Strata VI

OPERATING PROCEDURES

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01   INTRODUCTION

01.01   The operation of the STRATA VI electronic key telephone (EKT) will be described in this section.   The EKT is a specially designed telephone incorporating, as standard features, hands-free answering and full speakerphone capabilities.   Each EKT is connected to the system using industry standard 2-pair wiring.

02   KEY FUNCTIONS

02.01   The STRATA VI EKT has 14 line and feature keys and a push-button dial pad.   The following is a general description of each key.

CENTRAL OFFICE LINE KEY CO
To access an outside line

INTERCOM KEY INT
To access an intercom line.

DO NOT DISTURB KEY DND
Places the individual telephone in a Do Not Disturb mode.

MESSAGE WAITING & FLASH KEY MW/FL
Used by ext. 10 or 11 (operator) to indicate when a message is waiting for any other extension.   When used as a Flash Key, it disconnects and recalls dial tone on a CO line, or is used to access PBX features.

SPEAKER KEY SPKR
Turns the speaker and background music (BGM) ON/OFF.

MUTE KEY MUTE
Cuts off the speakerphone's microphone for private conversation.

CONFERENCE KEY CONF
Sets up conference calls.

HOLD KEY HOLD
Places an outside call on hold.

NIGHT TRANSFER NT
Takes the place of the DND key on the operator's station and automatically transfers incoming ringing.

NOTE:
See Paragraph 09, 20-key Executive Telephone, for a full explanation of the 20-key EKT features.

03   VOLUME CONTROLS

03.01   The voice and ring tone volume levels on the STRATA VI EKT are controlled by separate volume controls located on the rear of the telephone. The control on the right-hand side adjusts speaker volume for dial tone, voice level, and BGM; the left-hand side control adjusts ring tone and intercom voice-announcement volume.

04   MESSAGE WAITING

04.01   To Use Message Waiting

- Message waiting center (operator) calls station on intercom.   If no answer, operator depresses MW/FL key on station 10 or 11.   This illuminates the MW/FL LED on the called station.

- Message waiting station user lifts handset and calls the operator on the intercom.   After receiving the message(s), hang up.

04.02   To Clear Message Waiting LED

- Lift the handset (do not depress an INT or CO/PBX line key), and depress the MW/FL key.   Hang up.

05   "I"-ILLUMINATION

I-Use:
A steady-double flash rate indicates the CO line presently in use at the EKT that originated the

call. Other stations' LEDs will be steady-on for that line.

I-Called:

A medium pulsating on/off flash rate will appear on the EKT intercom LED that is being called.

I-Hold:

A fast flash rate indicates the CO line placed on hold at that EKT. The LEDs of the CO line on hold will flash at a medium rate at the other stations.

06 TELEPHONE TONES

Ringing Tone
CO Line (idle station)	600 Hz/800 Hz, modulated by 16 Hz, 1 second on, 3 seconds off
(busy station)	2400 Hz, modulated by 10 Hz 1 second on, 3 seconds off
Intercom Line	600 Hz, 1 second on, 3 seconds off

Ring-back Tone 600 Hz, 1 second on, 3 seconds off

Dial Tone
Intercom 600 Hz, continuous

Busy Tone 600 Hz, 0.25 sec. on, 0.25 sec. off

Do Not Disturb Tone 600 Hz, 0.12 sec. on, 0.12 sec. off

Busy & DND Override Tone 2400 Hz, 1 second on, 3 seconds off

Voice Page Warning Tone 600 Hz, 1 sec. on only (via EKT spkr)

Executive Override Warning Tone 600 Hz, 0.5 sec. on only (via handset)

Hold Recall 2400 Hz, modulated by 10 Hz 1 second on, 1 second off

07 OPERATING PROCEDURES

07.01 Outside Calls

07.02 To Place an Outside Call (Off-hook Dialing)

- Lift the handset.

- Depress an available CO line key.

- Listen for a dial tone.

- The CO line LED will flash at a steady-double rate (I-use).

- Dial the desired telephone number.

- Hang up when the call is completed.

07.03 To Receive an Incoming Call

- You will hear ringing signal.

- The CO line LED will be flashing at a medium on/off rate.

- Lift the handset.

● The CO line LED will flash at a steady-double rate (I-use).

● Hang up when the call is completed.

07.10 Intercom Calls

07.11 To Call On Intercom

● Lift the handset.

● Depress an available INT key; you will hear a continuous intercom dial tone.

● INT LED will flash at a steady-double rate (I-use).

● Dial desired extension number; you will hear a single ring tone.

● Speak when the ring tone ends.

● Hang up when the call is completed.

NOTE:
Tone signalling is accomplished by dialing ① after the extension number. An intercom call may be answered at any station.

