Panasonic Quick Reference Guide

Transfer a call

During a call:

Unattended transfer: Press **TRANSFER** and dial relevant extension number and press Enter, then hang-up.

Attended Transfer: Press **TRANSFER** and dial relevant extension number and press Enter, announce caller then hang-up.

Blind transfer: Press **BLIND** and dial relevant extension and press Enter then hang-up.

Call Pick Up

When pickup groups are programmed by the technician you can pick up any extension in your own group

Dial **0*** lift handset / press **SP-PHONE**

Call Pick Up Select

Only the Operator can do a Direct call pickup.

Dial **0* ext no** lift handset / press **SP-PHONE**

Call Forward / Divert

To set:

Dial **720,** destination number, lift handset / press **SP-PHONE**, dial ext pin (e.g. 1234) Enter.

To cancel:

Dial **721**, lift handset / press **SP-PHONE**, dial ext pin, Enter.

Follow me

To set:

Dial **715** destination ext number, lift handset / press **SP-PHONE**, dial ext pin, Enter.

To cancel:

Dial **718**, lift handset / press **SP-PHONE**, dial ext pin

Call Park

During a call dial **55**, the system will read back park number

To **retrieve**, dial **55**, dial **park number (e.g. 101)** lift handset / **SP-PHONE**

Conference Call

Dial first party, dial **20***, end call.
Dial second party, dial **20***, end call.
Dial third party, dial **20***, end call.
Dial fourth party, dial **20***, end call.
Dial fifth party, dial **20***, all in conference.

Only 5 party conference.

Account Code

Dial: 41 number
lift handset / press **SP-PHONE**
After beep enter **account code,** Enter.
(Account codes must be programmed by the technician)

Extension Pin

Default is 1234
To change Dial **110***, lift handset / press **SP-PHONE**,
Dial old pin, Dial new pin, #

Lock Phone

To Lock:
Dial **77**, lift handset / press **SP-PHONE**, **ext pin,** Enter.

To Unlock:
Dial **77**, lift handset / press **SP-PHONE**, **ext pin,** Enter.

Time / Mode Service

To activate dial:

781 – Day Mode
782 – Lunch Mode
783 – Night Mode
784 – Break Mode

lift handset / press **SP-PHONE**

Barge in

Barge **92** ext
Whisper **91** ext
Spy **90** ext

Dial **9X**, extension number, lift handset / press **SP-PHONE**

Speed Dial Numbers

Personal
To program:

Dial **2* code (0-9) *** number, lift handset / press **SP-PHONE**

To use:

Dial **3* code (0-9)** lift handset / press **SP-PHONE**

System
To program:

Dial **7* code (00-99) *** number, lift handset / press **SP-PHONE**

To use:

Dial *** code (00-99)** lift handset / press **SP-PHONE**
(Speed dials can also be programmed by the technician.)

Voicemail

Dial ***100#**
Lift handset / **SP-PHONE,** follow voice prompts.