



Panasonic 76 Series Handset Training

Date & Time Setting	Press Program *# 1234 / Then enter the code 000 / Date & Time Set will be displayed. Press enter and using your arrow to scroll across, clear settings if you wish and using your keypad enter the correct Date & Time. Press Auto Dial Store when you are finished.
Personal Directory	Press Program / 10 / this brings up your personal directory / Enter your names and numbers remembering to press autodial store when you are finished. To access these now you must press your menu button which will give you access to both your personal and system directory.
Voicemail	To reset password if you don't know what it is Dial 500 As soon as the voicemail answers, press #6*999 Select Change Password Option Select Option 4 Select Option 1 Select Option 3
To reset the owners name of a Voice-mail box and password (If the password is known)	Dial 500 As soon as the voicemail answers, press #6*(---) the three digit extension number Select Option 3 Select Option 4
Staff Voicemail Instructions	
External voicemail retrieval	Pick up the phone handset Dial 500 As soon as the voicemail answers Press # 6 * _ _ _ (three digit voicemail extension number)

Function Operation

Incoming Calls	Incoming calls have a double ring tone. Internal calls have a lengthy single tone. Your incoming call is a red flashing light. Your held call is a green flashing light.
Transferring an Incoming Call	Pick up receiver then press the button of the staff member who you wish to transfer to, when they answer - announce the caller and after receiving an ok just hang up the handset. If the staff member does not have their own button just dial the extension number. If the staff member does not wish to talk to the caller just revert to the button that the caller came in one.
C /Back	Callback Callback is used to create a line of communication with a person as soon as they hang up from a telephone call. Dial the busy extension number followed by 'c.bck' then hang up. The busy extension will revert to you when the person you are wishing to speak to hangs up. (If you do not have a screen press the busy extension followed by 6.)
Paging	Pick up your handset and dial *33(01) Paging Group No. and speak then hang up.
Call Forward Internally	To forward your calls to another extension press 'SP-PHONE', *7102 followed by the extension you wish the calls to forward to and then the # key. To cancel dial 'SP-PHONE', *7100.
Call Forward Externally	To forward your calls to an external number press 'SP-PHONE', *7102 followed by the telephone number, preceded by a 0 and then # SP-PHONE *7100 will turn it off.



<u>Function</u>	<u>Operation</u>
Call Forward Voicemail	<p>To forward your calls to voicemail when busy or unanswered press, Program, followed by your DND button. Then press enter, it will display Fwd B/NA: on your screen. Key in 100 which is your voicemail extension then press auto dial store.</p> <p>*** See attached feature code document</p> <p>To change the time in which the call is picked up by your voicemail, press program 53. Your screen will display 53: Fwd N/A Time. Press enter and key in the number of seconds that you'd like your phone to ring before switching to voicemail, then press enter and exit.</p>
Three Party Conf	<p>When on the call between yourself and the second party press 'CONF' then dial the third party (don't forget to dial zero first). When the third party answers press 'CONF'. Your three-way conversation is now established.</p>
Do Not Disturb	<p>If you do not wish to be disturbed press 'SP-PHONE', *7101. Your caller will see the letters 'DND' appear on his/her screen when they attempt to make contact.</p> <p>To cancel press 'SP-PHONE', *7100.</p>
Music On Hold	<p>Should you have a music source activated you can listen to it through the speaker on your handset. To activate press 'SP-PHONE', *7511 and hang up.</p> <p>To cancel press 'SP-PHONE', *7510 and hang up.</p>
Message Feature	<p>The Message button is used to let another staff member know that you want to speak to them. Dial the extension number and press the Message button then hang up. The lamp in the top right hand corner will illuminate on their phone.</p> <p>The staff member then picks up the receiver and hits the message button and their phone automatically calls the person who left the message. (This feature may be used when the person you are wanting is either on the telephone or away from their workplace).</p>

System Speed Dialing

- Press Program * #
- 1234 (or your System Password)
- 001 – System Program Number
- Press ENTER
- The No, between 001-999 (which are the system speed dial numbers)
- The telephone number proceeded by a 0
- AUTO DIAL / STORE
- NEXT
- The telephone number proceeded by a 0
- AUTO DIAL / STORE
- NEXT and so on
- To finalize this procedure press the HOLD button followed by EXIT.

To program the names to match the number the procedure is as follows:

- Press Program * #
- 1234
- 002
- ENTER
- The code between 001 – 999
- The name is then keyed in text message style
- AUTO DIAL / STORE
- NEXT
- The next name and so onto finalize this procedure press the HOLD button followed by EXIT.



To Access Speed Dialing

Press 'Auto Dial / Store' then key in the first letter of the person's name you wish to call then press 'ENTER'. Arrow down until you find the name you are searching for and pick up the receiver (or press 'SP-PHONE' if you want to call hands free).

If you wish to make your call via the codes, just press 'SP-PHONE', 'Auto Dial / Store' and the three digit code.

Changing Extension Names

To change the name of a particular extension in your phone system the following procedure applies:

- Press Program
- **1234
- 004 (System Program Number)
- 'Press ENTER'
- The extension number which you wish to change the name of
- Key in the new name over the top
- Press 'Auto Dial / Store' to save it
- EXIT to finish.

One Touch Dialing

Your one touch buttons which remain after your exchange lines and extensions have been allocated may have external telephone numbers stored into them. The procedure is as follows:

- Press Program
- The button you wish to store in
- CLEAR (located under your screen)
- The number proceeded by a 0
- AUTO DIAL / STORE
- EXIT to finish

To make any alterations to these numbers just follow the same procedure keying in over the top and storing again.

Handy Features

Speaker Phone –
Transfer –
Flash recall -
Pause -
Auto Dial -
Auto Answer -
Intercom -
Divisions -
Ringer -
Ringtone / Handset -
Ringtone / Line -
Menu -
Speed Dials -

2 way / Training purposes
2 different ways to transfer calls
Call waiting
International numbers dialed
Alpha order
Internal calls straight to hands free
Internal Extensions
*21# / #21#
Volume control
Program / Intercom / Intercom
Program / Line / Line/ select ring tone / store
System directory
Don't use 000 / Start at 001 (because of emergency number)

Other Useful Features

Whisper Mode –

Dial your extension, when you get the busy tone press 2 to activate the OHCA – Speak to your caller then simply hang up.

Taping Conversations -

The same as your one touch dials but using your arrow key scroll through until you see the 2Way Rec – then enter your voicemail extension which will be either 500 or 100 then press store.

Press this button during conversations now to record; they will be stored in your voicemail box.