07.12 To Receive an Intercom Call

● You will hear a single long tone, followed by the caller's voice.

● INT LED will flash at a medium pulsating on/off rate (I-called).

● Lift the handset.

● INT LED will flash at a steady-double rate (I-use).

● Hang up when the call is completed.

07.13 Tone Signalling (Programmable Option)

● You will hear a ringing tone as the primary method of intercom call signalling.

● Handsfree answerback is inoperative.

● Voice call can be accomplished by dialing ①.

07.20 Paging

07.21 To Page

● Lift the handset.

● Depress an available INT key and dial the following:

　　⑥=All speakers (EKT and external)
　　⑦=External speaker(s) only (if installed)
　　⑧=EKT speakers only

● Make your announcement in a normal voice level.

● Hang up when you have completed your announcement.

07.30 Call Holding

07.31 To Put a Call On Hold

● While connected to an outside call, depress HOLD key.

● The CO line LED will flash at a fast rate (I-hold).

NOTE:
a) When a CO line is placed on hold it may be picked up at any station.
b) An on-hold reminder tone is heard within a predetermined time at the station that placed the line on hold. Recalling line LED flash rate will synchronize with tone.
c) When AROH is enabled, hold is automatically released after the other party hangs up.

07.40   Call Transfer

07.41   To Transfer a Call

- While connected to an outside call, depress the ⌈HOLD⌉ key.

- The CO line LED will flash at a fast rate (I-hold).

- Depress an available ⌈INT⌉ key; you will hear a continuous INT tone.

- INT LED will flash at a steady-double rate (I-use).

- Dial the desired extension number to which the call is to be transferred.

- Voice-announce the call.

- Hang up when the announcement is completed.

07.42   Night Transfer (Programmable Option for Ext. 10 only)

07.43   To Use Night Transfer

- Operator (on Ext. 10) depresses the ⌈NT⌉ key (NT LED illuminates).

- All incoming calls are automatically transferred to selected stations.

- The operator may return the system to normal ringing by depressing the ⌈NT⌉ key again (NT LED extinguishes).

07.50   Speakerphone

07.51   To Make an Outside Call With Speakerphone (On-hook Dialing)

- Leave the handset on-hook.

- Depress an available ⌈CO⌉ line key.

- Listen for dial tone.

- Dial the desired telephone number.

- CO LED will flash at a steady-double rate (I-use).

- Speak at a normal voice level in the direction of telephone.

- Depress the ⌈SPKR⌉ key when the call is completed.

07.52   To Receive an Incoming Call (on Speakerphone)

- You will hear a ringing signal.

- Leave the handset on-hook.

- Depress the key of the CO line that is flashing at a medium on/off rate.

- CO LED will flash at a steady-double rate (I-use).

- Speak at a normal voice level in the direction of telephone.

- Depress the ⌈SPKR⌉ key when the call is completed.

07.53   To Call On Intercom With Speakerphone (On-hook Dialing)

- Leave the handset on-hook.

- Depress an available ⌈INT⌉ line key.

- Listen for INT dial tone.

- Dial the desired extension number.

- INT LED will flash at a steady-double rate (I-use) and you will hear a single ring tone.

- Speak at a normal voice level in the direction of telephone.

- Depress the ⌈SPKR⌉ key when the call is completed.

07.54   To Receive an Intercom Call Via Speakerphone

- You will hear a single long tone, followed by the caller's voice.

- Leave the handset on-hook.

- To assure a private conversation depress the ⟦INT⟧ key opposite the LED flashing at a medium pulsating on/off rate (I-called).

NOTE:
If privacy is not required, it is not necessary to depress the ⟦INT⟧ key. However, any other station can access the conversation by depressing the correct ⟦INT⟧ key.

- INT LED will flash at a steady-double rate (I-use).

- Speak at a normal voice level in the direction of telephone.

- Depress ⟦SPKR⟧ key when the call is completed.

07.55 Background Music

Must have a music source connected to the system.

- To listen to background music via the EKT speaker, depress ⟦SPKR⟧ key.

- Adjust the volume level with the control on the right side of your telephone.

- Depress ⟦SPKR⟧ key again to cancel the music.

NOTE:
When in BGM mode the station is still a fully functional telephone. Incoming and outgoing calls will temporarily mute the BGM during the time the station is in use.

07.60 Conference Calls

07.61 To Conference One Station and Two CO Lines

- Lift the handset.

- Depress an available ⟦CO⟧ line key.

- Dial the desired telephone number.

- Depress ⟦HOLD⟧ key after the party answers.

- Depress a second available ⟦CO⟧ key.

- Dial the second party's telephone number.

- Depress the ⟦CONF⟧ key after the second party answers.

