Panasonic Telephone Quick Reference Guide

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| **Misc. Tips**  **Using Do Not Disturb.**   1. Press the FWD/DND button and it will light up red. 2. Now your phone will not ring. 3. Press the button again and the red light will go out. 4. Now your phone will ring again.   **Using the Auto Answer Button**   1. When the Auto Answer button is lit red, and someone calls you from within the house, their voice will automatically come through the speaker of the phone and you can have a 2-way conversation. 2. If you turn off the Auto Ans button and the light is no longer red, when people call you from within the house, your phone will ring and you will have to answer it to have a conversation. | **Cordless Phone Tips**  **To Make a Call & Use Speaker Phone:**   1. Press the GREEN talk button to get dial tone. 2. Dial the number. 3. To put the call on speaker, press the GREEN talk button again. 4. To take the call off speaker, press the GREEN talk button again.   **Using the LINE key:**   1. Pressing the LINE key will bring up 12 button options, 1-9, 0, \* and #. 2. Scroll to the button option that you would like to use and press the JOYSTICK in or press the corresponding number next to the option.   **Putting a call on Hold and Retrieving the Held Call:**   1. While on a call press the HOLD button, then press the RED button to hang up the phone. 2. To retrieve a call on hold press LINE, then look for the line with a blinking icon next to it. Press the line number that is blinking to pick up the held line. |
| **Conference Calls**  **Setting up a conference call**   1. Press Conference while the call is active. 2. Dial the number of the next party. 3. Press Conference to add the person to the existing call. 4. Repeat steps above to add further participants.   (NOTE) To exit a conference call press the CONF button and hang-up. To re-enter, press the flashing line or intercom button. | **Using your Voice Mail**  **Checking Messages**   1. Press the Voice Mail button. 2. Choose option 1 to listen to messages. 3. Now choose to listen to new, old or deleted messages.   **Recording Your Personal Greeting**   1. Press the Voice Mail button. 2. Choose option 311.   **Putting a Password on Your Mailbox**   1. Press the Voice Mail Button. 2. Choose option 32.   **While Listening to a Message You Can Press:**   1. 1 to replay the message. 2. 3 to delete the message. 3. 7 to save the message and go to the next message. |