



TOSHIBA TELEPHONE SYSTEM CHEAT SHEET

Answer a call:

While phone is ringing lift handset or press the speaker button to answer.

Place an outside call:

Lift handset and dial 9 or press an available line key.

Place an internal call:

Lift handset and dial extension number.

Transfer a call:

With the caller on the line press the Cnf/Trn key and dial the extension number that the call is to be transferred to, announce the call and hang up. (the caller will not hear the announcement)

Transfer a call to voicemail:

With the caller on the line press the Trans to VM button, dial the employees extension number followed by the # sign.

Call Hold:

With the caller on the line press the hold key.

Call Hold Retrieve:

Press the appropriate line key.

Call Park:

With the caller on the line press Park/Pickup and dial the extension where you wish to park the call.

Call Park Retrieve:

If you are at the phone where the call is parked simply press the Park/Pickup button which will be lit. If you are at a different extension press Park/Pickup plus the extension number.

Do Not Disturb (DND):

Press the DND button, to deactivate press DND again

Redial:

Lift the handset and press Redial or simply press redial to use the speakerphone.

Conference Call:

With the caller on the line press Cnf/Trn, access another line (dial 9 or press key) dial number to be added press Cnf/Trn again to join parties.

To Store/Replace a telephone number on Speed Dial:

1. Press #9876
2. Press Spdial
3. Enter bin number (100-199 for Personal, 200-999 for System)
4. Dial 9 plus the telephone number to be stored
5. Press Spkr
6. Enter the name associated with the speed dial bin using the telephone keypad.
7. Press Spdial.

To Use Speed Dial:

1. Press Dir
2. Press MY- for personal speed dial or EXTR – for system speed dial.
3. Spell the name of the Speed dial you are looking for.
4. Once you locate the name press Call.