- Depress **original** ⟦CO⟧ line key.

- Station is now connected to both CO lines.

- Hang up when conference call is completed.

07.62 To Conference Two or Three Stations and Two CO Lines

- Lift handset.

- Depress an available ⟦CO⟧ line key.

- Dial the desired telephone number.

- Depress the ⟦HOLD⟧ key after the party answers.

- Depress a second available ⟦CO⟧ line key.

- Dial the second party's telephone number.

- Depress the ⟦HOLD⟧ key after the party answers.

- Depress an available ⟦INT⟧ key, and

call the station(s) to be included in the conference call.

- Advise the station(s) of the number of the second CO line and tell them to depress that CO key when its LED begins the distinctive conference flash.

- Depress the second CO line key.

- Depress the CONF key (CO line LED changes to conference flash).

- The LED will then change from conference flash to I-use indication when the other station enters the conference.

- Depress the CONF key again if a third station is to enter the conference call.

- After station(s) has entered, depress the CONF key, and then the first CO line key.

- Hang up when the conference call is completed.

07.63 To Conference Up To Four Stations & One CO Line

- Lift handset.

- Depress an available CO line key.

- Dial the desired telephone number.

- Depress the HOLD key after the party answers.

- Depress an available INT key, and call the station(s) to be included in the conference call.

- Advise the station(s) of the number of the CO line and tell them to depress that CO key when its LED begins the distinctive conference flash.

- Depress the CO line key.

- Depress the CONF key (CO line LED changes to conference flash).

- The LED will then change from conference flash to I-use indication when the other station enters the conference.

- Depress the CONF key again if a third station is to enter the conference call.

- Repeat for a fourth station, if necessary.

- Hang up when the conference call is completed.

07.64 To Conference Three or Four Stations & One Intercom Line

- Using the intercom, advise the third and fourth parties of the conference. Tell them to depress the appropriate INT key when its LED begins the distinctive conference flash.

- Using the intercom, call party #2.

- Depress the CONF key—LED will change to conference flash at all stations.

- The LED will then change from conference flash to I-use indication when the third station enters the conference.

- Depress the CONF key again to allow a fourth party to enter.

- Hang up when the conference call is completed.

07.70   Automatic Dialing

07.71   To Automatically Dial a Frequently Called Number

- Lift the handset.

- Depress an available ☐CO☐ line key.

- Listen for dial tone.

- Depress the ☐*☐ key.

- Dial the 2-digit number that corresponds to the desired telephone number.

- STRATA VI will automatically dial the number for you.

- Hang up when the call is completed.

07.72   To Automatically Redial the Last Number Called

- Depress an available ☐CO☐ line key.

- Listen for a dial tone.

- Depress the ☐#☐ key.

- STRATA VI will automatically dial the last telephone number dialed.

- Hang up when the call is completed.

07.73   To Chain Dial Automatically

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

- Lift the handset.

- Depress an available ☐CO☐ line key.

- Listen for a dial tone.

- Depress the ☐*☐ key.

- Dial the 2-digit number that corresponds to the first telephone number to be dialed.

- Depress the ☐*☐ key.

- Dial the 2-digit number that corresponds to the second telephone number to be dialed.

- Repeat the above steps for each subsequent number.

- STRATA VI will automatically dial the numbers for you.

- Hang up when the call is completed.

NOTE:
Only the first number dialed during the chain dial will be repeated by the automatic redial.

07.74   To Store a Telephone Number in System Memory (Standard Feature)

Only Ext. 10 can store telephone numbers in system memory.

- Lift the handset (do not activate ☐CO☐ or ☐INT☐ line).

- Depress ☐#☐ and ☐*☐ keys, respectively.

- Dial a 2-digit address code.

NOTE:
Codes run consecutively from 60 through 83 with the standard feature (60~99 if the system is equipped with the optional expansion card).

- Dial the telephone number (up to 16 digits) to be stored.

NOTE FOR BEHIND PBX:
It is necessary to insert a pause after the trunk access code to allow for dial tone delay. Press the ☐MW/FL☐ key

after entering the PBX access code.

- Depress the [#] key to record the number in memory.

- Repeat the above steps with every number, up to the standard 24 (or optional 40), to be stored.

- Return the handset to on-hook.

- Write down the address codes and telephone numbers for future reference.

NOTE:
Repeat this procedure to replace stored telephone numbers with new ones.

07.75   To Store a Telephone Number in Station Memory (Optional Feature)

Telephone numbers can stored by each station.

- Lift the handset (do not activate [CO] or [INT] line).

- Depress [#] and [*] keys, respectively.

- Dial a 2-digit address code (codes run consecutively from 10 through 49).

- Dial telephone number (up to 16 digits) to be stored.

