



Toshiba Perception 4000 Quick Reference Manual

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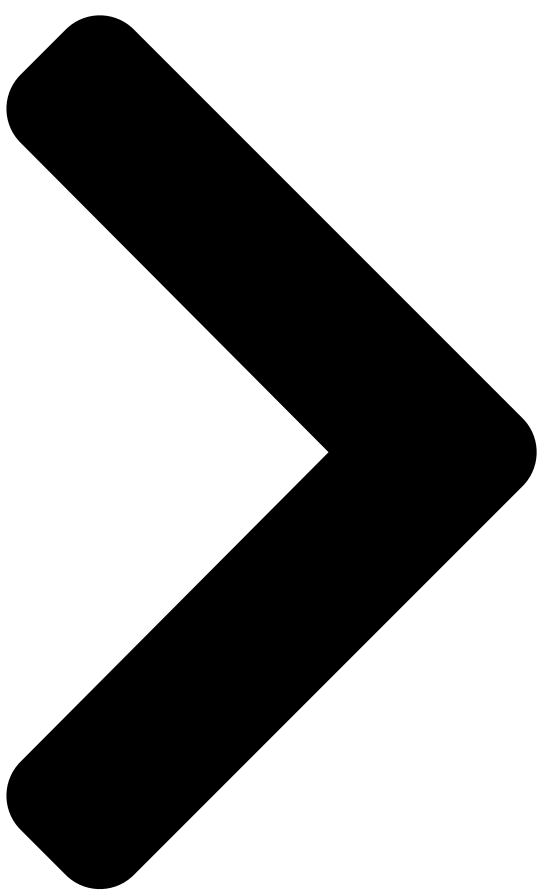
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TOSHIBA **PERCEPTION**

BUSINESS
TELEPHONE
SOLUTIONS

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**QUICK
REFERENCE
GUIDE
ATTENDANT CONSOLE**



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Standard telephone digital business telephone systems (24 pages)

Summary of Contents for Toshiba Perception 4000

[Page 1](#) TOSHIBA QUICK REFERENCE GUIDE PERCEPTION BUSINESS TELEPHONE SOLUTIONS 4000...

[Page 2: Answering An Incoming Call](#)

ANSWERING AN INCOMING CALL Using the ANSWER Key: Receive an incoming call signal. Press the ANSWER key. Dial the destination. Press the RELEASE key or the ANSWER key. Using an Incoming Call Identification (ICI) Access Key: Receive an incoming call signal. Press the ICI key.

[Page 3: Automatic Recall](#)

AUTOMATIC RECALL To Answer a Released Loop Recall: Press the ANSWER key (or the appropriate ICI key). Press the SEND MESSAGE soft key, the RELEASE key, or the CANCEL key. ...or... Dial a new destination. To Answer a Supervised Loop Recall: Press the Loop key associated with the recall.

[Page 4: Call Origination](#)

CALL HOLD To Place a Call on Hold: Press the HOLD key. To Retrieve a Held Call: Press the appropriate Loop key. CALL ORIGINATION To Originate a Call: Dial the desired digits. ...or...

Press a System Speed Calling (SYSD), Autodial (ADL), or Last Number Redial (LND) access key.

[Page 5: Direct Trunk Group Access](#)

CODE CALLING RETRIEVAL To Retrieve a Parked Code Call: Press the Code Calling Retrieval (CCMM) access key. ...or... Enter the Code Calling Retrieval access code _____. Enter the number of the Code Calling zone in which the call is being held. DIRECT TRUNK GROUP ACCESS To Access a Trunk Group:...

[Page 6: Eight Party Conference](#)

DO NOT DISTURB OVERRIDE— IDLE STATION To Override a DND/IDLE Station: Connect to an incoming call. Dial the destination. (If the attendant is in the talking state, the original call will be automatically placed on hold.) Receive a DND/IDLE display message. Press the OVERRIDE soft key.

[Page 7: Last Number Redial](#)

INTERPOSITION CALLING/ CALL TRANSFERRING To Call Another Attendant: Dial the directory number of another attendant or attendant group. Press the RELEASE key. JOIN To Perform a Join Operation: Press the ANSWER key or an ICI key to answer an incoming call. Press the HOLD key.

[Page 8](#) To Exit the Message Waiting Register Function: Press the EXIT soft key. To Delete a Message: Press the MESSAGE WAITING soft key. Press the DELETE soft key. Dial the station number. To Delete Message Waiting From an Additional Station: Press the MORE soft key. Dial the new station number.

[Page 9: Position Busy](#)

POSITION BUSY To Enter Position Busy (Unattended) Mode: Press the POSITION BUSY switch. Note: The console will be placed in a Position Busy Pending state if the attendant is currently talking to a party or making an outgoing call. To Exit Position Busy (Unattended) Mode: Press the POSITION BUSY switch again.

[Page 10: Three-Way Calling](#)

SYSTEM SPEED CALLING To Access System Speed Calling: Press the System Speed Calling (SYSD) access key. ...or... Enter the System Speed Calling access code _____. Enter the System Speed Calling Index Number (IDX). Enter any necessary additional digits. THREE-WAY CALLING To Activate Three-Way Calling: After Connecting to a Caller and Placing Another Caller on Consultation Hold:...

[Page 11](#) To Restrict a Trunk Group out of Sequence: Press the MORE soft key. Enter the trunk group number. To Exit Trunk Group Control: Press the EXIT soft key. To Remove Restrictions: The Trunk Group Control function must be exited and re-entered in order for the Unrestrict feature to be available.

[Page 12](#) To Verify a Busy Trunk: Press the BREAK-IN soft key. • Press the RELEASE soft key if there is no activity on the line. Press the NEXT TRUNK soft key, the MORE soft key, or the EXIT soft key. To Verify a Busied-out Trunk: Press the RESTORE soft key if you hear dial tone.

[Page 13: Voice Calling](#)

VOICE CALLING To Make a Voice Call: Dial the destination station. Press the VOICE CALL soft key. Begin speaking. If there is no response, press the RETURN TO RING soft key to return the call to the ringing state. Press the Split (SPLT) access key, the SEND MESSAGE soft key, or the RELEASE key.

[Page 14](#) ATTENDANT-PARKED ZONE PAGING RETRIEVAL To Retrieve a Zone Page Parked by an Attendant: Press the Attendant-parked Zone Paging Retrieval (PR-A) access key. ...or... Enter the Attendant-parked Zone Paging Retrieval access code _____. Enter the orbit number in which the call is parked.

[Page 15](#) ATTENDANT CONSOLE -14- QUICK REFERENCE GUIDE...

[Page 16](#) ATTENDANT CONSOLE TOSHIBA Toshiba America Information Systems, Inc. Telecommunication Systems Division 9740 Irvine Boulevard, Irvine, CA 92718 (949) 583-3700

Item Number: P 4 K - Q R - A T T C O N R 2...