

## 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 **VM TRANS**
- Enter 3 digit mailbox number and press #
- Or Press a preprogrammed Ext. key

### To pick up a call ringing at another extension:

- Lift the handset and press **PICKUP**
- Dial the 3 digit ext. number of the ringing phone

### 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 and all page announcement

- Lift Handset and Press **ICM** and speak

To Fwd To V Mail Press **Intercom # 6011 436**

To cancel – Press **#6051**

### 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 Park a call

- While connected to the call , press **PARK** and one of the following :
  - Press \* - the call will be assigned a number
  - Press # - the call will parked on your ext.
  - Dial any valid ext. number

### To Retrieve a parked call from any ext.

- Press **Park** and the associated Number

## VOICE MAIL

### To set up your mailbox initially :

- Press 436
- Enter default 6 digit security code which is your 3 digit extension number followed by 997 #
- Follow the prompt to record your name , record your mailbox greeting, and change your access code.

### To Call your voice mail from your telephone

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

### To Call your voice mail from out side the system

• Dial the main number , when the Auto attendant Answers, press \* and enter your mailbox number, If a staff member answers , ask to be transferred to the voice mail system .

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

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

- To call you voice mail from an extension other than you own, press 536 , \* enter mailbox number #