

Panasonic



Key Telephone/Digital Single Line Telephone (DSLTL) Quick Reference (Section 751)

For Use with DBS 576 and DBS 576HD version 4.0

NOTE: Some features may not be available depending on system programming.

PLACING OUTSIDE CALLS

Make a call using pooled trunk access



Set Personal Speed Dial (PSD) numbers



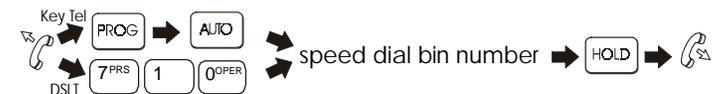
Access speed dial numbers



Check speed dial numbers (Key Telephone Only)



Delete speed dial numbers



Automatically redial the last number dialed



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



Assign an account code before making a call

 →   → account code →  → access line (9 or 81-84)
→ phone number

Assign an account code for a client during a call

 (talk) →   → account code →  →  (talk)

HANDLING INCOMING CALLS

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

 →    →  (talk)

Answer a call ringing at another extension

 →    → ringing extension number →  (talk)

Place a call on hold (and then retrieve it)

 (talk) →  (to retrieve) 

Answer a second call and toggle between the two calls

 (talk) →  →  (talk) → 

Retrieve a call that has been placed on Floating Hold

 →   → Floating Hold number

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

 (talk) →  → 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) →  → 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 →    → press the ext. # you want to monitor

Turn background music on and off



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



Cancel Station Lock-out on your phone



Assign an Absence Message to your phone



Turn off Absence Message



Room Monitoring — Setting up monitored and monitoring extensions

Setting up monitored extension



Setting up monitoring extension



OR



Transfer a call to a busy extension

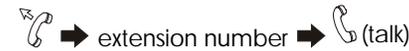


COMMUNICATING WITHIN YOUR OFFICE

Answer a ringing phone



Call another extension



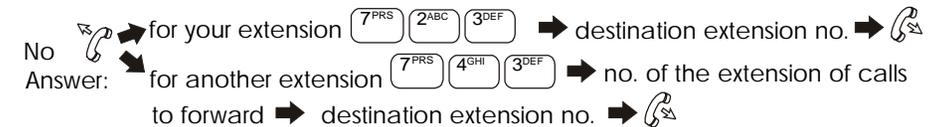
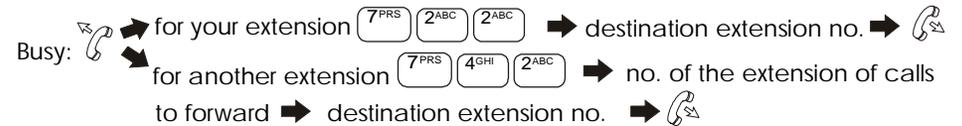
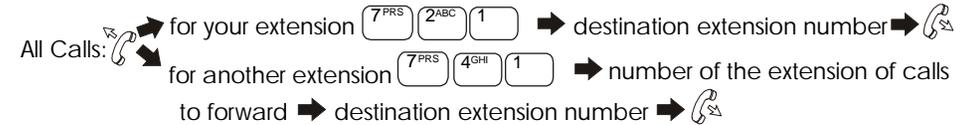
Page another party or make an announcement



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.

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

All Calls: ➔ press an NPDN (or PNPDN) key ➔ press ➔ destination extension # ➔

Busy: ➔ press an NPDN (or PNPDN) key ➔ press ➔ destination extension # ➔

No Answer: ➔ press an NPDN (or PNPDN) key ➔ press ➔ destination extension # ➔

Cancel Call Forwarding for:

All Calls: ➔ for your extension ➔

 ➔ for another extension ➔ their extension number ➔

Busy: ➔ for your extension ➔

 ➔ for another extension ➔ their extension number ➔

No Answer: ➔ for your extension ➔

 ➔ for another extension ➔ their extension number ➔

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

➔ extension no. ➔ busy tone ➔ ➔ (stay on line till party answers)

Answer a camp-on signal

➔ or ➔ (talk)

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)
 ➔ press FF key assigned as a Message Callback key ➔ (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, ring-back or special tone ➔ ➔ (talk)

Make an Off-Hook Voice Announcement

➔ extension number ➔ busy, ring-back or special tone ➔ ➔ (talk)

USING ADDITIONAL FEATURES

Establish a 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 or 81-84) ➔ phone number ➔ (system makes redials up to 15 redial attempts)