

***** Useful Hints *****

■ In the Voice Mail and Automated Attendant services, the following functions are always available after main command entry. They cannot be used, however, in cases where functions have been assigned to each number, or when entering numbers.

- 8 to change volume level
- 9 to change playback speed
- 0 to repeat the Help menu
- * to exit the menu (back up)

■ For Other Features

You can press several keys continuously in order to reach the Other Features functions quickly.

Function	Key Operation
Check Distribution	3 1
Call Blocking/Call Screening	3 2 1
Alternate Extension Transfer	3 2 2
Assign Alternate Ext. No.	3 2 3
Personal Greeting	3 3 1
Password	3 3 1 2
Subscriber's Name	3 3 1 2 2
Message Retrieval Order	3 3 2 1
Message Scanning	3 3 2 2
Add Members	3 3 3 1
Delete Members	3 3 3 2
Review Group Distribution List	3 3 3 3

***** Service Access Commands *****

<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> <p>#1 Dial by Name</p>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">ABC 2</div> <p>#B Bulletin Board</p>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">DEF 3</div> <p>#D Department Dial</p>
<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">GHI 4</div>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">JKL 5</div> <p>#L Login</p>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">MNO 6</div> <p>#M Voice Mail</p>
<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">PRS 7</div> <p>#R Restart (Main Menu)</p>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">TUV 8</div> <p>#T Transfer</p>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">WXY 9</div> <p>#X Exit</p>
<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">*</div> <p>* Backup</p>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">OPER 0</div>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">#</div>

***** Memo *****

Your Extension Number: _____

Your Mailbox Number: _____

Your Password: _____

Your Interview Mailbox Number: _____

To call Voice Mail Service: _____

To call Automated Attendant Service: _____

To call Interview Service: _____

To call System Manager: _____

To call Message Manager: _____

To call Bulletin Manager: _____

To call Operator: _____



Panasonic

Voice Processing System

MODEL NO. **KX-TVP150**

Quick Reference for Subscriber

—RANUG-016

Subscriber

Entering Mailbox

1 Name

Mailbox No.

* Mailbox No.

Password

MAIN COMMAND

To receive a message, press **1**.
To deliver a message, press **2**.
For other features, press **3**.
For call transfer, press **4**.
To change voice level at any time, press **8**.
To change playback speed at any time, press **9**.
To end this call, press *****.
(Help Menu)

RECORD MESSAGES

To replay the previous message, press **1** twice.
To play the next message, press **2**.
To erase this message, press **3**.
To reply, press **4**.
To rewind, press **5**.
To fast forward, press **6**.
To transfer this message, press **7**.
For message scan, press **#**.
(Help Menu)

1
Please enter the mailbox number of the person for whom you wish to leave a message.

To record a message, press **1**.
To add mailbox number, press **2**.
To review mailing list, press **3**.
To cancel message delivery, press *****.

To check mailbox distribution, press **1**.
For automated attendant status, press **2**.
For mailbox management, press **3**.
(To set up message waiting notification, press **4**.)
For external message delivery, press **5**.
(To record guest messages, press **6**.)
(For interview mailbox management, press **7**.)

1 Receive

2 Deliver

3 Other Features

4 Call Transfer

1 Mailbox Distribution Status

To play the message, press **1**.
To check the previous message, press **1** twice.
To check the next message, press **2**.
To cancel this message or verification, press **3**.

2 Set Automated Attendant Status

To set call transfer status, press **1**.
To set alternate extension transfer status, press **2**.
To set up an alternate extension, press **3**.
(To record a personal bulletin message, press **4**.)
(To set personal bulletin board status, press **5**.)
(To set message reception mode, press **6**.)

3 Mailbox Management

To customize your mailbox, press **1**.
To change the mailbox parameters, press **2**.
To set the group distribution lists, press **3**.
(For guest account management, press **4**.)

4 Message Notification

To notify with a message waiting lamp, press **1**.
Otherwise, press **2**.

5 External Message Delivery

To record an external delivery message, press **1**.
To check external message delivery status, press **2**.

6 Guest Account

Guest mailbox ... are assigned.
Please enter the guest mailbox number **1**.
To record the question, press **1**.
To set the answer length, press **2**.
To erase the question, press **3**.

7 Interview Mailbox Management

To deliver your message to this guest, press **1**.
Otherwise, press **2**.

To set timed message notification, press **1**.
To set immediate message notification, press **2**.
To assign a telephone number, press **3**.

Quick Tip

When you finish your call, make sure to follow the prompt provided by the system to complete the current operation before actually hanging up the phone.

● Press **# 9**. Then hang up the phone.

● If you forget to press **# 9** before hanging up the phone, the line will remain engaged until the prompt finishes playing. It is therefore necessary to wait about 30 seconds or so before calling the same number back again.

In addition to subscribers to the system, other persons who will be using it should also be informed of the above. The above operation works whenever the system is providing voice prompts.

Notes:

- The prompt in parentheses () is heard if that feature is authorized.
- Press ***** at any time to exit the menu.