

**TOSHIBA**

**DKT / IPT Telephone  
Quick Reference Guide**



**STRATA**

Business Telephones

**CIX/CTX**

Helping You  
Communicate Better

## Introduction

This quick reference guide applies to Toshiba DKT3000- and 2000-series digital telephones and Internet Protocol (IPT1020-SD, IPT2000-series and SoftIPT) telephones connected to a Strata CIX/CTX system.

See your Telephone System Administrator to find out which features you have. Use the check boxes or blank lines to enter the variable selections for your telephone.

## What's My Line?

Throughout this guide, the word "line" is mentioned. Check mark which Line type you have. For example, you will be instructed to "select a line." "Line" can be:

- Line button
- Pooled Line Group
- Group Line button
- Line out requiring an access code – where you enter an outside line or line group access code (e.g., dial 9).

## Which Outgoing/Incoming Call Features Do I Have?

Check mark here which outgoing/incoming feature you have on your system. Then go through the rest of this guide and check mark that feature where it's noted.

- Automatic Line Selection (ALS):** For *outgoing* calls: You have ALS if you hear dial tone and the Line LED lights steady green when you lift the handset or press Spkr.
- Ringling Line Preference:** You answer an *incoming* Line ringing your station by lifting the handset or pressing Spkr.
- Tone Signaling:** Internal *incoming* call: you hear successive ring tones, then lift the handset or press Spkr.
- Voice First Signaling:** Internal *incoming* call: your phone does not ring; instead you hear a long tone, then the caller's voice. Talk in the direction of your phone, or answer the call as you normally would by lifting the handset or pressing Spkr.

**Note** You can change between Tone and Voice Signaling on a call-by-call basis by pressing 1 after dialing an internal telephone number.

- Hot Dialing:** If your telephone is programmed for "hot dialing," you do not have to press Spkr or lift the handset before dialing internal or external speakerphone calls. When you dial a number, the speakerphone automatically turns on and the Spkr and Mic LEDs light up.

## Which Codes Do I Use?

Default feature codes are listed in this guide. Check with your System Administrator to see if these codes have been changed. If so, write the new codes in the blank lines and cross out the default codes. For example:

Cnf/Trn + ~~#46~~ or 22.

## Making a Call

### Hot Dialing

1. To make a call using Hot Dialing, dial the number.
2. When connected, you can continue speakerphone operation or lift the handset and continue the conversation.

### Spkr Button

1. To make a call, press Spkr.
2. Dial the number.
3. When connected, you can continue to use the speakerphone or lift the handset and continue the conversation.

### Handset

1. To make a call, lift the handset, then dial the number.
2. When connected, you can continue to use the handset or switch to speakerphone by holding down Spkr and replacing the handset.

## Answering a Call

- Lift the handset or press Spkr.
- ☐ If you don't have Ringing Line Preference: press the flashing line or extension button and lift the handset.

## Handsfree Answerback

- **To receive a hands free internal call over the speakerphone**
  1. You hear a single long tone, then the caller's voice. Do not lift the handset; speak toward the telephone in a normal voice.
  2. Press Spkr or take the handset off-hook if you wish to transfer the call or place it on hold.
- **To switch between Handset and Speakerphone**
  - Press Spkr and place the handset on-hook to switch from Handset to Speakerphone mode.

## Account Code Calls

### ➤ To dial with a Forced Account Code (FAC)

1. Place a call in the normal method.
2. After the tone burst, enter the Account Code.

If the code is invalid, you hear re-order tone and the call is rejected.

### ➤ To use an Emergency Override of an FAC

You can bypass Forced Account Code requirements with three emergency numbers, including 911. See your System Administrator for these numbers: \_\_\_\_\_

### ➤ To dial with Voluntary Account Codes

1. After accessing a CO line, press Account Code ...or Cnf/Trn + #46 \_\_\_\_\_.

You can enter it at any time during a call.

2. Enter the Account Code.

You should hear confirmation tone if the code is valid or two short tones if it is invalid.

3. Dial a telephone number if you entered the code after accessing an outside line or resume talking or hang up if you entered the code after the call.

## Call Transfer

1. While on a call, press Cnf/Trn.
2. Dial the extension and announce the call or “blind transfer” (hang up).

During call transfer, you can reconnect to the original caller by pressing your flashing extension button.

3. **Camp on to a busy station:** If the station is busy, hang up. The called station receives a tone. Once the busy line is free, the transferred line is called back.

## Conference Calls

1. While on a call, press Cnf/Trn.
2. Call another station or outside line.
3. When the called party answers, press Cnf/Trn. If it's busy or there's no answer, press Cnf/Trn again to return to the original connection. All parties are conferenced.
4. Repeat the above steps to add more lines. You can conference up to eight parties.

**Note** When the person who initiates the conference (master) hangs up, control transfers to the first internal station added to the conference. If no internal stations are in the conference, the call disconnects.

### ➤ To transfer conference control

1. Do steps 1 and 2 above to add the line to which you wish to transfer conference control.
2. Announce the call and hang up to transfer the call. This station is now the conference "master" with the ability to add or delete parties.

