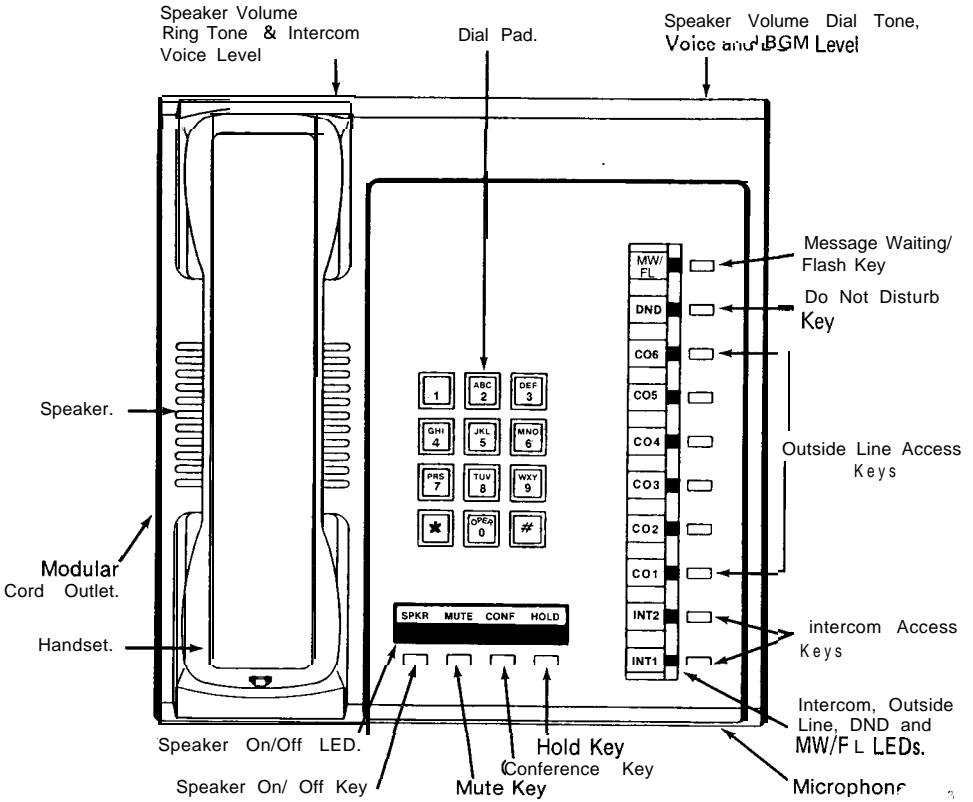




Strata VI[®]

TELEPHONE USER GUIDE



ELECTRONIC KEY TELEPHONE (EKT)

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KEY FUNCTIONS

Your **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 calls.

VOLUME CONTROLS

VOICE AND RING TONE VOLUME

You may control the volume levels on your **STRATA VI** telephone with the two volume controls located on the rear of your telephone. The control on the right side adjusts speaker volume for dial tone, voice and BGM level; the left side control adjusts ring tone and intercom voice-announcement volume.

MESSAGE WAITING

PROGRAMMABLE OPTION

- ⊗ Message Waiting Center calls station on intercom. If no answer, depress **[MW/FL]** key on the Message Waiting telephone. This causes the **[MW/FL]** LED on the called station to illuminate.
- ⊗ Called station user lifts handset and calls Message Waiting Center on intercom. After receiving the message(s), hang up.
- ⊗ To clear the **[MW/FL]** LED, lift the handset (do not depress an INT or CO line key) and depress the **[MW/FL]** key.

OUTSIDE CALLS

TO MAKE AN OUTSIDE CALL

- ⊗ Lift the handset.
- ⊗ Depress an available **[CO]** line key.
- ⊗ Listen for a dial tone.
- ⊗ The CO line LED will flash at a steady-double flash rate ('I'-use).
- ⊗ Dial the desired telephone number.
- ⊗ Hang up when the call is completed.

TO RECEIVE AN INCOMING CALL

- ⊗ You will hear a continuous ringing tone.
- ⊗ 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 flash rate ('T'-use).
- ⊗ **Hang up when the call is completed.**

INTERCOM CALLS

TO MAKE AN INTERCOM CALL

- Lift the handset.
- Depress an available **INT** key, and you will hear a continuous INT dial tone.
- The INT LED will flash at a steady-double flash rate ('I'-use).
- Dial the desired extension number, and you will hear a single ring tone.
- Speak when the ring tone ends.
- Hang up when the call is completed.

Tone signaling can be accomplished by dialing **1** after the extension number. An intercom call may be answered at any station.

TO RECEIVE AN INTERCOM CALL

- You will hear a single long tone, followed by the caller's voice.
- The INT LED will flash at a medium pulsating on/off rate ('I'-called).
- Lift the handset.
- The INT LED will flash at a steady-double flash rate ('I'-use).
- Hang up when the call is completed.

