TOSHIBA

USER GUIDE FOR CIX 100, 200 AND 670

To Answer an Int/Ext Call
Simply lift the Handset

To Make an Internal Call
Lift the handset and dial extension Number

To Make an External Call
Lift the Handset and dial 9 for an outside line followed by the number

To Transfer a Call

Whilst on a call press, dial the extension or '9' plus external number, wait for a reply and hang-up. This completes the transfer

To Hold a call
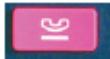
Simply press the HOLD key .Retrieve the call by pressing the flashing line key.
For exclusive hold press the HOLD key twice.

To Park a call (Only available on certain systems)
Whilst on a call, press the park/retrieve key followed by the * key. This will allocate the call a Park Orbit number which will appear on your screen. To retrieve this call, press the Park/Retrieve key followed by the park orbit number.

To pick Up a call ringing at another extension
Press Pickup followed by lifting the handset

Using the Intercom System
If you wish to page all extensions press page and speak into the handset
You may also page an individual extension by dialing the extension number followed by 2.

To notify an extension of a call holding
Dial the extension number, on receipt of a busy tone press 2 and stay on the line.

Automatic call back
Dial extension number, on receipt of a busy tone, press 4 and hang up. Your phone will call you when the extension is free.

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To Divert your Phone

You may use your Divert keys on your phone.

Divert ALL – Press Program followed by Divert all enter in the number you wish to divert to, press Divert all again followed by program, this key will now be programmed to divert to this number. To activate this key press it, to de-activate it press it again.

Divert NA – Press to activate, press again to de-activate, this will send all your calls to Voicemail after a set number of rings

Divert VM – Press to activate, press again to de-activate, this will send all your calls immediately to Voicemail without your phone ringing.

Note: you may also use codes to divert your phone

To divert your phone to any number i.e. a mobile dial #6011 followed by 9 for your outside line the number and # to save and hang-up

TO CANCEL: Dial #6051 and hang up

Personal Speed Dials (codes 100-119)
1. Press the program key (**If you do not have a program key, follow steps in system speed dials using codes 100-119)**
2. Press the Spdial key
3. Dial in the first code 100
4. Dial in 9 for the outside line
5. Dial in the Number you wish to save
6. Press Spdial to save it

System speed Dials (codes 200-999)
1. Dial #66
2. Dial in first code 200
3. Dial in 9 for the outside line
4. Dial in the number you wish to save
5. Press # to Save

TO DIAL SPEED DIAL NUMBER, PRESS SPDIAL FOLLOWED BY THE CODE

To make a conference call

Dial the first number, when answered press CNF/TRN, dial the second number, when answered press CNF/TRN again, this will connect all 3 callers. (Up to 8 external parties can participate in a Conf Call)

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Changing the time

Dial #652, enter the time in hours , minutes and seconds, press # to save this will change the time on all phones automatically.

CTX Administrator Telephone:

Administrator Telephone allows users to change names

To enter Administrator Mode:
- Press the Mode button,
- Press the ADMINISTRATOR soft key
- Enter password (0000)
- Press HOLD key twice
- On screen you will see DNID X
- Enter the extension number of the phone you wish to change the name on
- Enter the name as you would on a mobile phone
- Press the Hold key to save

. **Alphabetic Input:** When using External Directory or Internal Directory, the user can enter the alphabet by using the dial pad. The following shows the alphabet assigned to the dial pad and the general use.

Alphabet and signs assigned to the dial:

Dial Key	Alphanumeric Characters				
	1st/6th	2nd/7th	3rd/8th	4th/9th	5th/10th
1	.	,	:	'	1
2	A	B	C	'	2
3	D	E	F	!	3
4	G	H	I	&	4
5	J	K	L	^	5
6	M	N	O	#	6
7	P	Q	R	S	7
8	T	U	V	?	8
9	W	X	Y	Z	9
0	(	)	&	/	0
PAGE	Back space				
SCROLL	Space				

"DIAL BY NAME" (only on release 4.1 or above)

This function allows you to look up numbers by name in your directory
- Press MODE
- Choose DIR (If your phone has been enabled as an ADMINISTRATOR phone)
- Select one of the following "SOFTKEY" options:

1. **MY –** PERSONAL SPEED DIAL LIST
2. **EXTR –** SYSTEM SPEED DIAL
3. **INTR –** INTERNAL EXTN LIST
4. **DIAL –** DIAL TONE

Select Options 1, 2 or 3 and enter the first few letters of the name you wish to dial and press FIND. Press NEXT to move forward through the list or press BACK to move back. When you have found the name you want, press CALL.

CALLER ID

This function allows you to view telephone numbers of ''missed calls'' (call register)
- Press the caller id key
- The last callers telephone number will appear on your screen
- To view details of this number press the silver Page key
- Press the silver page key again to return to the telephone number
- Use the volume up/down key to scroll through the last 10 numbers

The system will record the last 10 numbers dialled in. If the screen is blank this means that the caller has their number blocked or set to private.