

# Panasonic



## Single Line Telephone (SLT) Quick Reference (Section 752)

(For use with ICX and S-ICX Systems, version 5.0)

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

### PLACING OUTSIDE CALLS

#### Make a call using pooled line access

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

## Assign an account code



 →   → account code →  → access line (9 or 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 → 

### 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 →  → 

## Turn off Absence Message



## Room Monitoring — Setting up monitored and monitoring extensions

### Setting up monitored extension



### Setting up monitoring extension



## Silent Monitor

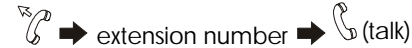


## COMMUNICATING WITHIN YOUR OFFICE

### Answer a ringing phone



### Call another extension



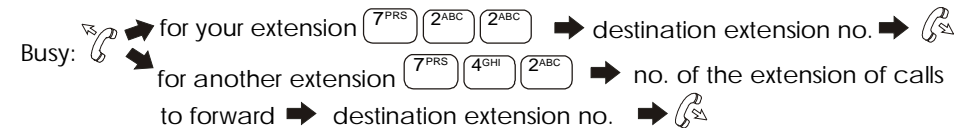
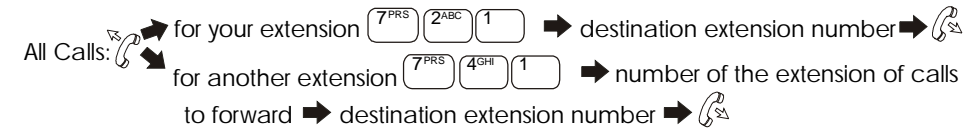
### Page another party or make an announcement



### Answer a page using Meet-Me Answer



### Set Call Forwarding for:



**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 no. → 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)

### Make an Off-Hook Voice 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 →