



# TOSHIBA

## Toshiba PERCEPTIONe&ex User Manual

Standard telephone



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# STANDARD TELEPHONE USER GUIDE

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### [IP Phone Toshiba Perception e&ex User Manual](#)

Digital telephone (57 pages)

### [PBX Toshiba Perception E User Manual](#)

Digital hybrid pbx (47 pages)

### [Telephone Toshiba PERCEPTION 4000 User Manual](#)

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### [Toshiba 3000 Series, 2000 Series - DKT / IPT Business Telephone Quick Reference Guide with Button Codes](#)

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## Summary of Contents for Toshiba PERCEPTIONe&ex

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PERCEPTION STANDARD TELEPHONE e&ex	TABLE OF CONTENTS	SUBJECT	PAGE	INTRODUCTION
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### [Page 5: Introduction](#)

STANDARD TELEPHONE e&ex INTRODUCTION This user guide applies to any standard rotary or DTMF telephone that is used in a Toshiba PERCEPTION or PERCEPTION system. Available features include six different types of Call Forward, Internal and External Paging access, and Voice Mail access (specific feature access depends upon each telephone's assigned Class of Service).

### [Page 6: Ringing Signals](#)

STANDARD TELEPHONE PERCEPTION e&ex RINGING SIGNALS Internal Call: A single ring every four seconds. External or Attendant Call: A double ring at four-second intervals. SPECIAL SIGNAL TONES (while the telephone is in use) Camp-on: A single muted warning tone indicates that a call is waiting.

### [Page 7: Speed Dialing](#)

PERCEPTION STANDARD TELEPHONE e&ex SPEED DIALING REPEAT LAST NUMBER DIALED The system will automatically store the last number that you have dialed and will redial it when requested to do so. This is convenient when you have reached a busy or unanswered number, and want to try the call again.

### [Page 8: Speed Dial-System](#)

STANDARD TELEPHONE PERCEPTION e&ex 5. Dial #. You will hear recall dial tone, and the number will be stored. NOTES: 1. A Speed Dial-Station directory may be shared by several stations. However, only one station (designated as the controller) can store or change numbers.

### [Page 9: Call Forwarding](#)

PERCEPTION STANDARD TELEPHONE e&ex 3. Hang up and wait for callback, or dial another number. To Answer Automatic Callback: When the desired connection becomes idle, your telephone will ring in short bursts. You must pick up the call within six seconds, or your request will be canceled.

[Page 10](#) STANDARD TELEPHONE PERCEPTION e&ex 3. Dial the number to which calls are to be forwarded. 4. Dial #. You will hear dial tone, and the number will now be stored. To Use Call Forward Busy: 1. Lift the handset. You will hear dial tone. 2.

### [Page 11: Call Pickup Directed](#)

PERCEPTION STANDARD TELEPHONE e&ex 3. Dial 0. You will hear dial tone, and the number will now be stored. 4. Dial #. To Use Call Forward Busy/No Answer(SYSTEM/DID): You will hear dial tone. 1. Lift the handset. 2. Dial You will hear recall dial tone. 3.

### [Page 12: Conferencing](#)

STANDARD TELEPHONE PERCEPTION e&ex 2. Dial You will be connected to any call that is ringing at any station in your group. NOTE: Calls can only be picked up from an idle station. Calls ringing on a secondary DN cannot be picked up if that station's primary DN is busy. CONFERENCING It is possible to create a three-party conference by adding another station or

trunk party to an existing two-party conversation.

### [Page 13: Do Not Disturb](#)

PERCEPTION STANDARD TELEPHONE e&ex 2. Dial the desired number. NOTES: 1. If you hear a busy tone after dialing the station number or trunk access code, flash the hookswitch once to return to the original call. 2. To return to the original call after accessing a trunk, flash the hookswitch twice.

### [Page 14: Outgoing Calls, Direct Trunk Access](#)

STANDARD TELEPHONE PERCEPTION e&ex The operation of this feature depends on whether or not the telephone is programmed for Manual (M) or Automatic (A) OCA operation. To Establish Off-hook Call Announce from a Station: 1. Lift the handset. You will hear dial tone. 2.

### [Page 15: Outgoing Calls, Least Cost Routing](#)

PERCEPTION STANDARD TELEPHONE e&ex To Make an Outgoing Call: 1. Lift the handset. You will hear dial tone. 2. Dial the required trunk access Trunk Access Codes: \_\_\_\_\_ You will hear outside dial tone. 3.

