

Panasonic Telephone - User Features

Features	Method
1. Answering Incoming Calls	Lift the hand piece (on ringing handsets) or simply Press the FLASHING RED line key
2. Placing an Outside Call	Dial '0' then dial the external number(Unless advised not)
3. Placing an internal call	Lift the hand piece then dial Extn No.
4. Hands free - Microphone On / Off	Press SP-PHONE Press MUTE
5. Transferring Calls	A) Press TRANSFER then dial Extn No, Announce Call – Hang Up B) For reception: Press DSS Button , Announce Call – Hang Up
6. Last Number Redial	Press REDIAL
7. Paging All	Lift Hand Piece & Dial * 3301
8. Speed Dial	System -lift hand piece - press AUTO DIAL/STORE then 3 digit speed dial code
9. Background Music	ON: Speaker *7511 Speaker OFF: Speaker *7510 Speaker
10. Extn Swap	1) Physically move the handset to new location. 2) At new location at current handset: Dial *# - EXTN – 1111 (Handset will reboot with desired extn number)
11. Identifying your own extension	Press INFO key or Transfer Continue pressing to return to time view

Programming Features

1. Programming Extension Numbers	A) Under a DSS/one touch key PROGRAM(PROG) - BUTTON – DIAL 1 – EXTN NO – ENTER – ENTER NAME USING KEYPAD - AUTO DIAL/ STORE – lift hand piece and replace to exit programming
2. Programming Telephone Numbers TRANSFER= CLEAR	A) Under DSS/ one touch key PROGRAM(PROG) - BUTTON – DIAL 2 – 0 – PHONE NUMBER – ENTER – ENTER NAME USING KEYPAD - AUTO DIAL/STORE – lift hand piece and replace to exit programming
3. Conference Calls on desk telephones - 3 party conference inc. self	Get party no.1 on line (Outside Number or Internal Extension) Press CONF button Get party no.2 on line (Outside Number or Internal Extension) Press CONF and all 3 parties can converse with each other

Panasonic Conference Station

1. Internal Call	press speaker button – dial internal extension number
2. External Call	press speaker button Dial '0' then dial the external number
3. Conference Calls on conference station -3 party conference inc. self	Get party no.1 on line (Outside Number or Internal Extension) Press Recall button then wait for dial tone Get party no.2 on line (Outside Number or Internal Extension) Press Recall button then 3 on key pad - all parties can converse with each other