### ➤ To hold a conference call

- If you are the "master" conference controller, press HOLD once (or twice for Executive Hold) to place the conference call on hold.

The conference continues and you can join at any time without giving up "master" abilities. Music-on-hold is suppressed in this mode.

### ➤ To delete the last member added to a conference

- While a call is in progress, press the Cancel button.

### ➤ To conference two outside Lines

1. While talking on an outside call, press Cnf/Trn.
2. Access an outside line.
3. After the party answers, press Cnf/Trn.
4. If you receive a busy tone or if the station does not answer, press the flashing button to return to the original call.
5. Press Cnf/Trn and hang-up.

**Note** Most phone companies provide auto disconnect, but if it is not provided, the lines must be supervised to disconnect.

6. To supervise a tandem call, press the extension button. If the parties have finished, hang up or if the parties are still talking, press Cnf/Trn and hang-up.

## Hold

1. To place a call on Hold, press the HOLD button.
2. To return to the held call, press the held line's button.  
If you do not return to the held call, it rings back to your phone. If you are busy on another call, you hear two tone bursts. If the held party hangs up, the call is released.
3. If you have additional lines at your station to hold, repeat Step 1 above.

### ➤ To place a call on Exclusive Hold

- While on a call, press HOLD twice. (No one can accidentally pick up your call.)

### ➤ To place a call on Automatic Hold

- While on a call, press another extension button to receive/originate a new call. You can switch between calls without having to press HOLD.

Make sure this feature is programmed on your system; if not, existing calls will drop.

### ➤ To place a call on Consultation Hold

If you have multiple extensions on your phone, you can hold a different call on each extension.

- Press Cnf/Trn.

## Call Forward - Any Calls (Internal & External)

There are two ways to perform each Call Forward:

### ➤ Enter the button sequence below

**All Calls:** Press Ext. + #6011 or \_\_\_\_\_ + Destination No.

**Busy:** Press Ext. + #6021 or \_\_\_\_\_ + Dest. No.

**No Answer:** Press Ext. + #6031 or \_\_\_\_\_ + Dest. No. + Timer (seconds, 2-digits) + #

**Busy No Answer:** Press Ext. + #6041 or \_\_\_\_\_ + Dest. No. + Timer (seconds, 2-digits) + #

**Cancel:** Press Ext. + #6051 or \_\_\_\_\_

### ➤ ...or program a flexible button to perform the sequence

See "Flexible Buttons" for instructions.

## Call Park Orbits

### ➤ To park a call

1. While on a call, press Park in Orbit  
...or Cnf/Trn + #33 or \_\_\_\_\_ .
2. Specify the Park Orbit using one of the following:
  - Press \* and the system automatically selects a General Park Orbit between 7000~7019. The chosen orbit appears on the LCD.
  - Enter a valid extension.
  - Press # and the system automatically selects your extension as the orbit.
3. Hang up. If the parked call is not retrieved, the call rings back to your phone.

### ➤ To retrieve a parked call

1. Press Park in Orbit  
...or your extension button + #32 or \_\_\_\_\_ .
2. Enter the Orbit Number where the call is parked.

## Call Pickup

1. Press an extension button.
2. Enter a code from the following list:  
Group Pickup: #5#34 or \_\_\_\_\_  
Directed Terminal Pickup: #5#5 or \_\_\_\_\_  
Other (see System Administrator): \_\_\_\_\_
3. Dial the extension that is holding the ringing or held call to be picked up.

## Echo Cancel

- If you experience echo while conversing on your IP telephone, tap Vol ▲ or ▼ once to cancel the echo sound.

## Paging

### ➤ To make a page announcement to a phone or external speakers

1. Press extension, lift the handset, and enter:  
#30 or \_\_\_\_\_ (all groups)  
..or #31 or \_\_\_\_\_ + \_\_\_\_\_ the Group page access code.  
See “[Flexible Buttons](#)” for more paging codes.
2. Make your announcement, then hang up.

### ➤ To make an All Call Page

1. With the handset off-hook, press All Call Page  
...or extension + #30. This pages all phones in the All Call Page Group, and may page external speakers (depends on programming).
2. Make your announcement then hang up.

## Redial

Use this button to redial the last number dialed from your phone.

- To redial the last number, press Redial or \*0.

## Speed Dial

### ➤ To store a Station Speed Dial Number

We suggest storing Speed Dial numbers on a One Touch button; use Speed Dial Codes to store more numbers.

1. Press Program or dial #9876.
2. Press Spdial.
3. Press 1, then enter a Speed Dial Code (00~99).
4. Enter the number to be stored in the Speed Dial bin (32 digits max.).
5. Press Spdial to store the entry. See “DATA PROGRAMMED.”
6. Lift and replace the handset.

### ➤ To clear a number from a Station Speed Dial code

- Repeat the previous procedure skipping Step 4.

### ➤ To make a call using Speed Dial

1. Lift the handset.
2. Access a outside line (if necessary).
3. Press Spdial. Then dial the Station or System Speed Dial Number.

## One Touch Buttons

This feature is useful for storing frequently dialed numbers.

