

Toshiba Telephone Guide for



MAKE CALLS


Internal Calls:

- Dial the 3-digit extension or press the pre-programmed EXT /DSS key.

External Calls:

- Dial **9** & the telephone number to choose a line automatically.

ANSWER CALLS

1. Lift the handset when your phone is ringing
2. Press the  key to engage the speakerphone
3. Press the flashing line or intercom key to answer the call on your headset

TRANSFER CALLS—INTERNAL

1. While a call is in progress:
2. Press the **CNF/TRN** button
3. Dial the 3-digit EXT number
4. Announce the call
5. Hang up or Press **RLSE**

TRANSFER CALLS—EXTERNAL

1. While a call is in progress:
2. Press the **CNF/TRN** button
3. Dial 9 + telephone number
4. Hang up or Press **RLSE**

CALLER ID BUTTON

The following steps require a phone with a programmed feature button for Caller ID.

1. Press the Caller ID button.
2. Use **Vol ▲** or **Vol ▼** or **NEXT** and **PREV** softkeys to scroll through the numbers.
3. Press **CALL** to dial the number.

HOLD

- To place a call on hold, press the **HOLD** button.
- To return to the held call, press the flashing intercom button.

ADJUST CONTRAST ON BACKLIT PHONES

1. Press and hold down the **Mic** button.
2. Press and release **Vol ▲** or **Vol ▼** repeatedly.

*Note: Holding down the Vol key does not continue to change the setting. The key must be pressed for each Step of contrast change.

CHANGE BACKLIGHT BRIGHTNESS

1. Press Hold+3+6+9 (simultaneously).
2. To increase or decrease brightness, press **Bright** or **Dim** softkey.
3. Lift the handset off-hook / on-hook to save the settings.

DO NOT DISTURB

- Turn On: Press **# 6091**
- Turn off: Press **# 6092**

PARK CALL ON YOUR EXT

- Press **PARK** & dial **Your EXT**

RETRIEVE IT

- Press the **Lit PARK** key

PARK CALL ON ANOTHER EXT

- Press **PARK** & **Destination EXT**

RETRIEVE IT

PARK CALL IN SYSTEM CALL ORBIT

1. While on a call, press the **Park** Key and the ***** (star) Key.
2. Look at display for **Park Orbit Number** (7000 - 7019)

RETRIEVE IT

1. Press the **Park** key on any phone.
2. Dial the Corresponding **Park Orbit Number** (7000 - 7019)

SET SPEED DIALS

Personal Speed Dials: 101—109

System Speed Dials: 200—999

1. With the handset down, press **# 66**
2. Enter the Station [101 - 109] or System [200—999] **Speed Dial Number**
3. Enter **9 + number + #**. When you hear the success tone, press the **RLSE** key.

CALL SPEED DIALS

Personal Speed Dials

- Press SPDIAL key & BIN (101 - 109)

System Speed Dials

- Press SPDIAL key & BIN (200 - 999)

PAGING

- Press the **ALL PAGE** key **OR**
- Press **# + 3 0**

ANSWER PAGE

1. Press the **PAGE ANSWER** key OR
2. Lift the handset off-hook, dial #5#36.
3. Enter the Page Zone Number (01~08, depending on your system)

SET CALL FORWARD TO ANOTHER EXT

1. Press **# 9876**
2. Press the **Call Forward** key
3. Enter the **EXT** number
4. Press the **Call Forward** key

SET CALL FORWARD TO AN OUTSIDE NUMBER

1. Press **# 9876**
2. Press **Call Forward** key
3. Press **9**
4. Enter the destination **phone number**
5. Press **#**
6. Press **Call Forward** key again

CONFERENCE CALL

While on a call:

1. Press the **CONF** key
2. Dial 9 + telephone number of the second party or dial an EXT number
3. Press the **JOIN** softkey to connect your calls together in a conference call

Repeat the above steps to add up to 8 parties to a conference call.

