

***Strata***<sup>®</sup> ***DK***

Digital Business Telephone Systems

**System Administrator Guide**

# Toshiba America Information Systems, Inc.

## Telecommunication Systems Division

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DKA-AG-SYSTEM-VD  
4016160

Version D, May 1999  
Version C, April 1998  
Version B, October 1997  
Version A, September 1996

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# Introduction

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This guide is designed for the System Administrator of the following Strata DK systems:

- ✦ DK14
- ✦ DK16e/DK16
- ✦ DK40i/DK40
- ✦ DK424/DK280 (Release 3 and above)

This guide provides instructions for assigning the user names that appear on the station display; managing station relocation; and assigning Direct Inward System Access (DISA) security codes, toll restriction override access codes, and verified account codes.

**Important!** *This guide contains information and procedures that are not available to the average telephone user. As System Administrator, you must have access to a specific System Administrator's telephone to perform the procedures in this guide. You are responsible for certain proprietary codes for providing or restricting features to telephones with the Strata DK systems. This guide is not intended for general use; please keep it in a secure place.*

You should also have a copy of the most recent *Strata DK General Description* for the appropriate system, as well as any related user guides. See “Related Documents” later in this Introduction.

## Equipment Notes

- ✦ Most of the operations in this guide require a Liquid Crystal Display (LCD) digital telephone at the System Administrator's work station.

- ♦ Typically, use the station with [PDN] 10, 100, or 200 to perform the functions in this guide. This guide assumes the Administrator's telephone is connected to station Port 000. If you wish, you can use a different [PDN] which must be assigned by the system installer. In any case, the station is referred to as the "Administrator station" throughout this guide. Ask your system installer which station this is.

## Organization

This guide is divided as follows:

- ♦ **Chapter 1 – Setting System Parameters** contains descriptions and procedures for changing System Administrator-specific parameters. These parameters are given in alphabetical order.
- ♦ **Appendix A – Access Codes** provides feature access code sequences which can be stored onto SD buttons for one-touch feature access.
- ♦ **Appendix B – Directories/Record** provides blank directories for recording User Names/Numbers and Speed Dial memos, and telephone locations and instructions for displaying [DN], physical port, and logical port information.

## Conventions

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➤ The left column gives you the single or numbered steps you need to perform a procedure.	The right column gives the immediate response to your action. It includes readouts from the LCD telephone when applicable, and additional notes and comments.
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**Note** Elaborates specific items or references other information.

**Important!** *Calls attention to important instructions or information.*

---

**CAUTION!** Advises you that hardware, software applications, or data could be damaged if the instructions are not followed closely.

---

**WARNING!** Alerts you when the given task could cause personal injury or death.

Letters in [brackets] represent buttons which have Directory Numbers on them. For example:

[PDN]	Primary Directory Number button (the Extension Number for your telephone).
[SDN]	Secondary appearance of a [PDN]. A [PDN] which appears on another telephone is considered an [SDN].
[PhDN]	Phantom Directory Number button (an additional Directory Number).
[DN]	any Directory Number button (also known as an Extension or Intercom Number). When [DN] is used in an operating procedure, the procedure applies to any [PDN], [SDN], or [PhDN].

<b>Extra bold</b>	letters represent telephone buttons. For example: <b>999#</b> .
➤	denotes the step in a one-step procedure.
~	means “through”. For example: 5~10.
+	is used for multiple key entries. Example: Press <b>Speed Dial</b> + <b>XX</b> + <b>Redial</b> + <b>Spkr</b> ( <b>XX</b> = 08~60 seconds).

## Important Notes

- ✦ Because feature buttons are flexible and must be programmed by a system installer, your telephone may not have all of the buttons mentioned in this guide.
- ✦ Use the **#** button if your telephone does not have a **Redial** button.
- ✦ Use the **\*** button if your telephone does not have a **Speed Dial** button.

