TOSHIBA

Strata CS
Communication Server
Release 7

Quick Reference Card

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
Park	Flash 6 *(Note park no.)*

TELEPHONE COMMANDS

Call Handling *(continued)*

Record Stop	Flash ✱ 1 6
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

Answer another ringing phone (or ✱ 9 9 for within Workgroup)	✱ 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** *(Inbox folder)*	3	**Send Message**
		1	Send
2	**Play Messages** *(Saved folder)*	2	Review
		3	Re-record
1	Replay	4	Append
2	Next msg	5	Urgent
3	Delete	6	Private
4 1	Reply	✱	Cancel
4 2	Forward	4	**Manage Greetings**
4 3	Call back	1	Replay
4 4	Call back & delete	2	Next
5	Prev msg	3	Make active
6	Save	4	Re-record
7	Rewind	5	Revert
8	Undelete	6	New
9	Fast forward	7	Delete

VOICE MAIL / ACCOUNT MENU

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

5	**Call Forwarding**	7	**Hang Up** *(outside login only)*
1	To this ext.		
2	To internal #	8	**Manage Calls on Hold** *(see Call Handing)*
3	To external #		
4	No fwding	#	**Dial Tone to Start Another Call**
5	Fwding to?		
6	Toggle rules		
6	**Account Preferences**		
1	Personal Status		
2	Voice title		
3	Password	© Copyright 2006
4	Call Notification	02/06

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Notes

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