### ➤ To change a One Touch Button

1. Press #9876 to enter User Programming Mode.
2. Press the One Touch button to set.
3. Enter the digits or special buttons to be stored.
4. Press the One Touch button to save the entry.

If these steps do not work, you may have to create a One Touch button (see “[Flexible Buttons](#)”).

### ➤ To Use a One Touch Button, just press it.

## Voice Mail Call Monitor

**System Availability:** Only with Strata CTX28

- **To enable and disable Voice Mail Call Monitor**
  1. Press Call Monitor button.
  2. Enter your voice mail password, then press #.
- **To cancel Call Monitor**
  - Press Call Monitor button.
- **To monitor a call using Call Monitor**
  1. The flashing Call Monitor button indicates that a message is being recorded in voice mail.
  2. To listen, press the Call Monitor button.
  3. To talk to the caller, press the Call Monitor button again.

## Voice Mail - Direct Transfer

1. While on a call, press Cnf/Trn.
2. Press #407 \_\_\_\_.
3. Enter the voice mailbox number (may be the same as the extension number), then press #.
4. Hang up (the caller is connected to the voice mailbox) or press Cnf/Trn to return to the calling party.

## Volume Control

- **To adjust handset volume**
  - During a call, press down Vol ▲ or ▼. When you hang up, volume returns to default.
- **To adjust the speaker volume for internal/external calls and background music**
  - Press Spkr. Select a line and press Vol ▲ or ▼.
- **To adjust Ring Tone, Handsfree Answerback and Speaker Off-hook Call Announce**
  - With an idle phone and handset on-hook, press Vol ▲ or ▼. When you hang up, volume returns to default.

## IPT2008-SDL / DKT3014-SDL LCD Features

### ➤ To use Direct Station Selection

1. Press the **DIRECT SS** Soft Key to view the first screen.
2. Press the soft keys **MORE** or **PREVIOUS** to view the other pages.
3. To select someone from the list, press the Soft Key next to the name.

### ➤ To use Speed Dial

1. Press the Soft Key next to the **SYSTEM SD** or **PERSONAL SD** to view the first screen.
2. Press the soft keys **MORE** or **PREVIOUS** to view the other pages.
3. Select someone from the list by pressing the Soft Key next to the name.

### ➤ To use Directory Menu

1. Press the **EXTERNAL DIR** or **INTERNAL DIR** to view the first screen. The directory list displays.
2. Press the soft keys **MORE** or **PREVIOUS** to view the other pages.
3. Select someone from the list by pressing the Soft Key next to the name.

## Flexible Buttons

There are 10, 14 or 20 Flexible Buttons on your telephone. You can program features onto Flexible Buttons for easy access.

1. Press #9876 to enter User Programming Mode.
2. Press Hold.
3. Press the Flexible Button to set or change.
4. Enter the Flexible Button Code (see following list).
5. Press the same Flexible Button (flashing). "DATA PROGRAMMED" appears on your LCD.

## Flexible Button Codes

|   |     |
|---|-----|
| <b>Account Code</b>                                     | 660 |
| <b>Auto Busy Redial</b>                                 | 150 |
| <b>Auto Callback</b>                                    | 160 |
| <b>Call Forward - Any Calls (Internal and External)</b> |     |
| All Call  | 340 |
| Busy  | 350 |
| No Answer   | 360 |
| Busy No Answer  | 370 |
| <b>Call Park Orbit</b>                                  | 170 |
| <b>Call Pickup</b>                                      |     |
| Incoming - Group Pickup                                 | 430 |
| Incoming - Directed Terminal Pickup                     | 440 |
| Incoming - Directed Group Pickup                        | 450 |
| Incoming - Directed DN Pickup                           | 460 |
| On hold - Local Retrieve                                | 490 |
| On hold - Remote Retrieve                               | 500 |
| On hold - Outside Line Retrieve                         | 480 |
| On hold - Directed DN Retrieve                          | 510 |
| Incoming - Any External Call                            | 470 |
| On hold and Incoming                                    | 520 |
| <b>Caller ID</b>  | 580 |
| <b>Cancel</b>   | 290 |
| <b>Do Not Disturb</b>                                   | 180 |
| <b>Door Lock Cancel</b>                                 | 540 |
| <b>Direct Station Selection (DSS) Button</b>            | 610 |
| <b>One Touch Button</b>                                 | 570 |
| <b>Paging</b>   |     |
| Page All Groups   | 220 |
| Page Individual Groups                                  | 230 |
| Emergency Page - Individual Group                       | 250 |
| Emergency Page - All Groups                             | 240 |
| Answer - Group Page                                     | 590 |
| <b>Record to VM</b>                                     | 630 |
| Pause/Resume  | 640 |
| <b>Release Button</b>                                   | 270 |
| <b>Release/Answer</b>                                   | 280 |
| <b>Speed Dial</b>                                       | 260 |
| <b>User Programming Mode</b>                            | 650 |

**Note** Not all features have a Flexible Button Code. For additional codes, see your System Administrator.

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**CAUTION!** Do not use cleansers that contain benzene, paint thinner, alcohol or other solvents on the telephone's rubber feet. The color of the rubber may transfer to the desk or mounting surface.

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# TOSHIBA

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