



Setting up and using Voicemail (NS-UM)

Logging into your voicemail box:

Press **Open Mailbox** or dial 500, enter your password followed by **#**

To **Listen to New msg** press 1; **Deliver a msg** press 2; **Listen to Saved msg** press 3.

(NOTE: After listening to msg you may delete by pressing 3)

(Send msg without logging in to your mailbox: INTERCOM 500 # 6 + mailbox number)

To access voicemail remotely:

From another phone on your system, Press **Open Mailbox** (or dial 500) **OR**

From outside your system, call a phone number connected to your system.

When your voicemail system picks up enter **# 6 *** and your mailbox number

Then enter your password followed by **#**.

You are now in your mailbox. Follow the mailbox prompts. (see above)

Access your Mailbox Management

(this allows you to change your greetings, Password, Name, etc.)

Login to your mailbox (see above)

Press **4** to enter Mailbox Management

Next step:

Press **1** to change **Personal Greetings** (Then select type of greeting you would like to record: No Answer = 1 Temporary = 5)

NOTE: It is always best to lift your handset and speak clearly into the handset when recording greeting.

Press **2** to change your **Password**

Press **3** to record your **Name** for the directory

Follow the prompts after each selection to ensure that you save the new info that you enter.

To Forward a copy of a message that is in your mailbox press "5"

To skip mailbox greeting when leaving msg for another mailbox press "2"

Panasonic User Sheet

(KX-DT 521 Phone)

4-WAY NAVIGATION KEY:

Up/Down Adjust volume while on a call (both handset & speaker)

Change the volume of your ringer.

Left/Right Call Logs, Personal/System/Extension Directories, Feature Access

FIXED KEYS:

PAUSE/PROG RAM Used to program buttons as well as to insert 1.5 second pause

CONF Conference calls together (maximum of 8 parties)

MESSAGE Used to leave a msg waiting indication lamp or call back the person that left you a msg indication. Msg waiting is indicated by a solid red light on the top right corner of phone. Also used to check new msg in vm system. To clear without calling, press *700 + your ext number.

FLASH/RECALL Restores dial tone.

REDIAL Redial the last number called

AUTO ANS/MUTE **Auto Answer:** If engaged it will answer ICM calls hands free

Mute: Used to mute the microphone of your speaker or your handset during a phone call

AUTO DIAL/STORE Used for System / Personal speed dial & storing program changes

INTERCOM Internal calls. Press Intercom button + Extension number **or** 1-touch

TRANSFER Used to transfer a call to another internal extension or external phone number. Also used to erase button programming.

HOLD Used to place a call on hold

SP-PHONE Used for hands free operations (Speakerphone)

Ring Tones: (30 to choose from)

To Program:

Press **PROGRAM**

Press the **Line** or **INTERCOM** 2 times (press up/down arrows to listen to tones)

Press **AUTO DIAL/STORE** to store the ring

PAGE 2

Contrast Adjustment:

Press **Program** press **0** **1** : LCD Contrast

Press the **Autodial/Store** buttonuse navigation wheel up/down arrows to lighten/darken display contrast

Press **Store** to save.

To Make an External Call:

Press an available line access button or dial the line access code (generally “9”), then dial the desired telephone number

To Make an Internal Call:

Lift handset or Press **SP-PHONE**. Dial the desired extension number or press the one touch button. NOTE: Be sure INTERCOM is green.

To Park a Call:

With the caller on the line press **TRANSFER**. Call Park key (or *52) + the 2-digit zone in which to park the call (00-99) or hit * for the system to assign an idle zone.

To retrieve Parked Call:

Press the Call Park feature key (or *52) + the 2-digit parking zone.

To Transfer a Call:

With the caller on the line press **TRANSFER**, then dial the extension you need or press the one touch extension button. Announce the call (optional) and hang up.

To Place a Call on Hold:

With the caller on the line press **HOLD**. The active outside line button flashes green.

To retrieve a call on hold:

A call that is holding on your extension will flash green. A call holding on another extension will flash red. Select the line that you would like to pick up. Lamp will turn solid green.

To pick up a call that is ringing on another extension (directed call pick-up):

Press *41 + extension number of ringing phone.

To Set DND:

Go off-hook. Press *7101 to set / *7100 to cancel. Once set, if you have a DND button simply press to turn on/off.

To set Call Forward

Go off-hook. To set 1st time: *7102, then enter ext number OR line access code (generally 9) + phone number exactly as you would dial it + # (you will hear confirmation tone)

(Fwd ICD Grp: *7141 + 601 (or other grp no.) and destination + #) (Cancel: *7140+601 (or other grp no., hang up)

PAGE 3

Hot Desk (Walking extension)

*727 + your extension number + PIN (NOTE: must be allowed in Admin programming)

To make a conference call:

While on a call, press **CONF**, make 2nd call, press **CONF**, etc

No CONF button: press **TRANSFER**, make 2nd call, press **TRANSFER** 3, etc

Personal Speed Dial (00-09)

To Program: Lift handset. Press * **3** **0**, then enter the desired 2-digit code (00-09), enter the line access code (generally “9”) followed by the telephone number, then #

To Use: Lift handset. Press **AUTO DIAL/STORE** * plus the 2-digit code (00-09)

For system speed dial, Press **AUTO DIAL/STORE** plus the 3-digit code (000-999)

Programming your phone for One Touch Dialing:

STEP 1:

Press **PROGRAM**

Press the One Touch button that you would like to program

Press **TRANSFER** to erase any previous programming

STEP 2:

To Program a Speed Dial Number:

Dial the Line Access Code (generally “9”) followed by the phone number
OR

To Program a Feature Button:

Press the feature code (if you do not know the code then simply press the Up/Down on the navigation wheel to scroll through the feature codes).
OR

To Program an Extension:

Press navigation wheel down 1 time. Display should show EXT- , enter extension number that you want stored

STEP 3:

Press **AUTO DIAL/STORE**

Note: repeat these steps for each button that you would like to program