



Toshiba Digital Handset

1. TO MAKE AN EXTERNAL CALL

Dial 9 and then the telephone number

2. TO TRANSFER A CALL (ANNOUNCED)

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

TO TRANSFER A CALL (UNANNOUNCED)

Press the CONF 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 CONF key and dial the extensions. When you hear busy tone replace the handset

TO RETRIEVE A CALL

Press the line key the call came in on

3. TO HOLD A CALL

Press the HOLD key once for open hold or press twice for exclusive hold

TO RETRIEVE A CALL ON HOLD

Press the flashing line key

4. TO MAKE A PAGING CALL

Pickup handset press CONF and dial 80 and make the announcement

TO ANSWER THE PAGING CALL (MEET ME)

Lift the handset of the nearest extension and press INT 7888

5. TO VOICE CALL AN EXTENSION

Lift the handset and dial the extension number followed by 1, you will then hear a tone and be able to speak directly through the speaker in their telephone

6. AUTOMATIC CALL BACK (INTERNAL EXTENSION)

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

7. CALL FORWARD (DIVERT)

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

TO CANCEL CALL FORWARD

Press the CFD key or dial #*01#

8. LAST NUMBER REDIAL

Select a line and press #

9. CALL PICK UP

Dial 78 followed by the extension number



PROGRAMMING PERSONAL SPEED DIALS

You have 40 personal speed dial numbers from 10 to 49, which can be programmed, from your own phone.

To programme your own numbers:

- Leave the handset down
- Press # then *
- Enter the speed dial code 10 to 49
- Dial 9 followed by the number to be stored then #

DIALLING SPEED DIALS

- Lift the handset or press SPKR
- Press * followed by the 2 digit code