



Toshiba Telephone User's Guide
(Not all phones or systems support all features)

Making a Call Hot Dialing Speaker Button Handset	Answering a Call Handset Speaker Handsfree Answerback	Message Waiting See or retrieve messages Turn On the message waiting LED on another extension Turn off your message LED
Call Transfer To another extension Directly to voice mail Call Transfer Immediate	Conference Calls Conference calls Transfer conference control Put a conference call on hold Connect 2 Outside Lines	Hold Place a call on hold Exclusive hold Automatic hold
Volume Control Adjust handset Adjust speaker Adjust Ring Tone Adjust handset beep tone	LCD Contrast Adjust	

Making a Call

Hot Dialing

1. Dial the number desired. Ring tone will play through the speaker.
2. Once connected, either continue in speakerphone mode or lift the handset.

Speaker Button

1. Press "Spkr". A line may automatically be selected or you may choose a line.
2. Dial the number desired.
3. Once connected, either continue in speakerphone mode or lift the handset.



Handset

1. Lift the handset and dial the number. A line may automatically be selected or you may choose a line.
2. Once connected, continue using the handset or switch to speakerphone by holding the "Spkr" button down and replacing the handset in the cradle.

Answering a Call

Handset

1. Depending on the programming of your system you may have to press the flashing green LED representing the line that is ringing or just pick up the handset.

Speaker

1. Depending on the programming of your system you may have to press the flashing green LED representing the line that is ringing or just press the "Spkr" button.


Courtesy of Main Resource, Inc. Visit us at www.MainResource.com or call 800 362-6740 for all your telecom needs.

Hands-free Answerback

1. Your speakerphone may be programmed for Hands-free Answerback. If so, when a call rings on your extension, you will hear a single long tone and the call is connected. Continue using speakerphone mode or pick up the handset to continue.
2. Press "Spkr" or use the handset before you transfer or put the call on hold.

Message Waiting

Responding to a lit Msg LED


1. On your LCD phone, a "+" indicates you have more than one message waiting. Press Msg, then lift the handset. 
2. Replace handset after you are done listening.
3. Repeat above steps for additional messages. Your Msg LED will turn off after a short delay.
4. To turn off your Msg LED manually, press your extension button, then "#409". Do this for each message received.

Turning On/Off Message Waiting LED on Another Extension

1. If you attempt to reach someone at an internal extension and find their phone busy, you can trigger that person's Message Waiting LED which will prompt them to call you back.
2. After attempting to reach the busy extension, press "Msg" or "7". The Msg LED flashes red on the recipient's phone. Press "Spkr".
3. To turn off the message light you triggered on another extension, press #64 plus the extension number.

Call Transfer

Transfer a call

1. While on a call, press "Cnf/Trn".
2. Dial the extension to transfer to. Stay on the line to announce the call or just hang up. 
3. If the extension is busy, you may hang up and the call will be answered when the line is free.

Transfer Directly to Voice Mail

1. While on a call press "Cnf/Trn"
2. Press the "Direct Transfer to VM" button or enter "#407".
3. Enter the mailbox number.
4. Hang up.

Call Transfer Immediate

1. While on a call, press the "TRNS" soft key.
2. Dial the voice mailbox number and hang up.

Conference Calls

You can conference up to 8 parties, up to 6 of them can be external network lines.

To Conference Calls:

1. While on a call, press "Cnf/Trn".
2. Call another station or outside line.
3. When the party answers, press "Cnf/Trn". If you hear a busy tone or there is no answer, press "Cnf/Trn" again to return to the original connection.

Courtesy of Main Resource, Inc. Visit us at www.MainResource.com or call 800 362-6740 for all your telecom needs.

4. Repeat for all parties.

To Transfer Conference Control:

1. While on a call, press "Cnf/Trn".
2. Call another station or outside line.
3. Announce the call and hang up to transfer. This station now becomes the conference "master" with the ability to add or delete parties.

To put a Conference Call on Hold:

1. If you are the conference master, press the Hold key once. The other parties can continue with the conference. Rejoin the conference by pressing your extension button.



Connect Two Outside Lines:

1. While on an outside call, press "Cnf/Trn".
2. Dial an outside line access code and the outside telephone number.
3. When the party answers, press "Cnf/Trn".
4. Hang up.

Hold

Place a call on hold:

1. Press "Hold". Your LCD shows the line on hold.
2. Return to the call by pressing the held "Line" button.



Exclusive hold:

Place a call on hold so only you can retrieve it.

1. While on the call, press "Hold" twice.



Automatic Hold

With this feature enabled, you place a call on hold when you press another "Line" button.



1. While on a call, press another extension button to receive or start a new call. The first call is put on hold.

Volume Control



Adjust the handset volume:

1. While on a call, press the  key to increase the volume and  key to decrease. When you hang up the volume returns to the default setting.

Adjust speaker volume:



1. Press "Spkr".
2. Press and extension number so you hear the dial tone over the speaker.
3. Press the  key to increase the volume and  key to decrease. This setting applies to all calls until you change it.

Adjust Ring Tone, Hands-free answerback and speaker off-hook call announce:




1. Leave the handset on-hook. Press the  key to increase the volume and  key to decrease. This adjusts the volume for all the features listed above.

Courtesy of Main Resource, Inc. Visit us at www.MainResource.com or call 800 362-6740 for all your telecom needs.

Adjust the handset beep tone:

1. With the handset off-hook, dial the code #6101.
2. When you hear the busy tone, press  key to increase the volume and  key to decrease.

LCD contrast adjust:

1. Press and hold the  button and press and release the  key to increase and  key to decrease.