you may signal that station that a call is waiting by dialing **2**.
  - A tone signal is heard at the busy station.

#### TO OVERRIDE DND (Programmable Option)

- 1) After reaching a DND station, you may signal that station that a call is waiting by dialing **2**.
  - A tone signal is heard at the DND station.

#### TO INITIATE EXECUTIVE OVERRIDE (Programmable Option)

- 1) After reaching a busy station, Executive Override allows you to enter an established conversation by dialing **3**.
  - A tone signal is heard prior to entering the conversation.

---

### PAGING

#### TO PAGE

- 1) Lift the handset.
- 2) Depress the **[NT]** button and dial the following:

<b>80</b>	= All Call
<b>81</b>	= Group #1
<b>82</b>	= Group #2
<b>83</b>	= Group #3
<b>84</b>	= Group #4
<b>88</b>	= All Call (with External Page)*
<b>89</b>	= 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*

## **MISCELLANEOUS FEATURES**

### **PRIVACY/NON-PRIVACY PROGRAMMABLE OPTION**

In a non-private system, the **PRV** button prevents other stations from breaking into an in-progress CO line call.

#### **TO USE PRIVACY/NON-PRIVACY FEATURE**

- 1) Depress the **PRV** button.
  - PRV LED goes on.
  - Your station has CO line privacy.

---

### **STATION SECURITY PROGRAMMABLE OPTION**

The **MCO** button allows a station to turn its microphone off/on while idle. Handsfree Answerback is inoperable while the microphone is off.

#### **TO USE STATION SECURITY**

- 1) Depress the **MCO** button.
  - MCO LED goes on.
  - Microphone is turned off.
- 2) Depress the **MCO** button to turn the microphone on again.
  - MCO LED goes off.

## MISCELLANEOUS FEATURES

### TOLL RESTRICTION OVERRIDE

#### TO OVERRIDE TOLL RESTRICTION AT A STATION FOR A SINGLE CALL

- 1) Lift the handset.
- 2) Depress a Toll Restricted **CO** button.\*
  - Listen for dial tone.
  - CO LED flashes at the In-use rate.
- 3) Dial **5 0**.
  - You no longer hear dial tone.
- 4) Dial one of the two Toll Restriction Override Codes (4 digits).
  - You hear dial tone.
- 5) Dial the desired telephone number.
- 6) Hang up when the call is completed.

\*Or depress the **INT** button and dial access a CO line; see Trunk Queuing.

---

### TONE/PULSE SENDING PROGRAMMABLE OPTION

In some areas, CO line calls must be made using rotary-dial pulses. In order to access remote equipment requiring tones in these areas (such as automatic tellers or answering machines), you must change to DTMF tone sending after you have dialed the outside directory number.

Depressing the **TONE** button changes the outpulsing status of the CO line in use: TONE LED ON indicates DTMF tones are output; LED OFF indicates Dial Pulses are output.

#### TO CHANGE TO TONE SENDING

- 1) After you have dialed a telephone number and the call is in progress, depress the **TONE** button.
  - TONE LED goes on.
  - Depressing the dial pad buttons will cause DTMF tones to be transmitted.
- 2) To switch back to rotary-dial pulse transmission, depress the **TONE** button again.
  - TONE LED goes off.
  - Depressing the dial pad buttons will now cause rotary-dial pulses to be transmitted.

## MISCELLANEOUS FEATURES

### TIMED REMINDERS

Allows five separate reminders to be set at each station. These reminders will be an audible beeping at the times (hour and minute) set by the station user. They can occur just once or repeated on a daily basis.

#### TO ENTER A TIMED REMINDER

- 1) Depress the **#** **\*** buttons.
- 2) Dial a 2-digit reminder number (05 ~ 09).
- 3) Enter the desired time (24-hour clock format; i.e., HHMM) for the message to be displayed.
- 4) Dial **0** if message will be repeated every day, or **1** if it is a one-time message only.
- 5) Depress **#** to record the data in memory.
  - A beeping tone will be heard for 30 seconds (or until cancelled by going off-hook).

