

Panasonic



Single Line Telephone (SLT) Quick Reference (Section 752 Ver. 3.5)

NOTES:

- Some features may not be available depending on system programming.
- * In Taiwan, Malaysia, and Indonesia the line access code = **0** instead of **9**.
- ** In Taiwan, Malaysia, and Indonesia, press the **#** key after entering the number or code.
(For example, to set PSD numbers in Taiwan, Malaysia, and Indonesia, enter **710#**.)

PLACING OUTSIDE CALLS

Make a call using pooled line access

➔ access line (9, 0*, 81-84) ➔ phone number ➔ (talk)

Set Personal Speed Dial (PSD) numbers

➔ ** ➔ PSD bin number (80-99) ➔ phone number ➔ hook flash ➔

Access speed dial numbers

➔ ➔ speed dial bin number ➔

Delete speed dial numbers

➔ ** ➔ PSD bin number (80-99) ➔ hook flash ➔

Automatically redial the last number dialed

➔ ** ➔ (talk)

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

➔ access line (9, 0*, 81-84) ➔ busy tone ➔ ➔ ➔ extension rings when line is free ➔ ➔ dial phone number

Assign an account code

➔ ➔ account code ➔ ➔ access line (9, 0*, 81-84)
➔ phone number

HANDLING INCOMING CALLS

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

➔ ** ➔ (talk)

Answer a call ringing another extension

➔ ** ➔ 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

➔ ➔ Floating Hold number

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

☎ (talk) → hook flash → extension number → access line (9, 0*, 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, 0*, or 81-84) → phone number → ☎

Transfer a call to a busy extension

☎ (talk) → hook flash → extension number → ** → ☎

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 ** → destination extension number → ☎
☎ → for another extension ** → number of the extension of calls to forward → destination extension number → ☎

Busy: ☎ → for your extension ** → destination extension number → ☎
☎ → for another extension ** → number of the extension of calls to forward → destination extension number → ☎

No Answer: ☎ → for your extension ** → destination extension number → ☎
☎ → for another extension ** → 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 ** → ☎
☎ → 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 number → busy tone → ** → ☎ (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 → ** → 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)

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 tone → ** →  (talk)

Using Additional Features

Establish a conference call from your current call

hook flash → extension number
hook flash → access line (9, 0*, or 81-84) + number →  (talk) → hook flash →  (talk)

Set a reminder alarm

 → → enter time (24 hour format) → 

Cancel a reminder alarm

 → → 

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

 → ** → 

Cancel Station Lockout on your phone

 → ** → Walking TRS (Call Barring)/Station Lockout security code → 