Toshiba Voice Mail Quick User Guide

ACCESS VOICE MAIL

- Press **MSG** key **OR**
- Press **5555**

There will be a tutorial the first time you access your mail box. It will provide basic instructions & help you set a password, record a greeting, & record your spoken name.

The default password is **1111**.

FROM OUTSIDE BUILDING

1. Dial **(your company's backline #)**. Wait for the system to answer.
2. Press ***** (star) and your **EXT**
3. Enter your **security code**

FROM ANOTHER DESK

1. Dial **5555**
2. When it asks for a security code, press **#** for the main greeting
3. Press ***** (star) and your **EXT**
4. Enter your **security code**

SET CALL FORWARD to V-MAIL

On: Press **Call Forward** key
Off: Press **Call Forward** key again

TRANSFER CALLS DIRECTLY TO A VM BOX

When you are talking on a call:

1. Press the **XFER to V-Mail** key
2. Enter the **EXT** & press **#**
3. Hang Up or press **RLSE**

MAIN VOICE MAIL MENU

Access Voice Mail to Begin

- | | |
|------------------|---------|
| Play Messages | Press 1 |
| Save Message | Press 2 |
| Delete Message | Press 3 |
| Forward Message | Press 5 |
| Reply to message | Press 6 |
| Go to Main Menu | Press 9 |

LEAVE MESSAGE WITHOUT RINGING PHONE

At the company's main greeting

1. Press **8**
2. Enter **User's VM Box #**
3. Record message after tone
4. Hang up or press **RLSE**

LEAVE MESSAGE FOR ANOTHER USER

Access Voice Mail

1. Press **2** to send a message
2. Enter the destination **VM Box #**
3. Record message after tone
4. Press **#** when finished
5. Press **#** again to send

CALL RECORD

While talking, press the **Call Record** key to start recording. Press the key again to stop recording. The recording will be saved as a message in your voice mail box.

BYPASS GREETING

When listening to a personal greeting, Press **#** to bypass it.

CHANGE PASSWORD

Access Voice Mail

1. Press 3 to manage your VM box
2. Press 2 for User Options
3. Press 3 to change your password
4. Enter new password
5. Press **#**
6. Reenter password
7. Press **#**
8. Press 9 to return to Main Menu
9. Select which greeting to change (1-7)

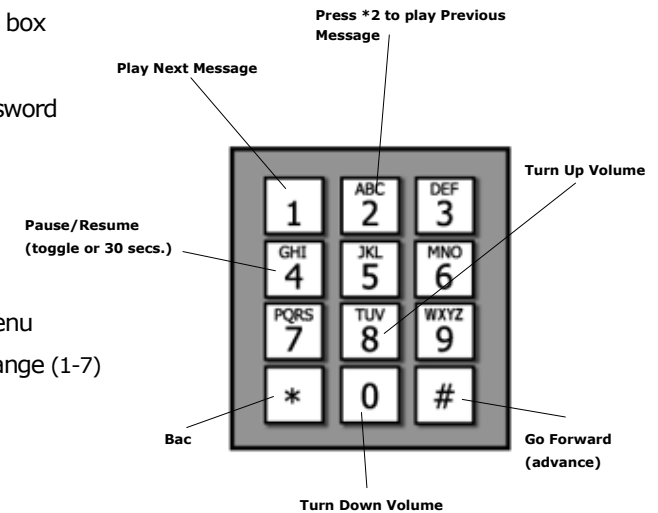
RECORD GREETINGS

Access Voice Mail

1. Press **3** to manage your VM box
2. Press **1** to change your greeting
3. Select which greeting to change
4. Press **1** to review greeting as is
5. Press **2** to record new greeting
6. Press **#** when you are finished
7. Press **9** to save

PLAYBACK CONTROLS

While playing a message, you can pause, control the volume, location, and speed of playback using the following keys (shown below).



**From any menu,
press 9 to go back
to the previous menu**