



## 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

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### **Contrast Adjustment:**

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

Press the **Autodial/Store** button .....use 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 1<sup>st</sup> 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)

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### **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 2<sup>nd</sup> call, press **CONF**, etc

No CONF button: press **TRANSFER**, make 2<sup>nd</sup> 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*