

Panasonic



Single Line Telephone (SLT) Quick Reference (Section 752 Ver. 2.6)

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

PLACING OUTSIDE CALLS

Make a call using pooled trunk access

➔ access line (9, 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

➔ access line (9, 81-84) ➔ ➔ (talk)

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

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

Assign an account code






➔ ➔ account code ➔ ➔ access trunk (9, 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, 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, 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 →

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, 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 →

Assign an Absence Message to your phone

→ → absence message number → hookflash →

Turn off Absence Message

→ → hookflash →