

TOSHIBA

Strata^{CS} Communication Server

Release 4.0

Quick Reference Guide

Telephone Commands

Call Handling

- Put on hold Flash(*** * *** from an outside line)
- Return to caller Flash again, or **4**
- Transfer Flash **1** + ext. + hang up or talk before hanging up
- Send to Voice Mail Flash **2** + ext.
- Disconnect Flash **3**

Telephone Commands

Call Handling *(continued)*

- Park Flash **6**
(Note park no.)
- Silent hold Flash **7**
- Voice Mail Menu Flash **9**
(See next page)
- Start another call Flash **#**

Creating a Conference Call

- Dial the first party.
- Flash **#** + dial the next party.
Repeat for other parties, then...
- Flash **5** to conference all calls together.

Special Options Using *****

- Answer another ringing phone *** 9 1**
- Pick up a parked call *** 9 2**
+ park no.

General Numbers

- Outside line **9**
- Cancel *****
- Dial by name **4 1 1**

Voice Mail / Account Menu

To log in, press **#** from a dial tone or the main menu.

- | | |
|---|---------------------------|
| 1 Play Messages
<i>(Inbox folder)</i> | 3 Send Message |
| 2 Play Messages
<i>(Saved folder)</i> | 1 Send |
| 1 Replay | 2 Review |
| 2 Next msg | 3 Re-record |
| 3 Delete | 4 Append |
| 4 1 Reply | 5 Urgent |
| 4 2 Forward | 6 Private |
| 4 3 Call back | * Cancel |
| 5 Prev msg | 4 Manage Greetings |
| 6 Save | 1 Replay |
| 7 Rewind | 2 Next |
| 8 Undelete | 3 Make active |
| 9 Fast forward | 4 Re-record |
| | 5 Revert |
| | 6 New |
| | 7 Delete |

Voice Mail / Account Menu

To log in, press **#** from a dial tone or the main menu.

- | | |
|------------------------------|---|
| 5 Call Forwarding | 7 Hang Up
<i>(outside login only)</i> |
| 1 To this ext. | 9 Manage Calls on Hold
<i>(see Call Handling)</i> |
| 2 To internal # | # Dial Tone to Start Another Call |
| 3 To external # | |
| 4 No fwding | |
| 5 Fwding to? | |
| 6 Toggle rules | |
| 6 Account Preferences | |
| 1 Do not disturb | |
| 2 Voice title | |
| 3 Password | |

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Notes
