

Toshiba Telephone Quick Reference Guide

To place a call to an Ursuline College extension

Lift handset and dial extension number.

To place an Outside call

Lift handset, dial 9 and the telephone number.

To transfer a call

Do not put call on hold. Press Conf/Trans button.

Dial the extension, announce caller, and hang up

** OR dial 9, dial the number, announce caller, and hang up.**

Calls to an extension will normally forward to voicemail after 4 rings if not answered.

** To reconnect to original caller, press the quickly flashing intercom or line button.

To conference a call

Do not put call on hold. Press Conf/Trans button.

Dial the extension number or dial 9 and dial the telephone number.

When the party answers, press Con/Trans again.

All parties are connected.

Repeat to add more parties, up to 6 total.

** To reconnect to original caller, press the quickly flashing intercom or line button.

After answering you want to take the call in another office

To park a call

Do not put call on hold.

Press Park button

Dial extension number of called party.

hang up.

To pick up a parked call

Lift handset

Press Park button

Dial your extension number.

**If you are at your extension, simply press the lit Park button.

Transfer to voicemail

Do not put caller on hold.

Press the Trans to VM button.

Dial the mailbox number and #. (The mailbox number usually matches the extension)

Hang up.

To enter Program Mode

DO NOT lift handset

Press #9876

To exit Program Mode

Lift and replace handset.

The telephone returns to normal mode.

To program user speed dials

Enter Program Mode

Press the Speed dial button

Press 100-129. (Index number)

Press 9 plus telephone number.

Press Speed dial button.

Exit Program Mode

To dial using speed dial

Lift handset

Press speed dial button.

Dial the Index number (100-129)

System speed dials are 200-299

To program a one touch button

Enter Program Mode.

Press One Touch Button

Press 9 plus telephone number

Press One Touch Button

Exit Program Mode