

# 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

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




#### Access speed dial numbers

 ➔   ➔ speed dial bin number ➔ 

#### Delete speed dial numbers

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




#### Automatically redial the last number dialed

 ➔ access line (9, 81-84) ➔  1  ➔  (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

 ➔   1 \*\* ➔  (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 → 