



Toshiba Strata DK280 System Administrator's Guide

Instructions provided herein are intended for use by authorized System Administrators only. Due to differences in system configuration, not all features will work the same on every system.

Changing Codes

If properly enabled, the administrator can change the Direct Inward System Access Codes, Toll Restriction Override/Traveling Class Codes and Verified Account Codes.

Changing the DISA Security Code:

1. Press "Intercom" and dial "#658".
2. Dial the new 1-15 digit DISA Code.
3. Press "Redial" (or "#" if your phone has no redial button).
4. Press the "Spkr" button.

To cancel the DISA Security Code:

1. Press "Intercom" and dial "#658".
2. Press "Redial" (or "#" if your phone has no redial button).
3. Press the "Spkr" button.

Add or Change Toll Restriction Override/Traveling Class Codes:

1. Press "#" and "Intercom" and dial the change access code desired:
 - a. Traveling Class 1: "#691".
 - b. Traveling Classes 2-8: "#692-698".
 - c. "Override All" codes 1 and 2 "#654" or "#655".
2. Dial a desired 4-digit code to override.
3. Press "Redial".
4. Press "Spkr".

Delete Toll Restriction Override/Traveling Class Code:

1. Press the "#" and "Intercom" buttons and dial the assigned access code.
2. Press "Redial".
3. Press "Spkr".

Add or Change Verified Account Codes:

1. Press "Intercom" and "#659".
2. Dial a 3-digit code number (000-299).
3. Dial the verified account code (4-15 digits).
4. Press "Redial" to store.
5. Press "Spkr"

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Delete Verified Account Codes:

1. Press "Intercom" and "#659".
2. Dial the 3-digit code number to be deleted.
3. Press "Redial".
4. Press "Spkr".

Date/Time/Day of Week Settings

Set the Date:

1. With the handset on the hook, press "Intercom" and "#651".
2. Dial the date in YYMMDD format.
3. Press "Redial".
4. Press "Spkr".

Set the Time:

1. With the handset on the hook, press "Intercom" and "#652".
2. Dial the time in HHMMSS format.
3. Press "Redial".
4. Press "Spkr".

Set the Day of the Week:

1. With the handset on the hook, press "Intercom" and "#653".
2. Enter the number corresponding to the current day (1=Sunday, 2=Monday, etc.).
3. Press "Redial".
4. Press "Spkr".

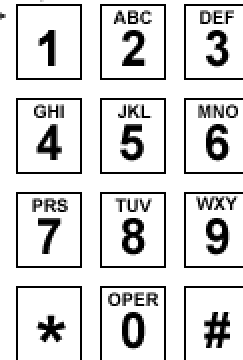
Name and Number Display:

Use this feature to store a label (name, phone number, department, etc.) in the system for each device. This label will display on the station's LCD when idle, and on other stations when they call the station, during direct intercom, forwarded and hunted calls.

To Enter Name and Number Information for another Station from Station 200:

1. Turn the soft key feature off by pressing "Mode" and "70" while your phone is idle.
2. Press "Intercom" and "#621".
3. Press "Page".
4. Dial the intercom number for the telephone for which the new information will be recorded.
5. Press "Page".
6. Using the dialpad, enter the new information.

Moves the cursor to the right, provides access to special characters and "blanks" in alpha mode. →



Moves the cursor to the left. →

← Alternates between alpha and numeric characters

↑ Alternates between the 3 letters on each button.

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7. Press "Spkr".
8. Press "Mode" and "71".

To Record a Name or Number:

1. Press "#" for alpha.
2. Move the cursor to the desired position
3. Press the button that has the letter you want to enter. Use the "0" to move from letter to letter on the button. Press "1" to enter a space. To access special characters, press "1" and then "0" to scroll through. Available characters are: Q, Z, :, -, +, /.
4. Press "#" to access numeric characters if desired.

System Speed Dial Numbers:

1. From station 200, press the "Redial" button or "#" if your phone has no "Redial" button. and then the "Speed Dial" or "*" if your phone has no "Speed Dial" button without lifting the handset.
2. Dial a 2 or 3-digit (depending on the system) System Speed Dial code. Available codes are 60-99 or 600-699.
3. Dial the phone number (up to 20 digits) to be stored.
4. Press "Redial" again. Be sure to make a record of the dial codes and programmed numbers for future reference.
5. Repeat for a maximum of 40 stored numbers.

Store Pauses and Flashes in Speed Dial Numbers:

Press "Spd Dial Pause" (1/2 or 2 seconds as programmed) or "Spd Dial Lng Pause" (10 seconds) to store a pause. If those buttons are not available, the "Flash" button will store pauses, but not hookflashes.

Program Feature Buttons:

Speed dial buttons can also be used to store functions such as Conf/Trns, Intercom and Hold. To store a feature (from Station 200 only):

1. Press "Redial" without lifting the handset.
2. Press the speed dial button you would like to program.
3. Enter the desired code or sequence of codes (up to 20 digits). See table below.
4. Press "Redial".

Programming Features with System Speed Dial Code:

1. Press "Redial" and "Speed Dial" without lifting the handset.
2. Dial a 2 or 3-digit System Speed Dial Code (60-99 or 600-699).
3. Enter the code or sequence of codes (up to 20 digits). See table below.
4. Press "Redial".
5. Be sure to make a record of the dial codes and programmed numbers for future reference.

