



## **Toshiba Analogue Handset**

### **1. TO MAKE AN EXTERNAL CALL**

Dial 9 and then the telephone number

### **2. TO TRANSFER A CALL (ANNOUNCED)**

Press the R or RECALL key and dial the extension number. Await an answer and announce call then replace the handset

### **TO TRANSFER A CALL (UNANNOUNCED)**

Press the R or RECALL key and dial the extension number. Replace the handset and the call will on the extensions

### **TO TRANSFER A CALL TO AN ENGAGED EXTENSION**

Press the R or RECALL key and dial the extensions. When you hear busy tone replace the handset

### **TO RETRIEVE A CALL**

Press the R or RECALL key

### **3. TO HOLD A CALL**

Press the R or RECALL key

### **TO RETRIEVE A CALL ON HOLD**

Press R or RECALL

### **4. AUTOMATIC CALL BACK (INTERNAL EXTENSION)**

Lift handset dial extension number, on hearing busy tone press 4 replace handset (when extension becomes free your handset will ring)

### **5. CALL FORWARD (DIVERT)**

You can set your extension to call forward to another extension number. Dial #\*1 then dial the extension number to which calls will forward to then press or #

### **TO CANCEL CALL FORWARD**

Dial #\*01#

### **6. CALL PICK UP**

Dial 78 followed by the extension number