

Panasonic



Key Telephone/Digital Single Line Telephone Quick Reference

Note: Some features may not be available depending upon system programming.

PLACING OUTSIDE CALLS

Make a call using pooled line access

➔ access line (9, 81-84) ➔ phone number ➔ (talk)

Set Personal Speed Dial (PSD) numbers

➔ **Key Tel** ➔ **PROG** ➔ **MEMORY** ➔ PSD bin number (80-99) ➔ phone number ➔ **HOLD** ➔

DSL ➔ **7PRS** ➔ **1** ➔ **0OPER** ➔

Access speed dial numbers

➔ **MEMORY** ➔ speed dial bin number ➔

Check speed dial numbers (Key Telephone Only)

➔ **CONF** ➔ **MEMORY** ➔ speed dial bin number ➔ data displayed ➔

Delete speed dial numbers

➔ **Key Tel** ➔ **PROG** ➔ **MEMORY** ➔ speed dial bin number ➔ **HOLD** ➔

DSL ➔ **7PRS** ➔ **1** ➔ **0OPER** ➔

Automatically redial the last number dialed

➔ **REDIAL** ➔ (talk)

Have a busy outside line call you back when it becomes open/free

➔ access line (9, 81-84) ➔ busy tone ➔ **3DEF** ➔ ➔ extension rings when line is free ➔ ➔ dial phone number

Assign an account code before making a call

➔ **8TUV** ➔ **#** ➔ account code ➔ **#** ➔ access line (9, 81-84) ➔ phone number

Assign an account code for a client during a call

(talk) ➔ **MEMORY** ➔ **#** ➔ account code ➔ **#** ➔ (talk)

HANDLING INCOMING CALLS

Answer a call ringing at someone else's phone in your call pickup group

➔ **7PRS** ➔ **0OPER** ➔ **1** ➔ (talk)

Answer a call ringing at another extension

➔ **7PRS** ➔ **0OPER** ➔ **4GHI** ➔ ringing extension number ➔ (talk)

Place a call on hold (and then retrieve it)

(talk) ➔ **HOLD** (to retrieve) **HOLD**

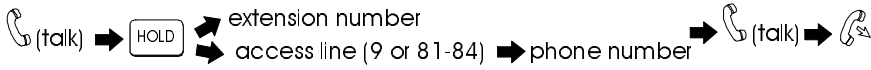
Answer a second call and toggle between the two calls

(talk) ➔ **HOLD** ➔ (talk) ➔ **HOLD**

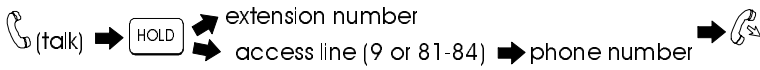
Retrieve a call that has been placed on Floating Hold

➔ ***** ➔ **9WXYZ** ➔ Floating Hold number

Supervise the transfer of a call to an extension or outside number



Transfer a call to an extension or outside number without supervising the call



Transfer a call to a busy extension

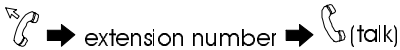


COMMUNICATING WITHIN YOUR OFFICE

Answer a ringing phone



Call another extension



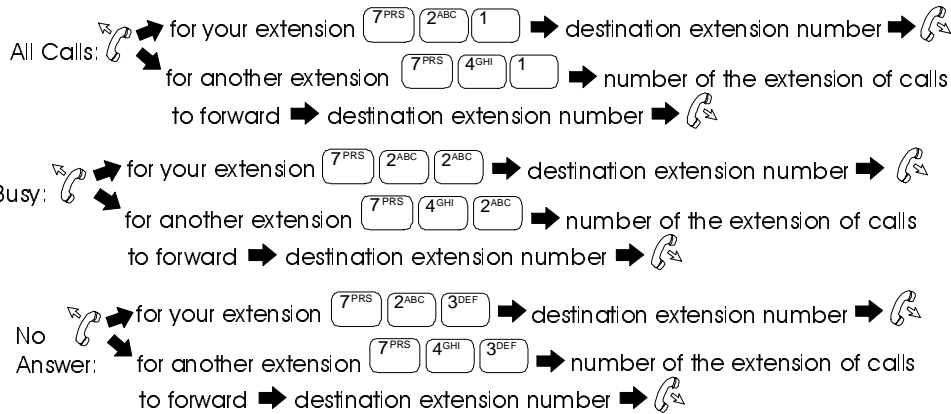
Page another party or make an announcement



Answer a page using Meet-Me Answer

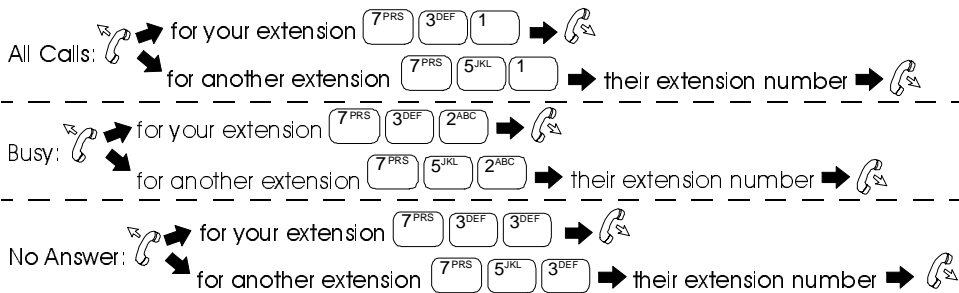


Set Call Forwarding for:

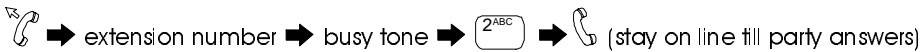


NOTE: If forwarding calls to an outside number, press the # key, and then enter a preassigned system speed dial number.

Cancel Call Forwarding for:



Camp-on to a busy extension and send a call waiting signal



Answer a camp-on signal



Have a busy extension call you back when it becomes free

➔ extension number ➔ busy tone ➔ ➔ ringback tone ➔

Respond to a callback request

➔ (talk)

Send a message waiting indication to another extension

➔ extension number ➔ ring or busy tone ➔ ➔

Answer a message waiting indication

➔ hear message waiting tone ➔ ➔ (talk)

Cancel a message waiting indication sent by another extension

➔ ➔

Turn Do-Not-Disturb on or off

➔ ➔

Interrupt another extension's call and make an announcement

➔ extension number ➔ busy tone ➔ ➔ (talk)

Using Additional Features

Establish a three-party conference call from your current call

➔ extension number ➔ access line (9 or 81-84) ➔ phone number ➔ (talk) ➔ ➔ (talk)

Set a reminder alarm

➔ ➔ enter time (24 hour format) ➔

Cancel a reminder alarm

➔ ➔

Have the system redial a busy outside number until the called number answers

➔ access line (9, 81-84) ➔ phone number ➔ (system makes redials up to 15 redial attempts)

Turn background music on and off

➔ ➔