



Toshiba Telephone Instructions

To make an outgoing call

1. Lift Handset, dial "9" plus telephone number

To an intercom call

1. Lift Handset, dial extension number

To place a outside call on system hold using "Park"

1. With outside caller on the line
2. Press the "Park" button
3. Dial 4-digit extension, hang up
4. Then page or intercom to announce the call is on Park

To retrieve call from Park

1. If at your own phone, press the lit Park button
2. Or, press the Park button
3. Dial your extension; you are then connected to your call

To transfer outside caller to voicemail

1. With caller on the line
2. Press the VM Trans button
3. Dial the 4-digit extension plus# (ex.2058#), hang up

To access your voice mail

1. Lift handset, press voice mail button
 2. Enter password plus #
- ****Default password is your extension plus 1234#
- ****First time users follow tutorial to setup mailbox

To retrieve voice mail messages from outside office

1. Dial main number or DID number
2. Press star, follow instructions

To pickup ringing call at another extension

1. Press the pickup button
2. Dial ringing extension