### [Page 16: Station-To-Station Calling](#)

STANDARD TELEPHONE PERCEPTION e&ex STATION-TO-STATION CALLING To Call Another Station: 1. Lift the handset. You will hear dial tone. 2. Dial the station telephone You will hear the call progress tones. number. 3. Hang up when the call is complete. CALL HOLD AND TRANSFER CALL PARK Call Park allows you to originate and receive calls at your station while a...

### [Page 17: Call Waiting](#)

PERCEPTION STANDARD TELEPHONE e&ex 2. Flash the hookswitch. The original connection will be placed on hold, and you will hear recall dial tone. 3. Dial the desired number. You will be connected to the called party. NOTES: 1. If you hear a busy tone after dialing the station number or trunk access code, flash the hookswitch once to return to the original call.

### [Page 18: Camp-On Calls](#)

STANDARD TELEPHONE PERCEPTION e&ex 2. Talk to the party on the original call. NOTE: It is possible to alternate between the two calls indefinitely by using successive hookswitch flashes. To Disconnect One Call and Remain Connected to the Other Call: 1.

### [Page 19: Internal Group Paging](#)

PERCEPTION STANDARD TELEPHONE e&ex 3. Dial the desired paging zone You are now connected to the single external page zone. number (0 ~ 4). 4. Announce your page. Speak slowly and distinctly, and repeat your message. 5. Hang up when your page is Your page will be terminated.

### [Page 20: Meet-Me Page](#)

STANDARD TELEPHONE PERCEPTION e&ex To Page the Expanded Internal Paging Group: 1. Lift the handset. You will hear dial tone. 2A. Dial the Expanded Internal You are now connected to the expanded internal page group. Paging access code (1 5 .....

### [Page 21: Voice Mail](#)

2B. Dial 3B. Hang up. VOICE MAIL If your system is equipped with a Toshiba INTOUCH Digital Voice Messaging System, then refer to the INTOUCH User Guide for voice mail operating instructions. If your system uses a voice messaging system other than INTOUCH, refer to its specific manufacturer's literature for...

### [Page 22: Miscellaneous Features](#)

STANDARD TELEPHONE PERCEPTION e&ex MISCELLANEOUS FEATURES ACCOUNT CODE CALLS For accurate billing purposes, you may be required (forced) to dial an account code before making outside calls. On other calls, you may wish to record an account number voluntarily after either dialing an outside number, or receiving an incoming call.

### [Page 23: Account Number Recording](#)

PERCEPTION STANDARD TELEPHONE e&ex To Record a Verifiable Account Code During a Call (Incoming or Outgoing) and/or After a Call Is Completed: This procedure applies when a station user forgets to enter an account code before a call. The account code can still be entered during a call, or after the call is completed, provided it is done prior to the station user hanging up and before the ACT timer expires.

### [Page 24: Automatic Wake-Up Time/Timed Reminder](#)

STANDARD TELEPHONE PERCEPTION e&ex To Record a Voluntary Account Number Before Dialing a Call: 1. Lift the handset. You will hear dial tone. 2. Dial 3. Dial the account number on When the number is completed, you will receive dial tone. the dialpad (\_\_\_\_ digits).

### [Page 25: Executive Override](#)

PERCEPTION STANDARD TELEPHONE e&ex 2. Dial You will hear recall dial tone. 3. Dial the 4-digit time (via the dialpad) in the following format: HHMM Example: For 9:30 AM, enter 0930. You will hear dial tone, and the time will now be stored. To Cancel Automatic Wake-up Time /Timed Reminder: 1.

### [Page 26: Toll Restriction/Class Of Service Override](#)

STANDARD TELEPHONE PERCEPTION e&ex 2. Dial You will hear recall dial tone. You will hear recall dial tone, and Maid-in-Room status will be set. 3. Dial To Cancel Maid-in-Room Status: 1. Lift the handset. You will hear dial tone. You will hear recall dial tone. 2.

### [Page 27: Universal Night Answer](#)

PERCEPTION STANDARD TELEPHONE e&ex UNIVERSAL NIGHT ANSWER To Answer an Incoming Call When the Night Bell Is Heard: 1. Lift the handset. You will hear dial tone. 2. Dial You will be connected to the incoming call. 3. Speak to the caller. 4.

This manual is also suitable for:

Perception ePerception ex