Panasonic

Key Telephone/Digital Single Line Telephone (DSLT)
Quick Reference (Section 751)
(For Use With ICX and S-ICX Systems, version 5.0)
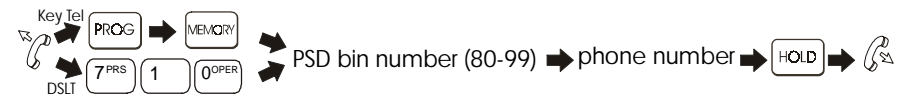
NOTE: Some features may not be available depending on system programming.

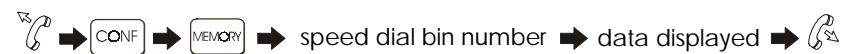## PLACING OUTSIDE CALLS

Make a call using pooled line access

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

Set Personal Speed Dial (PSD) numbers

Key Tel [PROG] ➡ [MEMORY] ➡ PSD bin number (80-99) ➡ phone number ➡ [HOLD]
DSLT [7 PRS] [1] [0 OPER] ➡

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] ➡
DSLT [7 PRS] [1] [0 OPER] ➡
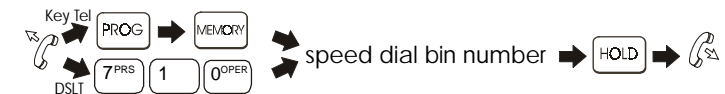
Automatically redial the last number dialled

➡ [REDIAL] ➡ (talk)

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

➡ access line (9 or 81-84) ➡ busy tone ➡ [3 DEF] ➡ ➡
extension rings when line is free ➡ ➡ dial phone number

Part No. 541X00201
Printed in USA
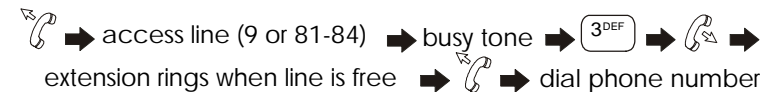
Assign an account code before making a call

📞 ➡️ `8ᵀᵁⱽ` `#` ➡️ account code ➡️ `#` ➡️ access line (9 or 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

📞 ➡️ `*` `9ᵂˣʸ` ➡️ Floating Hold number

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

📞 (talk) ➡️ `HOLD` ↗️ extension number
                      ↘️ access line (9 or 81-84) ➡️ phone number ➡️ 📞 (talk) ➡️ 📞

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

📞 (talk) ➡️ `HOLD` ↗️ extension number
                      ↘️ access line (9 or 81-84) ➡️ phone number ➡️ 📞

Silent Monitor

📞 ➡️ press the FF key assigned as a Silent Monitor key, then press the monitored ext. #

   ↘️ press only the Silent Monitor key if the FF key has been
       assigned to monitor a specific ext. #

   OR

📞 ➡️ press ON/OFF ➡️ `7ᴾᴿˢ` `6ᴹᴺᴼ` `8ᵀᵁⱽ` ➡️ press the ext. # you want to monitor

Turn background music on and off

☎ ➡ [*] [3^DEF] [0^OPER] ➡ 📞

Set Station Lock-out to limit the use of your phone by others when you are away

☎ ➡ [7^PRS] [4^GHI] [6^MNO] ➡ 📞

Cancel Station Lock-out on your phone

☎ ➡ [7^PRS] [4^GHI] [6^MNO] ➡ Walking TRS (Call Barring)/Station Lockout security code ➡ 📞
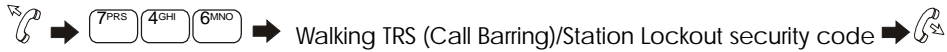
Assign an Absence Message to your phone

☎ ➡ [7^PRS] [2^ABC] [9^WXY] ➡ absence message number ➡ [HOLD] ➡ 📞
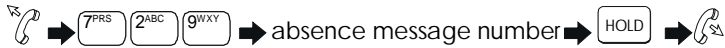
Turn off Absence Message

☎ ➡ [7^PRS] [2^ABC] [9^WXY] ➡ [HOLD] ➡ 📞

Room Monitoring — Setting up monitored and monitoring extensions

Setting up monitored extension

☎ ➡ press [7^PRS] [7^PRS] [5^JKL] ➡ 📞
➡ press the FF key assigned to monitored access code 📞

Setting up monitoring extension

☎ ➡ press [7^PRS] [7^PRS] [6^MNO] ➡ ☎
➡ press the FF key assigned to monitoring access code, then press the monitored extension # ➡ ☎

OR

📞 ➡ press the FF key assigned to Room Monitor code followed by monitored ext. #
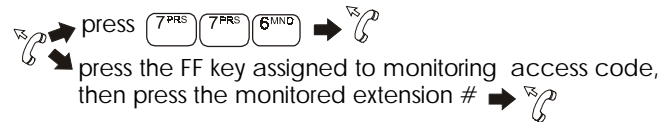
Transfer a call to a busy extension

