



# Empire Communications, Inc.

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## ***Toshiba CIX/CTX Telephone System General Information***

### **Checking your Voice Mail Messages**

To Check Messages From ANY extension, dial:

INTERCOM

400

\*

[VM Box No.] (generally matches extension number)

[Security Code] (default is box number followed by 997, for example 200997)

Menu will follow

To check New Messages at your extension, dial:

MSG

[Security Code] (default is VM box number followed by 997, for example 200997)

**NOTE: MESSAGE BUTTON ONLY WORKS WHEN YOU HAVE NEW MESSAGES**

To check your messages at your extension when you have NO NEW messages, dial:

INTERCOM

500

[Security Code]

### ***Checking Messages remotely from Outside the Office***

Dial Backdoor Number (Line that goes straight to Voice Mail Auto Attendant)

\*

[VM Box No.] (generally your extension)

[Security Code]

If you do not have a backdoor number, ask person to transfer you to extension 400

(they do this by dialing CNF/TRN, 400, then hanging up)

\*

[VM Box No.]

[Security Code]

### **Programming System Speed Dial Numbers**

(These are Speed Dial Numbers that can be dialed from ALL extensions)

From Designated Extension (Default is 200), Dial

INTERCOM

#66

[Speed Dial No.] (System Speed Dial Numbers range from 200-299)

[Telephone Number]

#

### **Programming Personal Speed Dial Numbers**

(These are Speed Dial Numbers that can be dialed ONLY at the station from which they are programmed)

From your Extension, Dial

INTERCOM

#66

[Speed Dial No.] (Personal Speed Dial Numbers range from 100-199)

[Telephone Number]

#

### **Dialing Speed Dial Numbers**

Pickup an Outside Line (AKA "CO Line")

SPDIAL

[Speed Dial No.]

**FOR ASSISTANCE WITH THESE AND OTHER FEATURES  
CALL EMPIRE COMM AT 707-545-8300**