User Instructions for Toshiba CIX

For <u>personal</u> use only...
PARK calls for others to
pickup at another phone.

Automatically lit when in use…
to MUTE, press the button to
turn off light.

HOLD button   ·VM Messages   Mic   Speaker

C.I.D. = 10 most recent calls to your phone   **D.N.D.** = Do Not Disturb (when lit, no calls can reach you)

MAKING AN OUTSIDE CALL: Lift handset, dial **9** plus a phone number

ANSWER CALLS RINGING AT YOUR EXTENSION: Lift handset or press **SPKR**

PICKUP A CALL RINGING AT ANOTHER PHONE: Dial **#5#5 _____** (extension number)

TRANSFERING A CALL: Press **CNF/TRN** and **dial extension**, hang up
                     If you have a button for that station, simply press the button then hang up

TRANSFER CALL TO MAILBOX: Press **VM TRANS,** dial extension, press **#**, hang up
                     *If you have a button for that station, press **VM TRANS**, press the button, hang up*

PARK (system hold) and PICKUP:

        To park call: Press the **PARK** button, press ***** and watch display for a Zone number **(7000-7019)**

        To pickup parked call: Press the **PARK** button, dial Zone number **(7000-7019)**

PAGING: Lift handset, press a PAGE button, make announcement

CONFERENCE CALL: Press **CNF/TRN**, dial number for second party,
                                when answered press **CNF/TRN** again

VOLUME CONTROLS: Press and hold the Volume ▲ or ▼ during the function

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Programming Blank Buttons

TO MAKE EXTENSION BUTTONS (DSS buttons):
        Enter User Programming Mode by dialing **#9876**
        Press **HOLD**
        Press the button you want to program
        Dial feature code **610** plus the extension number you want it to be
        Then press the **same button (flashing)** again to store data

PERSONAL SPEED DIAL NUMBERS AND ONE-TOUCH BUTTONS:
        Dial **#9876**, press **Spdial**, then dial a bin number 100-109. Enter the 9 + the number you want
        programmed and store the data by pressing **Spdial** again. (*System-wide* speed dial bins are 200-799)

        To use Speed Dial entries: Lift handset, press **Spdial** and dial a speed dial bin.

        To create a one-touch Speed Dial button, dial **#9876**, choose a **one touch button**, dial 9 + phone
        number, then press the **same button (flashing)** again to store data.