Panasonic

ICX
Integrated Communication eXchange

Single Line Telephone (SLT)
Quick Reference

NOTE: Some features may not be available depending on 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 numbers

📞 ➡ [7 PRS] [1] [0 OPER] ➡ PSD bin number (80-99) ➡ phone number ➡ [*] ➡ 📞

Access speed dial numbers

📞 ➡ [8 TUV] [0 OPER] ➡ speed dial bin number ➡ 📞

Delete speed dial numbers

📞 ➡ [7 PRS] [1] [0 OPER] ➡ PSD bin number (80-99) ➡ [*] ➡ 📞

Automatically redial the last number dialled

📞 ➡ [7 PRS] [1] [2 ABC] ➡ 📞 (talk)

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

📞 ➡ access line (9, 81-84) ➡ busy tone ➡ [3 DEF] ➡ 📞 ➡

extension rings when line is free ➡ 📞 ➡ dial phone number

Assign an account code

📞 ➡ [8 TUV] [#] ➡ account code ➡ [#] ➡ access line (9, 81-84)

➡ phone number

HANDLING INCOMING CALLS

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

📞 ➡ [7 PRS] [0 OPER] [1] ➡ 📞 (talk)

Answer a call ringing another extension

📞 ➡ [7 PRS] [0 OPER] [4 GHI] ➡ ringing extension number ➡ 📞 (talk)

Place a call on hold (and then retrieve it)
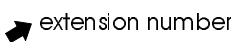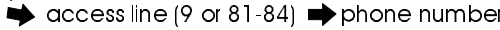
📞 (talk) ➡ hook flash ➡ hook flash

Answer a second call and toggle between the two calls

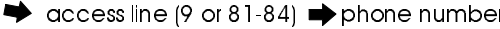📞 (talk) ➡ hook flash ➡ 📞 (talk) ➡ hook flash

Retrieve a call that has been placed on Floating Hold

📞 ➡ [*] [9 WXY] ➡ Floating Hold number

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

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

Transfer a call to a busy extension

📞 (talk) ➡ hook flash ➡ 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 [7PRS] [2ABC] [1] ➡ destination extension number ➡ 📞

for another extension [7PRS] [4GHI] [1] ➡ number of the extension of calls to forward ➡ destination extension number ➡ 📞

Busy: 📞 ➡ for your extension [7PRS] [2ABC] [2ABC] ➡ destination extension number ➡ 📞

for another extension [7PRS] [4GHI] [2ABC] ➡ number of the extension of calls to forward ➡ destination extension number ➡ 📞

No Answer: 📞 ➡ for your extension [7PRS] [2ABC] [3DEF] ➡ destination extension number ➡ 📞

for another extension [7PRS] [4GHI] [3DEF] ➡ number of the extension of calls to forward ➡ destination extension number ➡ 📞

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

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 number ➡ busy tone ➡ [2ABC] ➡ 📞 (stay on line till party answers)

Answer a camp-on signal

📞 ➡ 📞 ➡ 📞 (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 ➡ [*] [6^{MNO}] ➡ 📞 (talk)

Cancel a message waiting indication sent by another extension

📞 ➡ [*] [5^{JKL}] ➡ 📞

Turn Do-Not-Disturb on or off

📞 ➡ [7^{PRS}] [2^{ABC}] [0^{OPER}] ➡ 📞

Interrup another extension's call and make an announcement

📞 ➡ extension number ➡ busy tone ➡ [9^{WXY}] ➡ 📞 (talk)

Using Additional Features

Establish a three-party conference call from your current call

hook flash ⤵ extension number
          ⤴ access line (9 or 81-84) + number ➡ 📞 (talk) ➡ hook flash ➡ 📞 (talk)

Set a reminder alarm

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

Cancel a reminder alarm

📞 ➡ [*] [3^{DEF}] [9^{WXY}] ➡ 📞