#### TO CANCEL A TIMED REMINDER

- 1) Depress the **#** **\*** buttons.
- 2) Dial the 2-digit reminder number (05 ~ 09).
- 3) Depress **#**.

---

### VOICE MAIL (VM)

Whenever your station is call forwarded to voice mail, certain digits will automatically be sent to the voice mail unit to direct the call to your voice mail box.

#### TO STORE THE DIGITS TO BE SENT

- 1) Depress the **#** **\*** buttons.
- 2) Dial **5** **6**.
- 3) Dial the digits (up to 16) and pauses (MW/FL) to be sent.
- 4) Depress the **#** button to store data.

When you wish to retrieve your messages from voice mail, certain digits will automatically be sent to the voice unit to play back your messages.

#### TO STORE THE DIGITS TO BE SENT

- 1) Depress the **#** **\*** buttons.
- 2) Dial **5** **7**.
- 3) Dial the required digits and pauses to be sent.
- 4) Depress the **#** button to store data.

*(continued)*

**MISCELLANEOUS FEATURES****VOICE MAIL (VM) (continued)****TO RETRIEVE MESSAGES**

- 1) Depress the **INT** and **MW/FL** buttons.

**TO CLEAR ALL DIGITS**

- 1) Depress the **# \* (5 6** or **5 7) #** buttons.

**NOTES:**

1. *The above procedures are required for initial VM set-up only. The digits remain in memory until changed.*
2. *Digits are not sent to camped-on VM calls.*

## CENTREX APPLICATION

Your system may be equipped with the CENTREX Application, which enhances the system feature capability when installed behind a CENTREX or PBX system.

**NOTE:**

*Wherever a CENTREX line is indicated in this section, it can also be a CO and/or PBX line.*

Your electronic telephone may be equipped with one or more of the enhanced CENTREX features listed below:

**A) Flexible Intercom Numbering (Up to 4 Digits)**

A station intercom number can be 1, 2, 3 or 4 digits. It is, therefore, possible to match a station's intercom and CENTREX line extension number. Dial the entire station number when indicated.

**NOTE:**

*To avoid system numbering plan conflicts, the access codes of the door phone, paging and CENTREX line access features may have been changed.*

**B) CENTREX Feature Buttons**

Certain CENTREX features may be operated by pressing a button on your electronic telephone. The CENTREX access code, including the necessary Flash and/or Pause sequence, is activated when the appropriate button is pressed. Press the appropriate CENTREX feature button instead of dialing a CENTREX access code when operation of the feature is desired. See your CENTREX or PBX Operations Manual for specific details.

**C) Ringing Repeat**

The distinctive ring patterns available in your CENTREX system are automatically repeated with your electronic telephone, allowing you to answer appropriately for either outside, inside or callback calls.

**D) Delayed Ringing**

CENTREX line(s) may be programmed for a 12-second and/or 24-second ring delay at stations to permit alternate answering conditions. Answer the line when your electronic telephone is ringing.

**E) 1A2 Interface**

Your electronic telephone may be sharing a CENTREX line with a 1A2-type key system. The LEDs and lamps in both systems will indicate simultaneous status (such as ringing, in use or on hold) for all telephones where those lines appear. Additionally, some 1A2 key systems do not offer line privacy; therefore, it is possible for the 1A2 station to enter an existing conversation.

*(continued)*

**CENTREX APPLICATION**

**F) SINGLE-LINE ELECTRONIC TELEPHONE**

- To hook-switch a single-line electronic telephone for Centrex/PBX feature access:

Dial: \* 5 9.

***NOTE:***

*The person with whom you are talking will not hear the tones when you dial.*

Toshiba America, Inc.

**TOSHIBA**

Telecommunication Systems Division

9740 Irvine Boulevard

Irvine, CA 92718

714-583-3700

111 Business Park Drive

Armonk, NY 10504

914-273-1750

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