IPedge™

IP5000-series Telephone Quick Reference Card

Make a Call

Dial the number, handsfree speakerphone is started. Continue to use the speaker or lift the handset. During handsfree press **Spkr** to hang up.

Answer a Call

Lift the handset or press **Spkr**.

Call Forward - Any Call

All Calls: Press Ext.+ **#6011** + Destination Number

Busy: Press Ext. + **#6021** + Destination Number

No Answer: Press Ext. + **#6031**+ Destination Number + Timer (Sec, 2 digits)

Busy, No Answer: Press Ext. + **#6041**+ Destination Number + Timer (Sec, 2 digits)

Cancel: Press Ext. + **#6051**

Mic/Mute Button

While on a handsfree call, press the **Mic** button. The indicator will turn off. The call is muted. Press **Mic** again to resume.

Volume Control

Handset Volume

During a call, press down **Vol ▲** or **Vol ▼**.

Speaker Volume: Calls and Background Music

Press **Spkr**, use **Vol ▲** or **Vol ▼**. Press **Spkr**, to exit.

Speaker Volume: Ring Tone, Handsfree Answerback, and Off-Hook Call Announce

With an idle phone and the handset on-hook: Press **Vol ▲** or **Vol ▼**.

Call Transfer

Simple Transfer
1. While on a call, press the **TRNS** soft key.
2. Dial the extension number and the call is transferred.
3. Hang Up.

To Announce the Call
1. While on a call, press **Cnf/Trn**.
2. Dial the extension number, stay on the line.
3. When the called party answers, announce the call.
4. Hang Up.

Note: During call transfer you can press the flashing extension button to reconnect to the original call.

Call Hold

1. While on a call, 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 your phone. If you are on another call you hear two tone bursts. If the held party hangs up the call is released.

Caller ID History

These steps require your phone to have a Caller ID feature button programmed.

1. Press the Caller ID feature button.
2. Use the **Vol ▲** and **Vol ▼** ot the **NEXT** and **PREV** softkeys to scroll through the caller ID history.
3. Press **CALL** to dial the displayed number.

Conference Calls

1. While on a call, press **Cnf/Trn**.
2. Dial another station or outside number.
3. After the called party answers press **Cnf/Trn**. All parties are in conference.
4. Repeat Steps 1~3 to add more lines. You can conference up to 8 parties.

Note: If you get busy tone or the station does not answer, press the flashing extension button to return to the conference.

TOSHIBA
Leading Innovation >>>

IP*edge*™ Messaging Quick Reference Card

1 Review Messages

2 Record Messages

3 Personal Options

4 Transfer Status
Do not disturb Options

5 Check Delivery
Enter a mailbox number to check if messages were heard.

6 Undelete Messages
Browse through undeleted messages.

7 Tutorial
Activate first time user tutorial to record name, greeting and to change password.

Review Messages
1 New
2 Saved
5 Email
3 Fax
4 Message Count

Record Options
1 Deliver   **2** Review
3 Re-record
0 Delivery Options
* Cancel & Exit

Personal Options
1 Message Notification
2 Personal Greeting
3 Record Name
4 Change Password
5 Call Screening
6 Group List
7 Personal Assistant

Personal Greetings
1 Default
2 Extended Absence
3 Busy
5 Custom

Custom Greetings
1 ~ **9** Select Greeting
* Cancel

Playback Options
1 Save
2 Next
3 Erase
Repeat
7 Reply / Redirect
8 Envelope Information
9 Speed / Volume Control

Fax Options
1 Redirect All Faxes
2 Review

Message Notification
1 Message Notification
2 Follow Me
3 Wake-up Call

Personal Assistant
1 Review Number
2 Change Number

Default / Busy / Custom
2 Listen   **3** Record
* Cancel

Extended Absence
1 Activate / Deactivate
2 Listen   **3** Record
* Cancel

Reply / Redirect
1 Reply
2 Redirect
3 Delete Message & Call
4 Save Message & Call
5 Call Number

Speed / Volume Control
1 Volume Down
2 Normal Volume
3 Volume Up
4 Low Speed
5 Normal Speed
6 High Speed

Delivery Options
1 Regular Delivery
2 Priority
3 Confidential
4 Priority & Confidential
5 Return Receipt
6 Non-receipt Notification

Group List Options
1 Create a List
2 Record Name List
3 Delete List
4 Member Options

© Copyright 2011~2012
IPe-QRC-2UP-VA