<u>**TOSHIBA CTX100 and CTX670 QUICK REFERENCE MANUAL**</u>

Hot Dialing
1. To make a call using Hot Dialing, dial 9 and the number.
2. When connected, you can continue speakerphone
operation or lift the handset and continue the
conversation

Spkr Button
1. To make a call, press Spkr.
2. Dial the number.
3. When connected, you can continue to use the
speakerphone or lift the handset and continue the
conversation.
Handset
1. To make a call, lift the handset, then dial 9 and the number.
2. When connected, you can continue to use the handset
or switch to speakerphone by press Spkr and
replacing the handset.

Answering a Call

. Lift the handset or press Spkr.

. If you don't have Ringing Line Preference: press the

flashing line or extension button and lift the handset.

Handsfree Answerback

. **To receive a handsfree internal call over the speakerphone**

1. You hear a single long tone, then the caller.s voice. Do
not lift the handset; speak toward the telephone in a
normal voice.
2. Press Spkr or take the handset off-hook if you wish to
transfer the call or place it on hold.

. **To switch between Handset and Speakerphone**

. Press Spkr and place the handset on-hook to switch
from Handset to Speakerphone mode.

Call Transfer
1. While on a call, press CNF/TRN
2. Dial the extension and announce the call or .blind
transfer. (hang up).
During call transfer, you can reconnect to the original
caller by pressing your flashing extension button.

Conference Calls
1. While on a call, press Cnf/Trn.
2. Call another station or outside line.
3. When the called party answers, press Cnf/Trn. If it.s
busy or there's no answer, press Cnf/Trn again to return
to the original connection. All parties are conferenced.
4. Repeat the above steps to add more lines.
Note When the person who initiates the conference
(master) hangs up, control transfers to the first
internal station added to the conference. If no internal
stations are in the conference, the call disconnects.

. **To conference two outside Lines**

1. While talking on an outside call, press Cnf/Trn
2. Access an outside line.
3. After the party answers, press Cnf/Trn.
4. If you receive a busy tone or if the station does not
answer, press the flashing button to return to the
original call.
5. Press Cnf/Trn and hang-up.
Note Most phone companies provide auto disconnect, but
if it is not provided, the lines must be supervised to
disconnect.
6. To supervise a tandem call, press the extension button.
If the parties have finished, hang up or if the parties are
still talking, press Cnf/Trn and hang-up.

Hold

1. To place a call on Hold, press the Hold button
2. To return to the held call, press the held line's button.
If you do not return to the held call, it rings back to your
phone. If you are busy on another call, you hear two tone
bursts. If the held party hangs up, the call is released.
3. If you have additional lines at your station to hold, repeat
Step 1 above.

. **To place a call on Exclusive Hold**

. While on a call, press Hold twice. (No one can accidentally pick up your call.)

Paging

. **To make a page announcement to all phones and external speakers**

1. Press the All Page button
2. Press "Release" if applicable

Speed Dial

. **To store a Station Speed Dial Number**

1. Press #66.
2. Enter Speed Dial Code (100 to 119 Station or 200 to 399 System)
3. Press 9
4. Enter the number to be stored in the Speed Dial bin (32
digits max.). If a pause is required *1 = 1 second pause & *2 = 2 second pause.
5. Press #

. **To make a call using Speed Dial**

1. Press the Speed Dial button
2. Enter the Speed Dial Code (100 to 119 Station or 200 to 399 System)

One Touch Buttons
This feature is useful for storing frequently dialed numbers.

. To change a One Touch Button

1. Press #9876 to enter User Programming Mode.
2. Press the One Touch button to set.
3. Enter the digits or special buttons to be stored.
4. Press the One Touch button to save the entry.
If these steps do not work, you may have to create a One
Touch button

. To Use a One Touch Button, just press it.

Flexible Buttons
There are 10, 14 or 20 Flexible Buttons on your telephone. You
can program features onto Flexible Buttons for easy access.
1. Press #9876 to enter User Programming Mode.
2. Press Hold.
3. Press the Flexible Button to set or change.
4. Enter the Flexible Button Code (see following list).
5. Press the same Flexible Button (flashing). .DATA
PROGRAMMED. appears on your LCD.

FEATURE	CODE	NOTES
One Touch Button	570	
DSS (Direct Station Selection)	610	Plus Extension Number
Flash	200	
DND (Do Not Disturb)	180	
Release Button	270	
All Page Button	220	
Automatic Busy Redial (On)	150	

Redial
Use this button to redial the last number dialed from your phone.

. To redial the last number, press Redial

Volume Control

. To adjust handset volume

. During a call, press down Vol _ or _. When you hang
up, volume returns to default.

. To adjust the speaker volume for internal/external calls
and background music

. Press Spkr. Select a line and press Vol _ or _.

. To adjust Ring Tone, Handsfree Answerback and
Speaker Off-hook Call Announce

. With an idle phone and handset on-hook, press Vol _

or _. When you hang up, volume returns to default.

How to pick up a call on hold on another phone using the "Call Pick Up" button
. Press "Call Pick Up" button
. Press 01 (for line 1) and 10 (for line 10)

How to do a 3 way conference call using the "Flash" button
. While on an outside call
. Press the "Flash" button and wait for dial tone
. Dial the telephone number and wait for the caller to answer
. Press the "Flash" button to establish the 3-way call

How to transfer an incoming caller to an outside telephone number using the "Flash" button
. After answering an incoming call
. Press the "Flash" button and wait for dial tone
. Dial the telephone number and wait for the caller to answer
. Hang up to transfer the call

How to transfer an incoming caller to an outside telephone number using the "Cnf/Trn" button (CIX100 and CIX670 telephone systems equipped with PRI T-1 interface only)
. While on an outside call
. Press "Cnf/Trn" button
. Dial 9
. Dial the telephone number
. Press "Cnf/Trn" button
. Press the "Exit" button indicated below the display screen of your display telephone
. Hang up