

## Panasonic Quick Reference Guide

### Calling Another Extension.

To call another extension number, lift handset and dial ext number i.e. 202 or press pre-programmed ext button.

### Calling an Outside Party.

To call an outside party lift handsets and dial 9 or press a pre-programmed line button, followed by the outside party number.

### Receiving Calls.

To answer a call, whilst the handset is ringing lift handset and speak to the caller, to answer a call using speaker phone, whilst handset is ringing press the SP-Phone button.

### Transferring a Call to Another Extension.

To transfer a call during a conversation press the transfer button, followed by the ext number you wish to transfer to, wait for the called party to answer, announce the call replace the handset to transfer.  
If your phone has pre-programmed ext buttons you can just press the ext button so pressing the transfer button is not necessary.  
If the ext doesn't answer or can't take the call you can return to the call by pressing the line button or the transfer button.

### Putting a Call on hold.

During a conversation you can put a call on hold at any time by pressing the hold button, at this point the handset can be replaced to return to the call lift handset and press the flashing green line button, or from a different handset press the flashing red line button.

### Picking Up Another Extension within your Call Pick-Up Group.

If a phone is ringing and you wish to pick it up lift your handset and dial \*0 this will answer the call.

### Recording your Personal Voicemail Greeting.

To record your personal voicemail greeting lift the handset and dial 500, when you hear the automated voice dial 411 record your voicemail greeting then to end recording dial 1, to review the recording dial 1 to save the Recording dial 2.

### Listening to your Personal Greeting.

To listen to your personal greeting lift the handset and dial 500 when you hear the automated voice dial 411.

### To Forward your Handset to Voicemail.

To forward your ext to voicemail lift the handset and dial \*710 5 500# then replace the handset; this will activate a busy/no answer forward to voicemail.  
If you wish to set an immediate forward to voicemail lift handset and dial \*710 2 500# then replace the handset.

### To Cancel all Forwards.

To cancel any call forward on your ext lift handset and dial \*7100 then replace the handset.

## To Listen a Voicemail Message.

When you have received a voicemail message there will be a red light on at the top of your handset, to retrieve the message lift your handset and press the message button.

The messages will play back in order, after each message has played you can.

Dial 1 to repeat the message again.

Dial 2 to go back to the previous message.

Dial 3 to erase the message.

Dial 5 to transfer the message to another extension.

Dial 7 to rewind the message.

Dial 9 to fast forward the message.

If the message waiting light is on and there is no voicemail messages, it could be that there has been a missed call from another ext, you can respond to this by lifting the handset and pressing the Message button this will call the ext back, if you wish to cancel the missed call notification, with the handset down press the Message button followed by the Transfer button.

## To Forward your Handset.

To forward your handset to a different location lift handset and dial \*710 2 for all calls  
5 for busy/no answer

Followed by the extension number then dial #

To cancel a call forward lift handset and dial \*7100.

This will overwrite any previous forwards including voicemail.

## To Set / Cancel Do Not Disturb.

If you wish to block calls arriving at your handset, lift your handset and dial \*7101 then replace your handset.

To cancel lift handset and dial \*7100.

## To Adjust the Handset Volumes.

To change the ringer volume whilst the handset is down press the up or down arrow on the navigation key this will either increase or decrease the ringer volume.

To change the speaker phone volume, whilst the phone is on speaker phone press the up or down arrow on the navigation key this will increase or decrease the speaker phone volume.

To change the handset or headset volume, during a conversation press the up or down arrow on the navigation key this will increase or decrease the handset or headset volume.

## To Program a Flexible Button.

To program a button on your handset for an extension press the program button followed by the button that you wish to program dial 1 followed by the ext number then press auto dial store then press another button or lift the handset and replace it to end programming.

To program a button on your handset for a outside line press the program button followed by the button that you wish to program 2 followed by 9 then the number you wish to program then press auto dial store then press another button or lift the handset and replace it to end programming.