

Panasonic NS700 Basic Operation.

Make an external call: Dial 0 or select an outside line button and dial your number.

Make an internal call: Dial the 3 digit extension number or press the appropriate DSS button if programmed on your digital phone.

Hold a call: Press the **HOLD** button once or **HOLD** or twice for exclusive hold. In exclusive hold only the originator of the hold can take the call back off hold.

Transfer a call DKT handset: Press the transfer button (no need to press hold first) followed by the extension you wish to transfer to. For example to transfer a call to extension 101 simply press **Transfer** and **101**, you can wait and announce the call or blind transfer. If you have **DSS** buttons programmed then Transfer followed by the DSS button can be used in lieu of the full extension number.

If the transfer destination doesn't want to take the call simply press the line button to retrieve the call.

Transfer a call Cordless handset: Placing a call on hold is done with the Recall or Flash button. The recall button is usually marked with an **R**, the **Flash** button is usually the Green send or Talk button. Once the call is established pressing **R** or **Flash** puts the call on hold. You will get system dial tone, a series of beeps, the other party will hear hold music. Dial the extension you want to transfer to, you may then talk to that extension or transfer by pressing the **End** or **Hangup** button on the cordless. e.g. a call answered on the cordless is transferred to Xtn 101 as follows. Flash (or R) 101 talk to 101, **End** or **Hangup** to transfer the call. If you want to take the call back WITHOUT transfer simply press the **Flash** (or **R**) button again,

System speed dial: System Speed dial numbers are entered using the PC admin tool from a web browser. Once the speed dial numbers are entered they can be used on any phone by pressing the Autodial button and selecting the first letter of the name on the dialpad.

e.g. if John Smith is entered in the speed dial list then Autodial and 5 will bring up the first "J" entry, 6 will search to "Jo" etc. NEXT will advance to the next name in the alpha sequence, once the desired entry is found press the autodial key again and lift the handset to dial.

Conference Call: Make or answer a call, press the **CONF** key, then dial either an internal party or another external destination. When the second party answers press the **CONF** key again to connect all 3 parties.

Detailed operating instructions at:

www.telcoms.com.au/panasonic/Operating_Manual.pdf