



## **Panasonic Telephone Quick Reference Guide**

### **Program Internal Auto Dials (Extensions)**

Press: Program

Press the button you want to program

Enter: 1

See Extension. Enter the extension number

Press: Auto Dial/Store

### **Program External Auto Dials**

Press: Program

Press the button you want to program

Enter: 2

Press: 9, then enter the telephone number

Press: Auto Dial/Store

### **Flash (Link)**

Press: Flash

Wait for Dial Tone

Dial the telephone number or press pre-programmed button

Wait for person on other end to answer or wait for a couple of rings

Press: Flash again. Hang Up.

### **Forward Calls**

Go Off-Hook

Enter \*71

Press a dial key to select the types of calls to apply this feature to:

0: Both outside and intercom calls

1: Outside calls only

2: Intercom calls only

Press a dial key to select the status

2: All calls

3: Busy

4: No answer

5: Busy/No answer

0: Cancel

Enter an extension number. If you want calls to your mailbox enter 500 or enter the extension number that you want to forward to, and then enter #.

After the confirmation tone, go back on-hook.

The Forward/DND button will be red to remind you that the phone is forwarded.



### **Do Not Disturb**

Go Off-Hook. Enter \*71

Press a dial key to select the types of calls to apply this feature to:

0: Both outside and intercom calls

1: Outside calls only

2: Intercom calls only

To

Enable

Do Not

Disturb,

enter 1

To

Cancel

Do Not

Disturb,

enter 0

After the confirmation tone, go back on-hook.

The Forward/DND button will be red to remind you that the phone is forwarded.

### **Conference**

Press: Conf.

After the confirmation tone, dial the phone number of the party to add Talk to the new party

Press: Conf

After the confirmation tone, talk with multiple parties.

To leave a conference

Press: Conf

After the confirmation tone, go on-hook.



### **Personal Speed Dial**

Go off-hook.

Enter: \*30

Enter: 2 digit code

Enter: 9, then phone number

Press: #

Go on-hook.

To Name Person Speed Dial

Press: Program, enter 10

See: Speed Dial \*

Enter the 2 digit location number

Press: Enter

Spell name

Press: Enter to save

Press: Exit

### **Ring Tone**

To increase ring volume

Press: Up arrow on square navigation key

To decrease ring volume or turn ringer off

Press: Down arrow on square navigation key