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Features	2000-Series Telephone Feature Access Codes
Note: If your phone does not have a "Speed Dial" button, enter 4 4 instead of "#" in all sequences. Button labels are as used on 2000-series telephones, 1000-series use "INT" for "Intercom" and "CONF/Trn" instead of "Conf/Trn".	
Account Codes	Cnf/Trn #46 (Account Code Digits)
Automatic Callback	4
Background Music – External Speakers on (accessible from station 200 only).	Intercom #491
Background Music - External Speakers Off (accessible from station 200 only).	Intercom #490
Call Forward (All Calls forwarded to an extension)	Intercom #601 (extension number)
Call Forward Busy (to internal extension)	Intercom #602 (extension number)
Call Forward Cancel	Intercom #601
Call Forward External	Intercom #670
Call Forward External Cancel	Intercom #670
Call Park	Cnf/Trn #41
Call Park Pick-Up	Intercom #42
Door Phone Calling	Intercom (door phone intercom number)
Hookflash Signal	Cnf/Trn #45
Off-hook Call Announce (Manual Mode)	2
Overrides (Busy, DND)	2
Paging	Cnf/Trn #41 Intercom #30
Paging Station Group A	Cnf/Trn #41 Intercom #311
Paging Station Group B	Cnf/Trn #41 Intercom #312
Paging Station Group C	Cnf/Trn #41 Intercom #313
Paging Station Group D	Cnf/Trn #41 Intercom #314
Paging Station Group E	Cnf/Trn #41 Intercom #315
Paging Station Group F	Cnf/Trn #41 Intercom #316
Paging Station Group G	Cnf/Trn #41 Intercom #317
Paging Station Group H	Cnf/Trn #41 Intercom #318
Paging Station External Zone A	Cnf/Trn #41 Intercom #35
Paging Station External Zone B	Cnf/Trn #41 Intercom #36
Paging Station External Zone C	Cnf/Trn #41 Intercom #37
Paging Station External Zone D	Cnf/Trn #41 Intercom #38
Paging All External Page Zones	Cnf/Trn #41 Intercom #39
Pickup a call directed to station, new or transferred call	Cnf/Trn #41 Intercom #5 (station number)
Pickup any ringing CO line (new calls only)	Cnf/Trn #41 Intercom #59
Pickup Station Page or Ringing Door Phone	Cnf/Trn #41 Intercom #5 #30
Pickup External Page	Cnf/Trn #41 Intercom #5 #35
One-touch Voice Mail Access	Intercom (VM intercom number)
Outgoing calls	Intercom (CO line access code) (telephone number)

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Speed Dial Memo:

Program a name (11 or 12 characters) for each system speed dial number you have programmed.

1. Press "Mode" and dial "70".
2. Press "Redial" and then "Speed Dial".
3. Press the "Mode" button.
4. Enter the name or other label.
5. Press "Mode".
6. Enter the desired telephone number.
7. Press "Redial".
8. Press "Mode" and "71" when finished.

Use a Speed Dial Number:

1. Press "Mode".
2. Dial "8" and the number you programmed.
3. Press "Page" if you want to scan for the number or memo.
4. Press an available "Line" or "Intercom" button.

To Review a Speed Dial Number:

1. Press "Mode" "8".
2. Dial the speed dial number.
3. Press "Scroll" to see any numbers that exceed screen width.
4. Press "Page" to see the next number.

Attendant Console Calling:

The system allows for installation of up to 4 attendant consoles. When a user dials "0", the calls rotate between consoles when more than one is installed.

To Call an Attendant Console:

1. Press "Intercom".
2. Dial "0".

To Call a Specific Console:

1. Press "Intercom".
2. Dial the console's intercom number.

To Place an Emergency Call to a Console:

3. Press "Intercom".
4. Dial "#400".

Station Relocation:

This feature allows you to relocate an electronic, digital or standard telephone without reprogramming the station's features. Station number, programmed features, personal messages, feature buttons and speed dial numbers are all retained. Station relocation works only when transferring stations of the same type; for example, moving digital phone to digital phone. If a 10-button phone is replaced with a 20-button phone, the left column of buttons on the new phone will retain the 10 programmed button assignments from the previous station.

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If two stations are unplugged at the same time, the phone that was unplugged last will relocate when plugged back in. Remember to turn this feature off when you are finished to avoid accidental relocation. If relocating a telephone (Station A) to a location (Location 2) that already has a phone (Station B), disconnect station B from its telephone jack before you disconnect Station A. You must make the new location "vacant" before you unplug the phone that is being moved.

To Relocate:

1. From station 200, press "Intercom" and dial "#6282". Press "Spkr".
2. Double-check that the phone jack you will be relocating to is vacant.
3. Unplug the cord from the wall jack of the original location.
4. Plug the cord in to the wall jack of the new location.
5. If you want to relocate another station, plug that station in to the original (now vacant) jack.
6. From station 200, press "Intercom", dial "#6281" and press "Spkr".

Relocation By Special Dial:

Relocation by special dial allows two station numbers and their programmed features to be exchanged without physically relocating the telephones.

To Use this Feature:

1. From station 200, press "Intercom" , "#6283", then "Spkr".
2. To relocate Station A to Location 2 and Station B (if desired) to Location 1. Press "Intercom" and "#627(plus intercom number)" from Station A in Location 1.
3. From station 200, press "Intercom" button and dial "#6281".
4. Press "Spkr".