Phone Basic Operations:

To answer phone lift receiver off telephone base or press the Speaker Button

To hang up phone put receiver back onto telephone base!

To speak on speaker, press the speaker button.

To make ringer on telephone lower or higher, press the gray arrows on the front right side of telephone up or down.

To put a line on hold press the hold key.

To pick up a line that is on hold press that blinking line.

To transfer a call press the transfer key then extension number and hang up receiver.

To conference a call press conference, select the line you want to conference, and the press conference again.

To open a door phone answer call and press 5 to open.

To reach an extension: press Intercom & ext. number.

To receive new messages press the message button.

To receive old messages press the voice mail button or intercom 500

For outgoing calls press 9 and you'll get the Next line

To forward an extension to a press intercom *7102 the ext number and the # key.
To forward to a cell phone press *70129 cell number and the # key

To unforward an extension from a press intercom *7104500 and the # key.

To forward a group extension to a press intercom *7141 and the group number and then and the number and the # key.

To unforward a group extension from a press intercom *7140 and the group number and the # key.

To access your voicemail from outside, call the main number press #6* and your extension number, and it will ask you for your password.

To make an all call page to all Panasonic phones press intercom *3301
To answer an all call page press *43

Voice Mail

to setup your voice mail box press intercom 500 and the system will ask you for a password the default password is 4321 # (only the first time)

then follow the prompt 1 is to change your password 2 is to record your name 3 is to record your personal greeting. And when its all done don't hang up the phone press 2 if you don't press 2 you'll half to re do everything
if you don't setup you won't be able to listen to you messages

to listen to you message from outside call the main number and press #6* and your mail box number