Toshiba DP5032FS-D, DP5022F-SD - Display Handset Quick Guide

Contents

Basic Call Handling

Answer a call

Lift receiver or press key to answer call hands free.

Dial by name

Press the key underneath "DIR" in the display, select the type of

search MY (for personal Speed Dials), INT (for all internal extensions) or EXT (for all external system Speed Dials) then type the name using the dial pad e.g press the 5 key 3 times to get the L (you can type in part or all of the name you are looking for). Press the key under "FIND" to search for name, press "CALL" to ring or "NEXT" to search through other names. If you want to exit at any time press "CNCL"

Make a call

Lift receiver and dial 9 and telephone number or dial number without lifting receiver for a hands free call

Hold a call

Press key once

Retrieve a held call

Press the line key next to the green flashing light

Transfer a call

To announce the call:- Press the key, dial the extn number, announce call and hang up To transfer without announcing:-Press TRNS in the display, dial the extn number and hang up

External transfer

[The company will incur the call cost!]

Whilst on a call, press the key, dial '9' and telephone number, then announce the call and hang up.

Retrieve a call

If you are announcing the call and there is no response from the extn, press the green flashing line key , or press the RTRN in the display.

Transfer a caller to a mailbox

Whilst on a call, press key, dial # 407 and mailbox number (extn number), press # and hang up

Redial Last number

Press key this will redial the last number you have dialed (Int or ext)

Further Telephone Features

Auto busy redial

Only available on digital ISDN lines – When you have dialled a busy external number press the key underneath ABR in the

display. The system will try the number for you normally once a minute for a maximum of 15 times
(Dependent upon your system settings)

Cancel Auto busy redial

Dial #442

Call back

If you dial a busy extension, press the key under ACB in the display. When the extn or line becomes free your phone will ring and display Auto Call back. Lift receiver and the system will call their extn.

Cancel Call back

Dial # 431

Park a call

Press key, followed by # 33# to park on your extn. Replace the receiver

Retrieve a parked call

Dial #32 followed by the extn number where call was parked to retrieve the call

All call page

Lift receiver and dial #30 [Your announcement will come out through the speakers of any free extns]

Conference Calls

Whilst on a call, press CONF key in display, dial 3rd party, when they answer, press JOIN to join all 3 together. Process can be repeated to a maximum of 8 in total

Exit conference

Press EXIT in display and then hang up

Pickup – Group

Press programmed Pick up key or dial #5#34

Pick up specific extn

Dial #5#5 and ringing extn number

Forwarding Your Telephone

Dial one of the following codes followed by the destination number e.g. extn number to receive the calls:

#6011 – Immediate forward

#6021 – Forward on busy

#6031 + Time in seconds 08-60 Forward on No

Answer

#6041 – Forward on Busy and No Answer

#6091 – Do Not Disturb ON

#6092 – Do Not Disturb OFF

#6011 + 9 – External Call Forward followed by #

[The company will incur the call cost]

#6051 – Cancel Call Forward

Handset Key Description

Voicemail Notification Key	
Mute Key	
Redial Key	
Hands free / Loudspeaker Key	
Volume Up / Volume Down	
Transfer Key	
Hold Key	
Speed Dial Key	

Personal Speed Dials – My Directory

To Program

Dial # 9876, press the key, enter speed dial location 100 – 119, enter 9 + telephone number, press the key. Enter the name of the speed dial using the numeric keypad. If you want to erase a

character or create a space, use the LEFT and RIGHT keys in the display. Press the key to store the entry then lift and replace receiver

To Use

Use:- Press key and then location 100 – 119 or use the MY directory as detailed in the "dial by name" section

Additional Guides available at

http://www.swcomms.co.uk/resourcecentre/user-guides-and-manuals

Service Desk 01392 330033 email: servicedesk@swcomms.co.uk

Customer Service 01392 315315 email: customer.service@swcomms.co.uk

Documents / Resources

References

 swcomms a Focus Group company

Download manual

Here you can download full pdf version of manual, it may contain additional safety instructions, warranty information, FCC rules, etc.

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Need Assistance?

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