📞 (talk) ➡ [HOLD] ➡ extension number ➡ [2^ABC] ➡ 📞

COMMUNICATING WITHIN YOUR OFFICE

Answer a ringing phone

☎ ➡ 📞 (talk)

Call another extension

☎ ➡ extension number ➡ 📞 (talk)
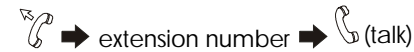
Page another party or make an announcement

☎ ➡ [#] ➡ paging group number ➡ 📞 (talk) ➡ 📞

Answer a page using Meet-Me Answer

☎ ➡ [#] [#] ➡ 📞 (talk)

Set Call Forwarding for:

All Calls: ☎ ➡ for your extension [7^PRS] [2^ABC] [1] ➡ destination extension number ➡ 📞
➡ for another extension [7^PRS] [4^GHI] [1] ➡ number of the extension of calls to forward ➡ destination extension number ➡ 📞

Busy: ☎ ➡ for your extension [7^PRS] [2^ABC] [2^ABC] ➡ destination extension no. ➡ 📞
➡ for another extension [7^PRS] [4^GHI] [2^ABC] ➡ no. of the extension of calls to forward ➡ destination extension no. ➡ 📞

No Answer: ☎ ➡ for your extension [7^PRS] [2^ABC] [3^DEF] ➡ destination extension no. ➡ 📞
➡ for another extension [7^PRS] [4^GHI] [3^DEF] ➡ no. of the extension of calls to forward ➡ destination extension no. ➡ 📞

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

Set Call Forwarding for a PDN from an NPDN or PNPDN for:

All Calls: 📞 ➡ press an NPDN (or PNPDN) key ➡ press [7PRS][2ABC][1] ➡

destination extension # ➡ 📞

Busy: 📞 ➡ press an NPDN (or PNPDN) key ➡ press [7PRS][2ABC][2ABC] ➡

destination extension # ➡ 📞

No Answer: 📞 ➡ press an NPDN (or PNPDN) key ➡ press [7PRS][2ABC][3DEF] ➡

destination extension # ➡ 📞

Cancel Call Forwarding for:

All Calls: 📞 ➡ for your extension [7PRS][3DEF][1] ➡ 📞

for another extension [7PRS][5JKL][1] ➡ their extension number ➡ 📞

Busy: 📞 ➡ for your extension [7PRS][3DEF][2ABC] ➡ 📞

for another extension [7PRS][5JKL][2ABC] ➡ their extension number ➡ 📞

No Answer: 📞 ➡ for your extension [7PRS][3DEF][3DEF] ➡ 📞

for another extension [7PRS][5JKL][3DEF] ➡ their extension number ➡ 📞

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

📞 ➡ extension no. ➡ busy tone ➡ [2ABC] ➡ 📞 (stay on line till party answers)

Answer a camp-on signal

📞 ➡ 📞 or [HOLD] ➡ 📞 (talk)

Have a busy extension call you back when it becomes free

📞 ➡ extension number ➡ busy tone ➡ [3DEF] ➡ ringback tone ➡ 📞

Respond to a callback request

📞 ➡ 📞 (talk)

Send a message waiting indication to another extension

📞 ➡ extension number ➡ ring or busy tone ➡ [4GHI] ➡ 📞

Answer a message waiting indication

📞 ➡ hear message waiting tone ➡ [*][6MNO] ➡ 📞 (talk)

press FF key assigned as a Message Callback key ➡ 📞 (talk)

Cancel a message waiting indication sent by another extension

📞 ➡ [*][5JKL] ➡ 📞

Turn Do-Not-Disturb on or off

📞 ➡ [7PRS][2ABC][0OPER] ➡ 📞

Interrupt another extension's call and make an announcement

📞 ➡ extension number ➡ busy, ring-back or special tone ➡ [9WXY] ➡ 📞 (talk)

Make an Off-Hook Voice Announcement

📞 ➡ extension number ➡ busy, ring-back or special tone ➡ [8WXY] ➡ 📞 (talk)

USING ADDITIONAL FEATURES

Establish a conference call from your current call

[HOLD] ➡ extension number

access line (9 or 81-84) ➡ phone number ➡ 📞 (talk) ➡ [CONF] ➡ 📞 (talk)

Set a reminder alarm

📞 ➡ [*][3DEF][1] ➡ enter time (24 hour format) ➡ 📞

Cancel a reminder alarm

📞 ➡ [*][3DEF][9WXY] ➡ 📞

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

📞 ➡ access line (9 or 81-84) ➡ phone number ➡ [REDIAL] (system makes redials up to 15 redial attempts)