## Related Documents/Media

Refer to the following documents for more information:

- ✦ *General Description*
- ✦ *Digital Telephone User Guide (includes LCD, Add-on Module and Direct Station Select Console)*
- ✦ *Digital Telephone Quick Reference Guide*
- ✦ *Digital Single Line Telephone User Guide*
- ✦ *PC-DKT User Guide*
- ✦ *Electronic Telephone User Guide (includes LCD and Direct Station Select Console)*
- ✦ *Electronic Telephone Quick Reference Guide*
- ✦ *Standard Telephone User Guide*
- ✦ *PC/Data Interface User Guide*
- ✦ *Cordless Digital Telephone User Guide*
- ✦ *HMIS User Guide*
- ✦ *HMIS Quick Reference Guide*
- ✦ *Strata AirLink Integrated Wireless Handset User Guide (handset configured to digital ports of the Strata DK telephone system)*
- ✦ *Strata AirLink Integrated Wireless Handset Quick Reference Guide*
- ✦ *Strata AirLink External Wireless Handset User Guide (handset configured to digital ports of the Strata DK telephone system)*
- ✦ *Strata AirLink External Wireless Handset Quick Reference Guide*
- ✦ *Strata DK Library CD-ROM*

# Setting System Parameters

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# 1

For security reasons, you can add, delete or change system parameters. Make sure your system is programmed so that you can change these parameters from your telephone.

The parameters discussed in this chapter are given in alphabetical order. They are:

- ✦ Auto Attendant
- ✦ Direct Inward System Access (DISA) Security Code
- ✦ Night Transfer
- ✦ Setting Date/Time/Day
- ✦ Soft Keys
- ✦ Station Relocation
- ✦ System Messages, Names and Memos
- ✦ System Speed Dial Numbers
- ✦ Toll Restriction Override/Traveling Class Codes
- ✦ Verified Account Codes

## Auto Attendant

The Auto Attendant feature tells the system where to direct incoming Auto Attendant calls. The Strata DK built-in Auto Attendant is licensed by Dytel, Inc. under United States

## Setting System Parameters

### *Auto Attendant*

Patent No. 4,975,941. Two announcements greet callers: The primary announcement contains the company greeting, followed by a menu. The secondary (optional) announcement, plays when the station or department called is not available. It is then followed by a menu.

An Auto Attendant's primary announcement may sound like this:

“Hello, you have reached Toshiba.  
If you know the number of the party you are calling, please dial it now.  
For operator assistance, dial 0 or please wait.  
For Sales, dial 3.  
For Marketing, dial 4.  
And for Technical Support, dial 5.”

Here's an example of an Auto Attendant's secondary announcement:

“The party is unavailable...  
For operator assistance, dial 0 or wait for assistance.  
For Sales, dial 3.  
For Marketing, dial 4.  
And for Technical Support, dial 5.”

## Auto Attendant CO Line Assignments

CO lines can be assigned to be answered by the Auto Attendant in any of the three system modes (Day, Day 2, and Night) by the system programmer. The **Night Transfer** button can be used to switch the CO lines to ring the Auto Attendant or to ring stations that are preassigned in system programming.

The Auto Attendant can be configured (in system programming) to answer CO line calls on a delayed basis (12 or 24 seconds) if the call is not answered at a ringing station(s).

## System Auto Attendant Dialing Plan

The Auto Attendant dialing plan is assigned in system programming. Use [Table 1](#) to record your system Auto Attendant dialing plan. Toshiba recommends using single digits. (See [Table 2](#) for a list of default [DNs] for Strata DK systems.)

**Table 1** Auto Attendant Menu

Dialed Digit (Menu Prompts)	Station (Directory) Number	Department, Division, etc.
0		
1		
2		
3		
4		
5		
6		
7		
8		
9		
*	DISA Outgoing Calls	Outgoing line (see Caution note below)

**Table 2** Default DNs for Strata DK

System	[PDNs] (default)	[PhDNs] (default)
DK14	<b>10~19</b>	<b>50~59</b>
DK16e/DK16/DK40i/DK40	<b>10~27</b>	<b>50~77</b>
DK424 RCTUBA/BB, RCTUC/D	<b>200~439</b>	<b>500~739</b>
DK424 (RCTUE/F)	<b>100~435</b>	<b>450~785</b>

## Setting System Parameters

### *Direct Inward System Access (DISA) Security Code*

When calling the Auto Attendant, callers can access DISA by dialing \*. Toshiba recommends that you do not include this information in the Auto Attendant announcement.

---

**CAUTION!** Make sure that your system DISA security code is set and protected. This is necessary to prevent unauthorized outgoing DISA calls from being charged (billed) to your company's telephone lines. See the instructions, "[Direct Inward System Access \(DISA\) Security Code](#)" on [Page 4](#).

