

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

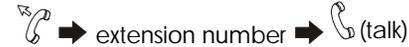


COMMUNICATING WITHIN YOUR OFFICE

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:

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 no. ➔
 for another extension ➔ no. of the extension of calls
to forward ➔ destination extension no. ➔

No Answer: for your extension ➔ destination extension no. ➔
 for another extension ➔ no. of the extension of calls
to forward ➔ destination extension no. ➔

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 →