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 Greeting**s (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"

BTSERVICES

Panasonic User Sheet

(Panasonic KX- DT543 Series Phones)

DISPLAY FEATURES: (4 "soft" keys)

PROG Used to program keys	RING Volume of the Ring Tone
INFO Date/Time/Day of Week	MENU Personal/System/ Extension Directories,
Extension /Name **or**	Incoming/ Outgoing Call Logs,
Day/Night Mode	Feature Access Programming

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:

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.

PAUSE Used for programming or to insert a pause when storing numbers.

FLASH/RECALL Used to disconnect the current call and make another without hanging up. Also used as a CANCEL button while on-hook.

REDIAL Redial the last number called

AUTO ANS/MUTE **Auto Answer**: If engaged it will answer intercom 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 and Personal speed dialing or for storing program changes

CONF Conference calls together (maximum of 8 parties)

FWD/DND Forward your phone to an external number or to another extension. Do Not Disturb can be set for internal calls, external calls or both. This button can toggle between FWD/DND/OFF

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

TRANSFER   Used to transfer a call to another internal extension

HOLD   Used to place a call on hold

SP-PHONE   The speakerphone is used for hands free operations

Ring Tones: (30 to choose from)

  To Program:

    Press **PAUSE**

    Press the **Line** or **INTERCOM** 2 times

    Use up/ down arrows on navigation key to listen to the tones (or press 01 – 30)

    Press **Enter** to store the ring

To Make an External Call:

  Press open line button or dial the line access code (generally "9"), dial 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: must be on **INTERCOM**)

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 press * 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** . Press the **HOLD** button twice for exclusive hold.

*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. Press 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 make a conference call: *(maximum 8 parties)*

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

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

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)

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).

  To Use System speed dial*:* Lift handset. Press **AUTO DIAL/STORE** plus 3-digit (000 - 999)

Programming your phone for One Touch Dialing:

STEP 1:

    Press **PAUSE** or **PROG** (soft key)

    Press the One Touch button that you would like to program

    Press **CLEAR** (soft key) to erase any previous programming

STEP 2:

  To Program a <u>Speed Dial</u> Number:

    Dial the Line Access Code (generally "9") followed by the phone number

      OR

  To Program a <u>Feature Button</u>:

    Press the feature code (if you do not know the code then simply press the **SP-PHONE**

    button to scroll through the features.

      OR

  To Program an <u>Extension</u>:

    Press **SP-PHONE** (display shows "EXT-") enter the extension number and press ENTER

STEP 3:

    Press **AUTO DIAL/STORE** or **Enter** (soft key)

    Press **PAUSE** or **Exit** (soft key)