Toshiba DK - Windows Operator Console

Page 1 extension
Click on extension and then click on voice, you will then be paging to one extension, click on release to end

Send a written message
Go to messages, LCD messages, enter new message and key in destination (Extension number)

Change directory names
Click on directory, then entries, click on arrows to scroll through entries and re-enter name and save.

Change Font
Click on directory, then settings, this gives details of 1st and 2nd column and also font type, click on font and select new font, style and size, click on OK to store

Find a directory entry
Click on directory and then find, type in extn number, this will short cut you to the required extn, you can then modify it

Messages
LCD Messages – as above
message center – Select and extn, new msg and enter details from, company name and tel no, then click save and send, it will show date and time that you sent the message and "Sent 200", in the extensions display it tells them to call you

Console
Call Forward
Call Forward Fixed (Where destination is preset)
Timed Reminders
Date and Time – Allows you to amend date and time on Both the system and the PC

Features
Speed dial – To enter, Highlight number, modify, enter name and tel number (Including a 9), click on save then click on close when finished
to dial – Features, Speed dial, Highlight and click on dial

Tannoy – Features, paging, select area or all groups, tannoy and release

Take note
While holding a call you can attach a note to it, so that when it recalls it shows who it is for etc

Help Menu will provide you will an explanation of all system functions.