---

## Auto Attendant Announcement Recording Recommendations

Primary announcements are played to the caller when the Auto Attendant first answers a CO line. Secondary announcements (optional) are played to the caller after dialing a busy or unanswered station. Announcements should be kept as short as possible to allow fast call handling, and to eliminate overflow situations. Typical announcements should run between 10 and 20 seconds. Both primary and secondary announcements should play the Auto Attendant dialing plan options.

If many CO lines ring the Auto Attendant (heavy traffic), multiple announcement machines can be installed to accommodate quick answer of incoming calls. Announcements can be up to 60 seconds in length. The system can support up to four primary announcements and up to four secondary announcements, thereby making a 15-second call answering time possible. All primary announcements should play the same message/dial prompts, and all secondary should play the same secondary announcement. Follow the announcement device manufacturer's instructions to record the auto attendant announcements.

## Direct Inward System Access (DISA) Security Code

The Direct Inward System Access feature is used when calling into your system from the outside. This feature is available on certain CO lines and from the built-in Auto Attendant. Assignments are made by the system programmer. CO lines can be DISA lines in the Day, Day 2, or Night mode, or any combination of these modes.

If a caller enters the system via a DISA line or built-in Auto Attendant, the caller can then access another line to place an outgoing call through the system, in which case the outgoing line call is charged as a call made from the DK system. To prevent unauthorized outgoing calls through the system using the DISA feature, enter a DISA security code as shown in the following steps.

---

**CAUTION!** Whenever the built-in Auto Attendant is installed, the DISA security code should be used (and changed periodically) to prevent unauthorized access of outgoing CO lines via the Auto Attendant DISA access feature.

---

➤ **To enter or change the DISA security code**

1. Press [DN] + **#658**.

You hear a confirmation tone.

NO. NNN ____ ID CODE SET
-----------------------------

2. Dial the new DISA security code (1~15 digits).

The DISA security code digit length is a system program option. The code appears on the LCD as you enter it.

NO. NNN DATA PROGRAMMED
----------------------------

3. Press **Redial**.

You hear a confirmation tone.

4. Press **Spkr**.

The telephone returns to the idle mode.

➤ **To cancel the DISA security code**

1. Press [DN] + **#658**.

You hear a confirmation tone.

2. Press **Redial**.

The telephone returns to the idle mode.

3. Press **Spkr**.

---

**CAUTION!** If the DISA security is canceled, outgoing unrestricted CO Line access is available to anyone calling in on a DISA line or built-in Auto Attendant.

---

## Emergency 911 Calls

The procedure to make an emergency 911 call is the same for the Strata DK14, DK40i/DK40 and DK424; however, the DK424 can be programmed to use a special outside line, called the CAMA trunk, which provides Enhanced 911 (E911) calling service.

The DK424's E911 feature performs the following set of actions when a user dials 911: the DK seizes an idle CAMA trunk and sends 911 plus the dialing station's Caller Emergency Service Identification (CESID) over the CAMA trunk to the 911 emergency operator. This allows the 911 emergency operator to know the exact location (room, building, etc.) of the telephone originating the 911 call.

### ► To make an Emergency 911 call

1. Press [DN] + **911**

The [PDN] releases from the internal connection and seizes the CAMA trunk.

**Note** Once a 911 call is started, most other buttons/keys on a telephone are disabled to prevent accidentally dropping the 911 call attempt. This includes the **Hold** button, so that the 911 call cannot be put on hold.

...or go off hook and enter **911**

Off Hook and dial 911 (station has off hook selection of a CO line or line group in Program 32 and has a CO **Line** or **Pooled Line** buttons).

...or press [DN] + **9** + **911**.

If your off hook selection automatically selects a **Line/ Pooled Line** button, then when you dial 911, the normal CO line is dropped and an idle PDN or CAMA CO button connects to the CAMA trunk.

If an idle [PDN] or CAMA CO button is not available, the 911 call is sent out the originally selected line without the station's CESID information.

**If the system uses Least Cost Routing (LCR)** – When **9** is dialed, the station seizes LCR on its [PDN]. When you enter **911**, the PDN drops LCR and the same [PDN] connects to the CAMA trunk. 911 plus the station's CESID will be sent out the CAMA trunk.

