

Easy User Instructions for Toshiba CIX

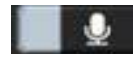
VOLUME CONTROLS:	Press and hold the Volume ▲ or ▼
ANSWER CALLS RINGING AT YOUR EXTENSION:	Lift handset or press SPKR
TRANSFERING A CALL:	Press CNF/TRN and dial extension, hang up
MAKING AN OUTSIDE CALL:	Press LINE button (or dial 9) plus a phone number
PUT CALL ON HOLD:	Press HOLD button
PAGE:	Lift handset press PAGE and talk
CONFERENCE CALL:	Press CNF/TRN , dial second party, when answered press CNF/TRN again
TRANSFER TO VOICEMAIL:	Press VM TRANS , dial extension number, press # and hang up



HOLD button



Messages



Mic



Speaker

Voicemail Instructions

To set up personal voicemail:

Pickup handset

Dial Voice Mail Access Code: 500

Enter your security code and then press #

Enter the Default Security code which is
your extension number plus 997

Example: ext. 201 will be 201997

Listen to the Tutorial: It will guide you through
Recording your name, a personal greeting and
setting up a new security code

The system will prompt you to:

Record your name: Speak your first and last name.

Record a personal greeting:

Example: This is Jane Doe and I am either on
the phone or away from my desk. You may
leave me a message and I will return your call
as soon as possible, or you may press "0" for
further assistance. Thank you.

Enter a Personal security code:

Enter a number that is easy for you to
remember. Your personal security code
may be from 3 –10 digits.

To enter mailbox with message light blinking:

Press  button and enter code

To enter mailbox *without* message light blinking:

Dial 500 and enter code

Press 1 Listen to messages

- 1 Play the Next Message
- 2 Save the Current Message
- 3 Delete the Current Message
- 5 Forward the Current Message

- 9 Return to Previous Menu

Press 3 Manage your mailbox

- 1 Change Your Greeting
- 2 Change Your User Options
- Press 3 To Change Your Security Code
- Press 6 To Re-record Your Name

- 9 Return to Previous Menu

To check messages from OUTSIDE the building

Call Main Number

When you hear the Company Greeting, Press *

Enter your User ID (Mailbox Number) and Press #