**Specsavers Panasonic User Guide**

**Basic Instructions**

***How to make a call?***

***For external calls:***

Pick up the phone, enter **0** on the key padto access a line out, then dial the phone number.

***For internal calls:***

Pick up the phone, press the pre-programmed **one touch keys** on the side of the phone or dial the 3-digit extention number.

***How to redial the last number dialled:***

Press the **Redial** key on the handset, and this will dial the last number dialled.

***How to place a call on Hold?***

While on an active call, press the **HOLD** key, the line button **will flash green** on your handset, you can **retrieve the call on hold** by pressing the **green flashing line key**.

***How to transfer a call to another extension?***

While on an active call, press the **pre-programmed one touch key** or press: “**Transfer**” key, dial the extension number you want to transfer the call to, the other party answers, then hang up to transfer the call.

***How to transfer a call to an outside number?***

***(This feature may not be enabled on your phone system, if not enabled please contact Nu Teck to enable this feature)***

Press **Transfer** key, enter 0 to access an outgoing line, enter the phone number

The other party needs to answer your call, advise you are transferring a call to theme, then hang-up to complete the transfer.

***For Technical Support, please call Nu Teck Communications: 02 9647 3333***