**If the system does not use LCR or if the station does not have a CO Line, Pooled Line or CAMA CO buttons** – when a **9** is dialed as an access code, the station seizes a “dial 9” CO line on its [PDN]. When **911** is entered, the 911 call will be sent one of two ways:

- ✦ If the station does not have another idle [PDN] or CAMA CO button, the 911 call will be sent out the normal CO line in the dial 9 line group without the station's CESID.
- ✦ If the telephone has another [PDN] or CAMA CO button, and it is idle, the first PDN will drop and the second [PDN] or CAMA CO button will be connected to the CAMA trunk. 911 plus the station's CESID will be sent out the CAMA trunk.

## Emergency Calling from the Attendant Console

The PC attendant console and the DK attendant console can be programmed make E911 calls two different ways, by using either CO line buttons or the INT button to initiate the call. The procedure and results are described below:

From the attendant console, the Attendant can press:

- ✦ a **CO Line, Pooled Line** or CAMA CO button and dial 911. When 911 is dialed from an outgoing line button, the outgoing line button drops and the CAMA trunk is

## Setting System Parameters

### Night Transfer

seized on the INT button. 911 plus the Attendant Console CESID is sent out the CAMA trunk.

- ♦ ...or the **INT** or [PDN] button and dial 911. When 911 is dialed, the **INT** or [PDN] releases from the internal connection and seizes the CAMA trunk. 911 plus the Attendant Console CESID is sent out the CAMA trunk.

## Night Transfer

Incoming calls to your system can be made to route and ring different destinations, based on either two- or three-call routing (ringing) patterns (set in system programming). The Night Transfer LED indicates the active routing pattern:

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

Night Transfer can be locked by pressing **NT Lock (1~4)** and dialing the NT Lock password (see the procedure outlined on the following page).

If the system has tenant service, up to four Tenant Night Transfer buttons (**Night Transfer 1~4**) can be assigned and controlled independently.

### ➤ To enable/disable night transfer

- Press **Night Transfer** to toggle night transfer ON/OFF.

## Night Transfer Lock/Unlock Password

The Night (NT) Lock/Unlock mode enables the Administrator's station or an attendant console to lock the system into the Day, Day 2, or Night mode. By setting the system into different modes, incoming CO calls can be routed to different destinations.

In order for the Administrator station or the attendant console to perform such routing, it must be assigned with **Night Transfer** and **NT Lock** buttons via system programming. Up to four **Night Transfer** and **NT Lock** buttons are allowed. Check with the system installer for any additional information.

### ► To assign or change Night Lock/Unlock Password

1. Press a [DN] + <b>#622X</b> (X = Tenant 1~Tenant 4 CO line groups), with the handset on-hook.	The LCD prompts you to enter a four-digit password.	NO.200 ENTER PASS CODE
2. Enter a four-digit password.	As you are enter the password, the digits display on the LCD.	NO.200 XXXX
3. Press <b>Redial</b> .	You hear confirmation tone.	NO.200 DATA PROGRAMMED
4. Hang up.	The password is assigned.	NO.200 JAN 15 WED 02:00

## Night Transfer Lock Mode

After setting the **Night Transfer** button into the desired ring mode (Day/Day2/Night), you can lock Night Transfer using the accompanying steps below.

### ► To set the system in Night Lock Mode

1. Press <b>Night Transfer</b> to set the system into the Day or Day2 or Night Mode, with the handset on-hook.		
2. Press <b>NT Lock</b> .	The NT Lock LED flashes. The LCD prompts you to enter your password.	NO.200 ENTER PASSWORD

## Setting System Parameters

### Setting Date/Time/Day

3. Enter your password and press **NT Lock** again.

Y = Password digits

NO.200  
YYYY

If the correct password is entered, the NT Lock LED remains steady red and the LCD displays the message “NT LOCK.”

NT LOCK  
JAN 15 WED 02:00

If an incorrect password is entered, the NT Lock LED turns OFF.

## Setting Date/Time/Day

This operation is possible from the Administrator station or attendant consoles and enables you to set the date, time, and day.

### ► To set the date

1. Press a [DN] + **#651**, with the handset on-hook.

You hear a confirmation tone.

#651 ENTER DATE

2. Enter the date (YYMMDD).

51 ENTER DATE 970524

3. Press **Redial**.

You hear a confirmation tone.

NO. NNN  
MAY 24 MON 12: 05

4. Press **Spkr**.

The telephone returns to the idle mode.

