

# Panasonic Cordless User Guide



## Call Forwarding

Automatically forward incoming calls to an internal extension or external number.

1. Press the **Func** key.
2. Select **Fwd/DND**.
3. Turn **On** the desired forwarding type.
  - **All:** Forwards all incoming calls.
  - **NA:** Forwards all unanswered incoming calls.
  - **Busy:** Forwards all incoming calls while you're in a call.
4. Dial the forwarding destination (internal extension or external number).
5. If you selected **No Answer**, enter how many rings to wait before forwarding.
6. Press the **OK** softkey.

**What to do next:** To disable call forwarding, turn the forwarding type Off.



## Voicemail Access

1. Press the Voicemail softkey button OR dial \*15. Follow the prompts accordingly.
2. To access voicemail outside of the office: Dial 1.800.727.6245, then enter your 10-digit direct phone number, followed by your six-digit PIN to log in.
  - OR Dial your 10-digit direct phone number, listen completely to your voicemail greeting, greeting then press \* to access the voicemail prompts directly.



## 3-Way Calls

Speak with two parties simultaneously by creating a mini-conference call on your line.

1. While on an active call, press the **Hold/Msg** key.
2. Dial the internal extension or external number to add to the conference.
3. Wait for the second party to answer, and then let them know that you would like to add them to a 3-way call.
4. Press **Conf** softkey.



## Transfer A Call

### Warm Transfer

Place a current call on hold and speak with the destination party before transferring the call.

1. While on an active call, press the **Xfer/Clr** key.
2. Dial the transfer destination (internal extension or external number).
3. Speak to the destination party.
4. Press the **Transfer** softkey.

### Blind Transfer

Transfer a call to another party without speaking to them first.

1. While on an active call, press the **Blind** softkey.
2. Dial the transfer destination (internal extension or external number).

**Tip:** To transfer a call directly to voicemail, dial **0 + extension**.

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## Hold

Place a call on hold while you take some time to look up an answer to a question or answer another call.

1. Press the **Hold/Msg** key.
2. Press the **Hold/Msg** key again to retrieve the call.



## Modify Ringtone

Choose a new ringtone for your phone or assign a different ringtone to each of your lines.

1. Press the **Func** key.
2. Select **Incoming Option > Ringer Type**.
3. If there are multiple lines assigned to your phone, select the line you wish to modify.
4. Select the desired ringtone (highlight to sample ringtones).
5. Press the **OK** softkey.
  - **Note:** This phone supports silent ringtones.



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