ProCom Technologies, LLC

Basic Panasonic Phone use

The conf. button-
To use make your first call, press conf. make second call, then press conf. button again. If another conf is needed press again make third call then press conf. again.

The FWD/DND button-
This button is used to fwd your calls to VM, another phone number, or another ext. This button works as a toggle switch if the light is on solid then the fwd is active. The DND mode will simply keep your phone from ringing and will not go to VM (this mode typically not used) If DND is active light will blink. Both modes must be originally set by program mode, or feature code. If light is off then no mode is set.

Pause Button-
Used to insert a pause in programming or speed dials

Intercom Button-
This is primarily an indicator showing you are on intercom and not an outside call. Pressing this button will turn on your speaker in intercom.

Auto ANS.-
This is used to set your phone in a hands free mode. Only active for intercom calls. Default phone will ring.

Auto Dial-
This button will access any system speed dial programmed in the system. By pressing the directory by letter will appear. If off hook and pressing you can enter the directory by bin number 000-999

The Message button-
This Button is only active if your message light is on. By pressing this you will go to your mailbox. For none VM users if this light is on by pressing button you will call the phone that turned on caller call back feature. Other party must answer the phone for light to go out.

Redial-
Calls back the last number dialed.

Transfer Button-
This Transfers a caller to another Ext. To use press the button, plus the ext. you would like to transfer to. If you stay on the phone you will screen the call for the person, vs if you hang up the call will just be transferred.

Flash/Recall button-
Used for outside call features. Typically not used in a business.

Hold button-
Puts a call on hold, when having line access buttons puts the caller on hold at your station. If you have specific line appearance puts that line on hold, pressing this button twice will lock it to your station.

Sp-Phone-
Turns on your speaker phone, If using headset mode this button will turn on your headset.

The control pad-
Scrolls thru menus, turns volumes up and down. Enter button takes you in menus, sometimes saves settings in a menu. Cancel button is a back up button in the menus.

ON Screen buttons-
Program button-
Goes to menus and programs for the users phone, used to set personal settings for the phone.

Info button-
Just shows time and date, name and ext., and day or night mode.

Ring Button-
Used to set Volume of ring level for that phone

Menu button-
Used to access both types of speed dials, directories for the system, and call logs both in and out.