► **To set the time**

<p>1. Press [DN] + <b>#652</b>, with the handset on-hook.</p>	<p>You hear a confirmation tone.</p>	<p><b>#652 ENTER TIME</b></p>
<p>2. Enter the time (HHMMSS) in the 24-hour clock format.</p>	<p>H=hour, M=minute and S=seconds. Use leading zeros: 060530 = 6:05AM and 30 seconds; 143045 = 2:30PM and 45 seconds.</p>	<p><b>#51 ENTER TIME 120500</b></p>
<p>3. Press <b>Redial</b>.</p>	<p>You hear a confirmation tone.</p>	<p><b>NO. NNN MAY 24 MON 12: 05</b></p>
<p>4. Press <b>Spkr</b>.</p>	<p>The telephone returns to the idle mode.</p>	

► **To set the day of the week**

<p>1. Press a [DN] + <b>#653</b>, with the handset on-hook.</p>	<p>You hear a confirmation tone.</p>	<p><b>#653 ENTER DAY</b></p>
<p>2. Enter the number which corresponds to the appropriate day of the week:</p>		<p><b>#653 ENTER DAY 2</b></p>
<p><b>1</b> = Sunday  <b>2</b> = Monday  <b>3</b> = Tuesday  <b>4</b> = Wednesday  <b>5</b> = Thursday  <b>6</b> = Friday  <b>7</b> = Saturday</p>		

## Setting System Parameters

### Soft Keys

3. Press **Redial**.

You hear a confirmation tone.

NO. NNN MAY 24 MON 12: 05
------------------------------

4. Press **Spkr**.

The telephone returns to the idle mode.

## Soft Keys

- **To turn Soft Keys on**
  - Press **Mode + 71**.
- **To turn Soft Keys off**
  - Press **Mode + 70**.

**Important!** *The LCD examples in this guide are shown with Soft Keys turned OFF. If your telephone has Soft Keys turned ON, the displays may be different, but you can still follow the steps in this guide. Generally, the information shown on line 2 displays on line 1 when Soft Keys are on.*

## Station Relocation

This feature enables you to relocate an electronic, digital, or standard telephone without requiring reprogramming of the station's features. When relocated, the telephone retains its station number and all programmed features, including personal messages, feature buttons, Toll Restriction Class, and Speed Dial numbers.

One station at a time can be easily relocated. If two stations are unplugged at the same time, the telephone that was unplugged last is relocated when plugged back in. Station Relocation only works with the same type of station. For example, moving electronic telephone to electronic telephone, digital to digital, and standard to standard. The label on the bottom of your telephone indicates "Electronic" or "Digital" key telephone.

If a 10-button telephone is replaced with a 20-button type, the left column of buttons retains the 10-button assignments. With LCD telephones, you use the LCD after relocation, to confirm the desired location of the calling or called [PDNs].

---

**CAUTION!** Always turn this feature off promptly after relocation is finished to avoid accidental relocation.

---

## Automatic Relocation

This function enables you to physically move a telephone from one location to another while maintaining all of the telephone's programmed features. Use the [“Telephone Location Record”](#) on 41 for telephone location tracking.

### ► To turn on the Auto Station Relocation feature

- From the Administrator station, press a [DN] + **#6282** to turn on the Auto Station Relocation feature.

You hear a confirmation tone indicating the Station Relocation feature is on. If you hear a busy tone, the Station Relocation feature is already turned on, or you did not dial from the Administrator station.

1. Press **Spkr**.

### ► To physically relocate (swap) Station A and B

**Important!** *Make sure that the location that the phone is moving to is already vacant.*

*If you are moving a telephone (for example, Station A) to a new location that already has a telephone connected to it (for example, Station B), disconnect Station B from its telephone jack **before** you disconnect Station A.*

*You cannot configure the moving station (Station A) to an already occupied station (Station B)*

1. Verify that the telephone jack for the new location does not have a telephone connected.

## Setting System Parameters

### Station Relocation

2. Unplug the telephone that is moving from its wall jack at the old location.
3. Plug the telephone that is moving into the wall jack at its new location.
4. From the Administrator station, press [DN] + **#6281** to turn off Auto Station Relocation, then press **Spkr.**

The station is now moved to its new location while retaining its original [DNs] and features.

You hear confirmation tone. If you hear a busy tone, the Station Relocation feature was already turned off, or you did not dial from the Administrator station.

## Relocation by Special Dial

This option enables two station numbers and their features to be exchanged with or without physically relocating the telephones. The exchange takes place through the use of special dial codes. For the procedure below, we are using Station A/B and Location 1/2 to demonstrate the exchange.