CALL HOLDING

TO HOLD A CALL

- While connected to an outside call, depress the **HOLD** key.
- The CO line LED will flash at a fast rate ('I'-hold).

On-hold reminder tone will be heard within a pre-determined time. Hold will be automatically released if the other party hangs up. When a CO line is placed on hold it may be picked up at any station.

CALL TRANSFER

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.
- ◊ The INT LED will flash at a steady-double flash rate ('I'-use).
- ◊ Dial the desired extension to which the call is to be transferred.
- ◊ Voice-announce the call.
- ◊ Hang up when the call is completed.

NIGHT TRANSFER

PROGRAMMABLE OPTION

Extension 10 (operator) may automatically transfer all incoming call ringing to selected stations by depressing the **[NT]** key.

SPEAKERPHONE

TO MAKE AN OUTSIDE CALL WITH SPEAKERPHONE (On-hook Dialing)

- ◊ Leave the handset on-hook.
- ◊ Depress any available **[CO]** line key.
- ◊ Listen for dial tone.
- ◊ Dial the desired telephone number.
- ◊ The CO line LED will flash at a steady-double flash rate ('T'-use).
- ◊ Speak at a normal voice level in the direction of telephone.
- ◊ Depress the **[SPKR]** key when the call is completed.

TO RECEIVE AN INCOMING CALL (HANDSFREE)

- ◊ You will hear a ringing tone.
- ◊ Leave the handset on-hook.
- ◊ Depress the **[CO]** line key that is flashing at a medium on/off rate.

(continued)

SPEAKERPHONE (continued)

- ⊗ The CO line LED will flash at a steady-double flash rate (' 'I' '-use).
- ⊗ Speak at a normal voice level in the direction of telephone.
- ⊗ Depress the key when the call is completed.

TO MAKE AN INTERCOM CALL WITH SPEAKERPHONE (On-hook Dialing)

- ⊗ Leave the handset on-hook.
- ⊗ Depress any available key.
- ⊗ Listen for INT dial tone.
- ⊗ Dial the desired intercom extension.
- ⊗ The INT LED will flash at a steady-double flash rate (' 'I' '-use) and you will hear a single ring tone.
- ⊗ Speak at a normal voice level in the direction of telephone.
- ⊗ Depress the key when the call is completed.

TO RECEIVE AN INTERCOM CALL (HANDSFREE)

- ⊗ 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 key opposite the LED flashing at medium pulsating on/off rate (' 'I' '-called).
- ⊗ The INT LED will flash at a steady-double flash rate ("I"-use).
- ⊗ Speak at a normal voice level in direction of telephone.
- ⊗ Depress the key when the call is completed.

To change from Speakerphone to handset.

Lift handset

To change from handset to Speakerphone.

Depress and hold **key**

Return handset to on-book

Release **key**

CONFERENCE CALLS

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]** line 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.

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.

(continued)

CONFERENCE CALLS (continued)

TO CONFERENCE UP TO FOUR STATIONS AND 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.

TO CONFERENCE THREE OR FOUR STATIONS AND 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 complete.

BACKGROUND MUSIC

You may listen to background music via the station's speaker if music-on-hold is available on your system by depressing the **SPKR** key. Control the volume level with the control on the right side of your telephone.

AUTOMATIC DIALING

TO AUTOMATICALLY DIAL A FREQUENTLY CALLED NUMBER

- ⦿ Lift the handset.
- ⦿ Depress an available **CO** line key.
- ⦿ Listen for dial tone.
- ⦿ Dial the key.
- ⦿ Dial the two-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.

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 redial the last telephone number you dialed.
- ⦿ Hang up when the call is completed.

TO CHAIN DIAL AUTOMATICALLY

Automatically dials two or more sets of numbers during one call.

- ⦿ Lift the handset.
- ⦿ Depress an available **CO** line key.
- ⦿ Listen for a dial tone.
- ⦿ Depress the key.
- ⦿ Dial the two-digit number that corresponds to the first telephone number to be dialed.

(continued)

AUTOMATIC DIALING (continued)

- Depress the key.
- Dial the two-digit number that corresponds to the second telephone number to be dialed.
- Repeat the above steps for each subsequent number to be dialed.
- STRATA VI will automatically dial the number for you.
- Hang up when the call is completed.

Only the first sets OF numbers dialed during the multiple dial will be repeated by the automatic redial.

TO OUTPUT AND TONES

When the special' or tones must be output (for computer input service or other use), they may be dialed by disabling the Automatic Dialing feature. To permit manual dialing of the special and tones.

- Press an available line key. Dial any numbers desired utilizing the Automatic Dialing feature in the usual manner.
- To disable the Automatic Dialing feature and permit the special and tones to be manually output, first press the key and then the key.

Manual' dialing will be unrestricted 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 telephone is hung up, or placed on hold.

