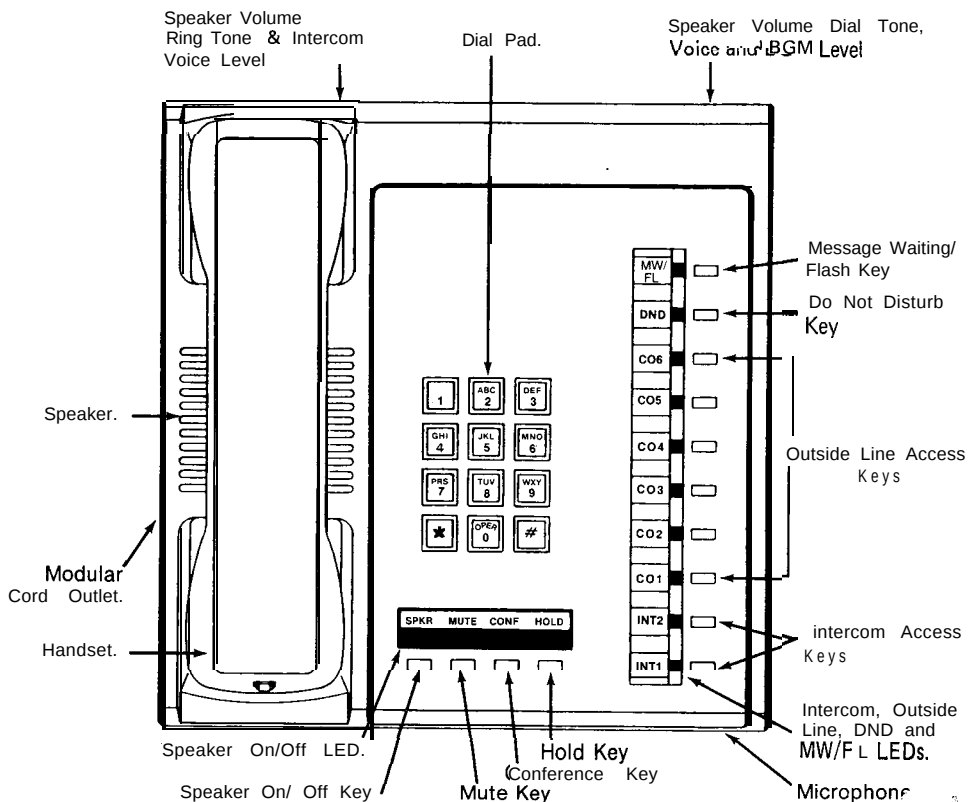




Strata VI[®]

**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 **SPKR** key when the call is completed.

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

- ⊗ Leave the handset on-hook.
- ⊗ Depress any available **INT** 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 **SPKR** 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 **INT** 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 **SPKR** key when the call is completed.

To change from Speakerphone to handset.

Lift handset

To change from handset to Speakerphone.

*Depress and hold **SPKR** key*

Return handset to on-book

*Release **SPKR** 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

- ① Lift the handset.
- ② Depress an available **CO** line key.
- ③ Listen for dial tone.
- ④ Dial the **□** key.
- ⑤ Dial the two-digit number that corresponds to the desired telephone number.
- ⑥ STRATA VI will automatically dial the number for you.
- ⑦ Hang up when the call is completed.

TO AUTOMATICALLY REDIAL THE LAST NUMBER CALLED

- ① Depress an available **CO** line key.
- ② Listen for a dial tone.
- ③ Depress the **□** key.
- ④ STRATA VI will automatically redial the last telephone number you dialed.
- ⑤ Hang up when the call is completed.

TO CHAIN DIAL AUTOMATICALLY

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

- ① Lift the handset.
- ② Depress an available **CO** line key.
- ③ Listen for a dial tone.
- ④ Depress the **□** key.
- ⑤ 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.

(continued)

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 GO 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.

OVERRIDE

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

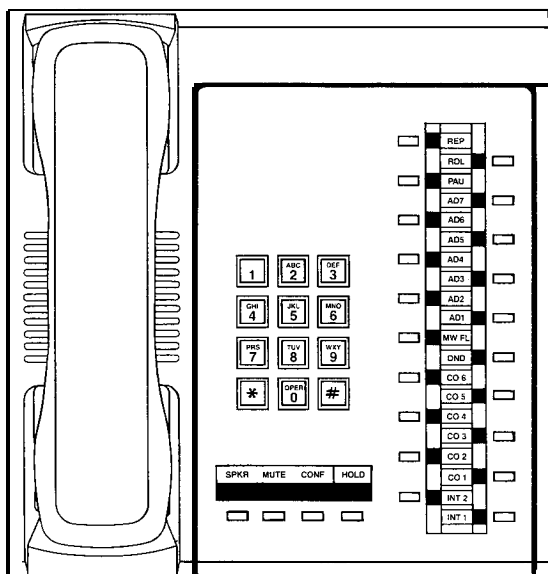
- You will hear a ringing tone as the primary method of intercom call signalling .
- Handsfree answerback is inoperative.
- Voice call can be accomplished by dialing ☐

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 # 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			()	