

## Call Record:

- While on a telephone call press the Record button and the LED will flash a second or so then turn solid this will record the conversation and drop it into your mailbox.

## Notes:

The redial button calls the last number dialed from your phone. It can be an extension number or outside line number.

The speaker button is used for hands free mode. The mic button is a mute button that only mutes the speaker. It does not mute the handset.

**TOSHIBA**

**TELELINK**  
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# Toshiba Quick Start Guide

# IP Telephone



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# User Guide

CTX 28/100/670 Telephone User Guide

## To Answer a Call, Handset or Speaker:

- Lift the handset or press the **speaker** key.

## To Place a Call:

- Dial 9, or press the line button.

## To Transfer a Call:

- With the caller on the line press the **Conf/Transfer** key, dial the extension or press the **DSS** key.. At this point you may **hang up** (*unsupervised*) or wait for them to pick up and then **announce the call** (*supervised*). You can also use the soft keys in the display window.
- If you wish to return to the caller, press the flashing **intercom** or **line appearance** key on your phone.

## To Make a Conference Call:

- *You have a maximum of 8 parties, up to six parties being external network lines. Remember you are one of the 8 parties. The person who initiates the conference is called the master. If the master hangs up control is automatically transferred to the first internal station added to the conference call.*
- While talking to caller A, press the **Conf/Transfer** key and dial **9** to access an outside line.
- Dial the number of caller B. When they answer, press the **Conf/Transfer** key again to join yourself and the callers A and B together.
- When adding an inside party press **Conf/Transfer** and dial the extension number, press **Conf/Transfer** to join all parties.
- If you receive a busy or no answer, press the flashing **intercom** or **line appearance** key to return to the last party in the conference.
- Intercom callers must be added after all external calls have been established.

## To Use All Page:

- Lift handset and press the **All Page** key on your phone or lift the handset and dial **#30**.
- If paging zones are set up press the all call page button and enter the zone number.

## To Call Pickup Directed DN:

- Press the **Directed Call Pickup** key then dial the desired extension.

## To Call Pickup All-Call:

- Press the **All Call Pickup**.

## To Use the DND Feature:

- Press the **DND** key to activate Do Not Disturb. Press **DND** key to cancel Do Not Disturb.

## To Transfer to Voicemail:

- Press **Transfer/VM** key, then dial extension or press **DSS** Key, then press **#**.
- You may also press the **Conf/Transfer**, then dial **8 + extension number**, then hang up.

## To Park a Call:

- To park a call for someone with the caller on the line press the **Park** key, then dial the desired extension number or press the **park key plus \*** and the system will automatically assign a park orbit.. To pick a call up off of park, press **Park** then dial the extension number or park orbit where the call is parked.

## To Use the Hold Feature:

- Press the **Hold** key to place a caller on hold on your phone.
- Press the flashing **intercom** or **line appearance** key to pick the caller up.

## Caller ID Buttons:

- Press the caller id button and use the volume up and down to access the call history on your phone.
- When you find the number you want to call dial 9 and press the caller id button again.

## To Use Call Forwarding:

- If programmed, the **CFWD** key functions to toggle call forwarding on and off.
- To program the **CFWD** key, dial **#9876**, press the **CFWD** key, dial the extension number calls are to be forwarded to, then press the **CFWD** key.
- To program the **CFWD** key, dial **#9876**, press the **CFWD** key, dial 9 + the external number calls are to be forwarded to, then press the **CFWD** key.
- If there is no **CFWD** key, dial **#6011**, and enter 9 + the external number or extension number the calls are to be forwarded to, then press **#** to confirm.
- To cancel call forwarding, dial **#6051** and hang up.

## To Create Personal Speed Dials:

- Each individual station has 20 personal speed dials that can be set up, these are stored in bin numbers. (100-119).
- To program personal speed dials, press intercom **#66**, enter the 3 digit bin number and the telephone number you are storing. Remember to dial 9 for a outside line and 1 if the number is long distance.
- Press **#** to save.

## To Use Personal Speed Dials:

- Press the speed dial button and enter the three digit bin number.

## To Program Direct Station Dials (DSS) Buttons:

- Press **#9876** to enter programming mode , press hold.
- Press the flexible button to be programmed or changed.
- Enter the flexible button code 610.
- Enter the extension number.
- Press the flexible button to save the settings.

## Message Monitor:

- To activate press the message monitor button and enter your security code. When a message comes in you can press message monitor and listen to the caller leaving the message. If you press the message monitor button again you can pick up the caller and begin talking.