### ► To turn on the Special Dial Station Relocation feature

1. From the Administrator station, press a [DN] + **#6283** to turn on the Special Dial Station Relocation feature
1. Press **Spkr.**

You hear confirmation tone indicating that the Station Relocation feature is on. If you hear a busy tone, the Station Relocation feature was already turned on, or you did not dial from the Administrator station.

► **To relocate (swap) Station A and B**

1. From Station A, press a [DN] + **#627NNN** (**NNN** = [DN] of Station B).
2. From Administrator station, press a [DN] + **#6281** to turn off Special Dial Station Relocation, then press **Spkr**.

You hear confirmation tone. Station A now has the buttons and features of Station B and vice versa.

After Station Relocation is turned off, you hear a confirmation tone. If you hear a busy tone, Station Relocation was already turned off, or you did not dial from the Administrator station.

**Note** After the relocation is completed, exchange the keystrips of the two telephones, if they are different, because a 10-button telephone replaced with a 20-button type telephone, retains the 10-button assignments.

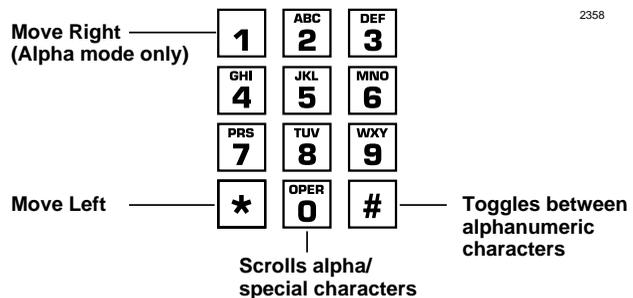
## System Messages, Names and Memos

You can write or edit station LCD messages, names or numbers.

► **To write LCD messages, names, or numbers**

1. Access message/memo/name displays.
2. Enter up to 32 alphanumeric characters, (see [Table 3](#) and the figure at the right) using the station keypad.

When you select a message number, a cursor (–) appears at the first character in the message.



## Setting System Parameters

### System Messages, Names and Memos

- Blank out any portion of a message by pressing **1** and moving the cursor to the right, when in the alpha character mode. Each character the cursor transverses is deleted.

**Table 3** Dial Pad Key Equivalents

Letter	Key Equiv.	Letter	Key Equiv.	Letter	Key Equiv.	Symbol	Key Equiv.
A	<b>2</b>	J	<b>5</b>	S	<b>700</b>	:	<b>1000</b>
B	<b>20</b>	K	<b>50</b>	T	<b>8</b>	-	<b>10000</b>
C	<b>200</b>	L	<b>500</b>	U	<b>80</b>	+	<b>100000</b>
D	<b>3</b>	M	<b>6</b>	V	<b>800</b>	/	<b>1000000</b>
E	<b>30</b>	N	<b>60</b>	W	<b>9</b>	<b>Note</b> Use the dial pad in alphanumeric mode to create the Symbols above.	
F	<b>300</b>	O	<b>600</b>	X	<b>90</b>		
G	<b>4</b>	P	<b>7</b>	Y	<b>900</b>		
H	<b>40</b>	Q	<b>10</b>	Z	<b>100</b>		
I	<b>400</b>	R	<b>70</b>				

## User LCD Name/Number Display

Once you store names and numbers in the system memory for each station or device, they can display on the station's LCD while idle and at other stations' LCDs when they are called. The name also appears on the LCD during direct internal, forwarded, and hunted calls. The LCD name does not display on Override or Off-hook Call Announce (OCA) calls.

Name display information for non-LCD telephones or voice mail/auto attendant devices can be stored from the Administrator's digital station. When Name/Number is recorded for non-LCD telephones or other devices, their Name/Number is displayed on LCD telephones when called. The name of a called telephone displays on the calling telephone's LCD when the calling telephone has the Soft Key feature ON.

**Note** Before entering names for other users, turn the Soft Key feature OFF by pressing **Mode + 70** when your telephone is idle. After the names have been entered, turn the feature back on by pressing **Mode + 71** when your telephone is idle.

