

TOSHIBA Quick Start

To Receive a call :

- Upon hearing the phone ring , lift handset or press SPK

To call another extension:

- Lift handset and dial extension number or
 - Press preprogrammed key or
 - Press ICM and dial extension number

To place a call on hold :

- While on the call press the red **HOLD** key.

To retrieve a call from hold :

- Press the flashing line key

To transfer a call to another extension:

- While on the call , press **CNF/TRN**
- Dial the desired extension number
- You may announce the call and hang up or simply hang up
- Note: if the person doesn't accept the call, press the flashing line key to reconnect to the outside caller .

To transfer a call to an individual Voice mailbox

While on the call :

- Press Voice Mail Trans
- Enter 3 digit mailbox number Press # and hang up
- or_
- Press a Preprogrammed Extension Key.

To Transfer a call off premise

- Press **CNF/TRN**
- Select another outside line and dial the desired party
- Press **CNF/TRN** , Hang up .

To make a conference call:

- While on the first call , press **CNF/TRN**
- Place the second call (internal or external)
- After the party answers Press **CNF/TRN**
- Repeat to add additional parties

To access last number dialed:

- Press **REDIAL**

To make an overhead page announcement

- Lift Handset ,Press Page
- Or lift handset and press #

To program a station speed dial bin number:

- Do not lift the handset
- Press #66
- Dial the bin location (100-199)
- Dial 9, (if you want the system to automatically select an outside line for this call) + Telephone number (to add a pause, enter *1 for a 1 second pause or *2 for a 2 second pause) then press #

To Use a station speed dial number

- Access an outside line (unless you have programmed the speed number to automatically access dial tone)
- Press SPD
- Dial the 3 digit bin number (100-199)
- Press #

To Program a telephone number on a one touch key :

- Dial #9876
- Press an available blank key
- Dial telephone number to be stored
- Press the one touch key to finish

To dial a number from a one touch key

- Access and outside line
- Press the one touch key

VOICE MAIL

To set up your mailbox initially :

- Press 436
- Enter default security code –this is your 3 digit extension number followed by 997 #
- Follow the prompt to change your security code , record your name , and record your mailbox greeting.

To Call your voice mail from your telephone

- Press the lighted **MSG** key – or-
- Press 436
- Enter your security code
- Press #

To Call you voice mail from outside the system

- Dial the mail number , when the auto attendant answers: Press * and enter your user ID , and security code

To Transfer another employee to the voice mail so they can check their messages :

- Press **CNF/ TRN** dial 536 and hang up