TELEPHONE NUMBER STORAGE

TO STORE A TELEPHONE NUMBER IN SYSTEM MEMORY (Standard Feature)

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

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TELEPHONE NUMBER STORAGE (continued)

- Remove the handset from its hook (do not activate a CO or INT line)
- Dial the and keys, respectively.
- Dial a Z-digit address code. Codes run consecutively from 60 through 83 (60 through 99 if optional card is installed).
- Dial the telephone number to be stored.

after the trunk access code to allow for dial tone delay.

Press the MW/FL key after entering the PBX access code.

- Dial the # key to record the number in memory.
- Repeat the above steps with every number (up to the standard 24) to be stored.
- Return the handset to on-hook.
- Write down the address codes and telephone numbers for future reference.

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

TO STORE A TELEPHONE NUMBER IN STATION MEMORY (Optional Feature)

Telephone numbers can be stored by each station.

- Lift the handset (do not activate a CO or INT line).
- Dial the and keys, respectively.
- Dial a Z-digit address code (codes run consecutively from 10 through 49).
- Dial the telephone number to be stored.

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.

- Dial the # key to record the 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.

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

PAGING

TO PAGE

- ⊗ Lift the handset
- ⊗ Depress an available INT key and dial one of the following:
 - 8 EKT speakers only.
 - External speakers only.
 - Both EKT and external speakers.
- ⊗ Make your announcement in a normal voice level and repeat it.
- ⊗ Hang up when you have completed your announcement.

VERRIDE

TO MAKE A BUSY OVERRIDE CALL

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

TO MAKE A DND OVERRIDE CALL

Programmable Option

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

DO NOT DISTURB

PROGRAMMABLE OPTION

TO ENGAGE THE DO NOT DISTURB MODE

- ⊗ Depress the DND key.
- ⊗ DND LED will light steady.

TO RELEASE THE DO NOT DISTURB MODE

- ⊗ Depress the DND key.
- ⊗ DND LED will be off.

TONE SIGNALLING PROGRAMMABLE OPTION

TONE SIGNALLING

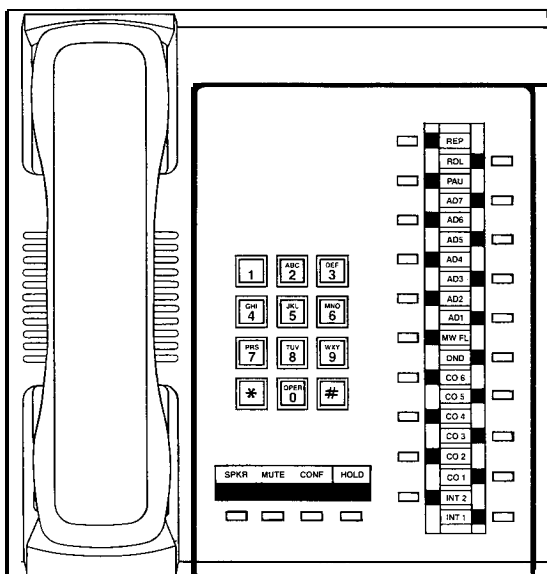
- You will hear a ringing tone as the primary method of intercom call signalling .
- Handsfree answerback is inoperative.
- Voice call can be accomplished by dialing

BUSY LAMP FIELD (BLF)

OPTIONAL TELEPHONE

- Automatically indicates which stations are in use.

EXECUTIVE TELEPHONE



(continued)

EXECUTIVE TELEPHONE (continued)**KEY FUNCTIONS**

The 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.

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.

AUTOMATIC-DIALING KEYS [AD 1-7]

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 [R] 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. It is used to store a timed flash.

The remaining function keys retain the same functions as their counterparts on the standard EKT.

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EXECUTIVE TELEPHONE (continued)

AUTOMATIC DIALING**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 depress the REP key and dial the Z-digit number) that corresponds to the desired telephone number.
- STRATA VI will automatically dial the number for you.

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.

TO OUTPUT AND TONES

*The * and keys will not have the functions they perform on the standard EKT; they are now free to use for computer access.*

- Press an available CO line key. Dial any desired number in the usual manner.
- Depress either the or key, permitting the # and * tones to be output.

(continued)

EXECUTIVE TELEPHONE (continued)

TELEPHONE NUMBER STORAGE**TO STORE TELEPHONE NUMBERS**

- Lift the handset (do not activate a CO or INT line).
- Depress the **[RDL]** and **[REP]** keys, respectively.
- Depress one of the **[AD]** keys or dial a Z-digit address code (codes run consecutively from IO through 49: AD numbers reside at 43-49).
- Dial telephone number to be stored.

It is necessary to insert a pause after the trunk access code to allow for dial tone delay. Depress the **[PAU]** key after entering the PBX access code. If a PBX feature access code is being stored, a timed flash may be stored by depressing the **[MW/FL]** key.

- 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.

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

Address Code Name Phone Number

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

STATION DIRECTORY