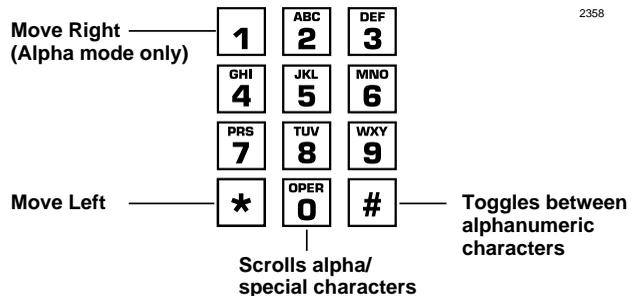
### ► To enter name/number information for your telephone

1. Press [DN] + **#621**.

Current information displays on the lower line of the LCD.

USER NAME?

2. Enter up to 16 alphanumeric characters, (see the figure at the right) using the station keypad.



## Setting System Parameters

### System Messages, Names and Memos

3. Press **Spkr.**

The information is stored and appears on the top line.

TOSHIBA EXT. 200 DATE DAY TIME
-----------------------------------

#### ► To clear name/number display.

1. Press a [DN] + **#620.**
2. Press **Spkr.**

You hear confirmation tone, then busy tone.

During the clear, the LCD displays the message shown on the right.

NO. NNN USER NAME RESET
----------------------------

After the clear, a name is displaced by a message and call forward settings if they are set.

NO. 200 DATE DAY TIME
--------------------------

**Note** This procedure does not erase the name/number. To restore the display, press [DN] + **#621.**

#### ► To erase name/number display

1. Press a [DN] + **#621.**
2. Press **1** in the alpha mode to enter blanks.
3. Press **Spkr.**

Current information displays on the lower line of the LCD.

USER NAME?
------------

Blank characters replace the information. If all blanks are entered, the telephone [PDN] displays on the LCD.

The information is erased.

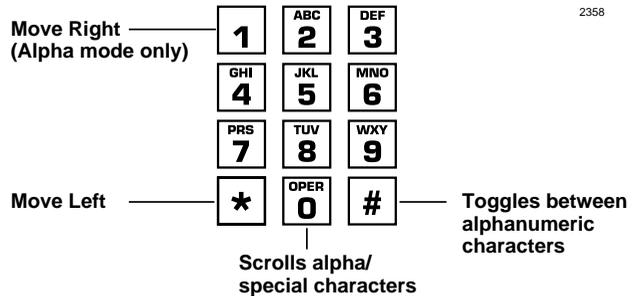
#### ► To enter name/number information for other stations/devices

1. Turn Soft Keys OFF by pressing **Mode + 70.**

The Administrator station must be idle.

- |   |   |  |
|---|---|--|
| 2. Press a [DN] + <b>#621</b> .   | Current information for the Administrator station appears on the bottom line.                               | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">USER NAME?</div>       |
| 3. Press <b>Page</b> .  | In this particular display, <b>EKT</b> stands for the [PDN] of a digital, electronic or standard telephone. | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">DESK EKT NO.?</div>    |
| 4. Dial the [PDN] of the station for which the name/number information is to be recorded. | Current information for station <b>NNN</b> appears on the bottom line.                                      | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">DESK EKT NO. NNN</div> |
| 5. Press <b>Page</b> .  | You are prompted for the user name.   | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">USER NAME?</div>       |

6. Enter up to 16 alphanumeric characters, (see the figure at the right) using the station keypad.



We suggest that you enter the station number and the user name.

- |                        |  |
|------------------------|--|
| 7. Press <b>Spkr</b> . | The new information displays on the top line of station <b>NNN</b> 's LCD. The Administrator station LCD returns to the normal idle display. |
|------------------------|--|

## Setting System Parameters

### System Speed Dial Numbers

8. Repeat Steps 2~7 to enter more names/numbers.
9. Press **Mode + 71** when your telephone is idle.

Your Soft Keys are turned ON.

#### ► To erase other station name/number displays

- From the Administrator station, repeat Steps 1~6 of the previous procedure and press **1**, in the alpha mode in [Step 6](#).

## System Speed Dial Numbers

System Speed Dial telephone numbers can be stored in the system memory by the Administrator station only.

#### ► To store a feature or System Speed number in a System Speed Dial Code

1. Press **Redial**, with the headset on-hook.
2. Press **SD** button  
...or **Speed Dial +**  
System Speed Dial Code.
3. Input the telephone number to be stored (up to 20 digits).  
...or enter the feature code sequence.
4. Press **Redial**.
5. Repeat Steps 1~5 for each telephone number to be stored.

See [Table 8 on Page 37](#).

See [Table 4 on Page 22](#).

The information is stored in memory.