

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.

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:

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.

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.

For detailed operating instructions go to:

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