



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)

Call Hold:

With the caller on the line press the hold key.

Call Hold Retrieve:

Press the appropriate line key or hit tap.

Call Park:

Press Park/Park Pickup button, dial the extension where the call is to be held.

Call Park Retrieve:

Go to any phone on the system and press the Park/Park Pickup button, dial the extension where the call is being held. If you are at the phone where the call is being held the Cal Park/Pickup button will be lit simply press the button to retrieve the call.

Do Not Disturb (DND):

Press the DND button, to deactivate press DND again

Paging:

Press All Call Page and make announcement. (to avoid excessive noise the hook switch should be depressed before placing the handset in the cradle).

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.

Storing Speed Dial:

Intercom #66

Enter bin number (100-199)

Enter phone number to be stored (dial 9 first to access line)

Press Spkr

Placing a Speed Dial Call:

Press Spdial, enter speed dial bin # (100-199)