TELEPHONE NUMBERS

CODE	AREA	TELEPHONE NUMBER

TOSUNG - 014 —

TOSHIBA

PERCEPTIONe & ex

ELECTRONIC TELEPHONE

Quick Reference Guide

This guide is a quick reference for operation of the most frequently used electronic telephone features. Detailed instructions for these and other features are located in the *PERCEPTIONe & ex Electronic Telephone User Guide*. All buttons are referred to by boxes with their titles printed in white. In the following procedures, unless otherwise specified, **always obtain dial tone first**. Where Number is indicated, dial either the desired station number or outside telephone number.

Outgoing Calls:
Voice: Trunk access + Number

Speakerphone (handset on-hook): `DN` + Number
    To disconnect: `SPKR`

Data: Trunk access + Data Number + Data `DN`
    To disconnect: `DRS`

Station-to-Station Calls:
Voice: Number

Speakerphone (handset on-hook): `DN` + Number
    To disconnect: `SPKR`

Data: Data `DN` + Number
    To disconnect: `DRS`

Voice/Data (after conversation is established):
    `HOLD` + Data `DN` + Data Number + Voice `DN`
    To disconnect: `DRS`

Automatic Dialing:
To store (handset on-hook): `AD` + Trunk access +
    pause (▮) + Number + `AD`
To use: `AD`

Repeat Last Number Dialed:
RND or **# 7**

Station Speed Dial:
To store (handset on-hook): **SDC** (or **# # 3**) + SD address code (0 ~ 9) + Trunk access + pause (**#**) + Number + **SDC**

To use: **SDU** (or **# 3**) or **SDC** (or **# # 3**) + SD address code (0 ~ 9)

System Speed Dial:
SDS (or **# 6**) + SDS address code (10 ~ 99)

Call Functions:
Automatic Callback: **ACB** (or **CONF** + **# 7**)
  To cancel: **ACB** (on-hook) or **# # 7**

Call Forward:
  All Call: **CFD** + Number + **CFD**
    (or **# 9** + Number + **#**)
  Busy: **CFBY** + Number + **CFBY**
    (or **# 1 0** + Number + **#**)
  No Answer: **CFNA** + Number + **CFNA**
    (or **# 1 1** + Number + **#**)
  Busy/No Answer: **CFBD** + Number + **CFBD**
    (or **# 1 2** + Number + **#**)

Call Forward System:
  Busy: **CFSB** + '0' + **CFSB**
    (or **# 1 3** + Number + **#**)
  Busy/No Answer: **CFSN** + '0' + **CFSN**
    (or **# 1 4** + Number + **#**)

Call Forward Cancel: **CFD**, **CFBY**, **CFNA**, **CFBD**, **CFSB**, **CFSN** or **# # 9**

Call Pickup Directed: **CPD** + Number
    (or **# 6** + Number)

Call Pickup Group: **CPG** (or **# 4**)

Conferencing: **CONF** + Number + **CONF**

Consultation Call: **CONF** + Number

Do Not Disturb:
  To set: **DND** (or **# 2**)
  To cancel: **DND** (or **# # 2**)

Messaging:
Station-to-Station Messaging:
  To set (station-to-station): Number + **SSM**
  To respond: **SSM**
  To cancel (from calling station): Number + **SSM**
  To cancel (from called station): **SSM** (on-hook)

Alphanumeric Message:
  To set: **MES** or **# 1 7** (on-hook) + **0** ~ **9** + **MES**
  To cancel: **MES** or **# 1 7** (on-hook)

Message Waiting:
  To respond: **MSG**
  To cancel: **MSG** or **# 5** (on-hook)

Call Holding and Transfer:
To park: **PARK** (or **CONF** + **# 3**)
  To reconnect: **DN** + **PARK** (or **# 3**)

To hold: **HOLD**
  To reconnect: **DN**

To transfer: **CONF** + Number (hang up)

Paging:
All zone: Access code
Single zone: Access code
Voice page: **VCP**

Miscellaneous Features:
Account Number Recording during conversation:
  CONF + **CRG** (or **# 9**) + Account code

Automatic Wake-up: **# 8 0** + 4-digit time
  To cancel: **# 8 0** + **0 0 0 0**

Call Waiting: **CWT** (or **CONF** **# 4**)
  To return to held call: **DN**

Executive Override: **OVR** (or **CONF** + **# 0**)

Manual Signal: **SIG** (on-hook)

Privacy Release: **PRS** (joining station: **DN**)

Universal Night Answer: **UNA** or **# 1**

Voice Mail:
See manufacturer's literature for instructions on using Voice Mail. The following instructions may vary slightly, depending on the Voice Mail system used.

To Call Forward to Voice Mail: Call Forward button or access code (see Call Forward) + Voice Mail number + your mailbox number + Call Forward button (or **#** if access code is used)
  To cancel: Call Forward button or **# # 9**

Message Waiting:
  To set **MSG** button to automatically retrieve your messages (on-hook): **MSG** + Voice Mail number + your message retrieval sequence + **MSG**
  To respond: **MSG**