NOTE FOR BEHIND PBX:
It is necessary to insert a pause after the trunk access code to allow for dial tone delay. Press the [MW/FL] key after entering the PBX access code.

- Depress [#] key to record number in memory.

- Repeat the above steps with every number to be stored (up to 40).

- Return the handset to on-hook.

- Write down the address codes and telephone numbers for future reference.

NOTE:
Repeat this procedure to replace stored telephone numbers with new ones.

07.76   To Output [*] and [#] Tones

NOTE:
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 [#] tones.

- Press an available [CO] line key. Dial any desired numbers utilizing the Automatic Dialing feature in the usual manner.

- To disable the Automatic Dialing feature, permitting the [#] and [*] tones to be output manually, press the [*] key and then the [#] key.

NOTE:
Only manual dialing will be possible, and the special tones of [*] and [#], as well as digits "0~9", will be output as dialed. The Automatic Dialing feature will be restored when the EKT is hung up or placed on hold.

07.80   Do Not Disturb

07.81   To Use Do Not Disturb Mode

- Depress the [DND] key.

- DND LED will light steady.

07.82   To Release Do Not Disturb Mode

- Depress the [DND] key.

- DND LED will be off.

07.90 Override

07.91 To Initiate a Busy Override Signal

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

07.92 To Override DND (Programmable Option)

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

07.93 To Use Executive Override (Programmable Option)

Overrides the CO line and intercom privacy feature, and is able to enter any existing conversation within the system. Only two stations can be programmed for this feature.

- You may enter any conversation on any CO/PBX or INT line by simply depressing the appropriate key. A warning tone, however, is sounded before the overriding station is actually connected.

08 BUSY LAMP FIELD EKT

08.01   The optional BLF EKT has an LED panel showing the busy/idle status of each station. A station in the DND mode will show as busy.

09 EXECUTIVE TELEPHONE

09.01   An optional executive telephone (20-key EKT) provides, via ten additional feature keys; seven one-button automatic-dialing (AD 1 ∼ 7) telephone numbers, automatic-redial, pause and automatic-dialing access.

09.10 Key Functions

09.11   The optional EKT has 24 line and feature keys and a push-button dial pad. The following is a general description of each additional key.

> *NOTE:*
> *The optional expansion card is required to operate an executive telephone.*

AUTOMATIC-DIALING KEYS AD1-7
One-key automatic-dialing for seven different telephone numbers after accessing a CO line.

REDIAL KEY RDL
Will automatically redial the last telephone number dialed after accessing a CO line. (Serves the same function as the #️ key on the standard EKT.)

REPERTORY KEY REP
Provides access to automatic-dialing address codes. (Serves the same function as the *️ key on the standard EKT.)

PAUSE KEY PAU
Applies a pause after the CO line access code in automatic-dialing telephone numbers behind a PBX. The MW/FL key will not perform this function on this unit.

> *NOTE:*
> *The remaining function keys retain the same functions as their counterparts on the standard EKT.*

09.20 Automatic Dialing

09.21 To Automatically Dial a Frequently Called Number

Telephone numbers can be accessed by each of the AD 1 through 7 keys or one of the 2-digit access codes in the usual STRATA VI manner.

- Lift the handset.

- Depress an available **CO** line key.

- Listen for dial tone.

- Depress the **AD** key (or dial the 2-digit number) that corresponds to the desired telephone number.

- STRATA VI will automatically dial the number for you.

09.22 To Store Telephone Numbers

- Lift the handset (do not activate CO or INT line).

- Depress **RDL** and **REP** keys, respectively.

- Depress one of the **AD** keys or dial a 2-digit address code (codes run consecutively from 10 through 42; AD numbers reside at 43—49).

- Dial telephone number to be stored.

NOTE FOR BEHIND PBX:
It is necessary to insert a pause after the trunk access code to allow for dial tone delay. Press the **PAU** *key after entering the PBX access code.*

- Depress the **RDL** key to record number in memory.

- Repeat the above steps with every number to be stored (up to 40).

- Return the handset to on-hook.

- Write down the address codes and telephone numbers for future reference.

NOTE:
Repeat this procedure to replace stored numbers with new ones.

09.23 To Output ⬥ and # Tones

NOTE:
The # and ⬥ keys will not have the functions they perform on the standard EKT; they are now free to use for computor access.

- Press an available **CO** line key. Dial any desired numbers utilizing the Automatic Dialing feature in the usual manner.

- Depress either the # or ⬥ key, permitting the # and * tones to be output.

09.24 To Automatically Redial the Last Number Called

- Depress an available **CO** line key.

- Listen for a dial tone.

- Depress the **RDL** key.

- STRATA VI will automatically dial the last telephone number dialed.

- Hang up when the call is completed.