

# Panasonic



## Key Telephone/Digital Single Line Telephone (DSLTL) Quick Reference (Section 751)

For Use with DBS 576 and DBS 576HD Version 5.1

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

### PLACING OUTSIDE CALLS

#### Make a call using pooled trunk access



#### Set Personal Speed Dial (PSD) numbers



#### Access speed dial numbers



#### Check speed dial numbers (Key Telephone Only)



#### Delete speed dial numbers



#### Automatically redial the last number dialed



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



### Assign an account code before making a call

 →   → account code →  → access line (9 or 81-84)  
→ phone number

### Assign an account code for a client during a call

 (talk) →   → account code →  →  (talk)

## HANDLING INCOMING CALLS

### Answer a call ringing at someone else's phone in your call pickup group

 →    →  (talk)

### Answer a call ringing at another extension

 →    → ringing extension number →  (talk)

### Place a call on hold (and then retrieve it)

 (talk) →  (to retrieve) 

### Answer a second call and toggle between the two calls

 (talk) →  →  (talk) → 

### 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) →  → 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) →  → extension number → access line (9 or 81-84) → phone number → 

### Silent Monitor

 → press the FF key assigned as a Silent Monitor key, then press the monitored ext. #  
→ press only the Silent Monitor key if the FF key has been assigned to monitor a specific ext. #

OR

 → press ON/OFF →    → press the ext. # you want to monitor

### Turn background music on and off



### Set Station Lock-out to limit the use of your phone by others when you are away



### Cancel Station Lock-out on your phone



### Assign an Absence Message to your phone



### Turn off Absence Message



### Room Monitoring — Setting up monitored and monitoring extensions

#### Setting up monitored extension



#### Setting up monitoring extension



OR



### Transfer a call to a busy extension

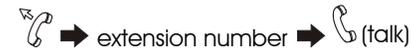


## COMMUNICATING WITHIN YOUR OFFICE

### Answer a ringing phone



### Call another extension



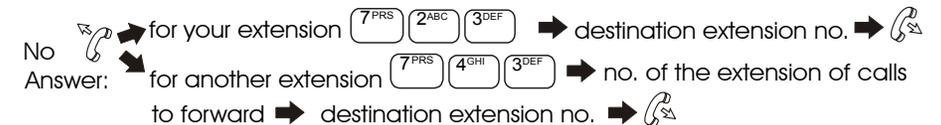
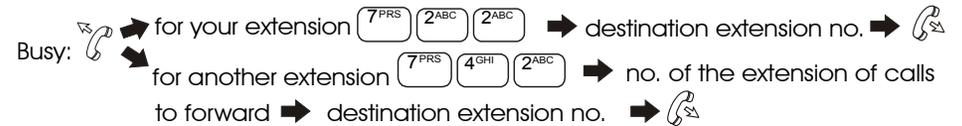
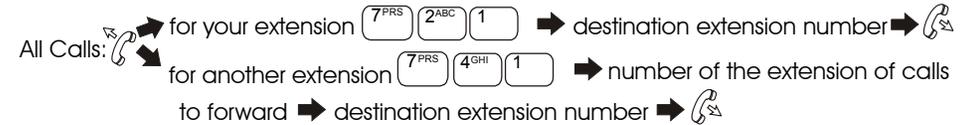
### Page another party or make an announcement



### Answer a page using Meet-Me Answer



### Set Call Forwarding for:



**NOTE:** If forwarding calls to an outside number, press the # key, and then enter a preassigned system speed dial number.

### Set Call Forwarding for a PDN from an NPDN or PNPDN for:

All Calls: ➔ press an NPDN (or PNPDN) key ➔ press ➔ destination extension # ➔

Busy: ➔ press an NPDN (or PNPDN) key ➔ press ➔ destination extension # ➔

No Answer: ➔ press an NPDN (or PNPDN) key ➔ press ➔ destination extension # ➔

### 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

➔ or ➔ (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)  
 ➔ press FF key assigned as a Message Callback key ➔ (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, ring-back or special tone ➔ ➔ (talk)

### Make an Off-Hook Voice Announcement

➔ extension number ➔ busy, ring-back or special tone ➔ ➔ (talk)

## USING ADDITIONAL FEATURES

### Establish a conference call from your current call

➔ extension number  
 ➔ access line (9 or 81-84) ➔ phone number ➔ (talk) ➔ ➔ (talk)

### Set a reminder alarm

➔ ➔ enter time (24 hour format) ➔

### Cancel a reminder alarm

➔ ➔

### Have the system redial a busy outside number until the called number answers

➔ access line (9 or 81-84) ➔ phone number ➔ (system makes redials up to 15 redial attempts)