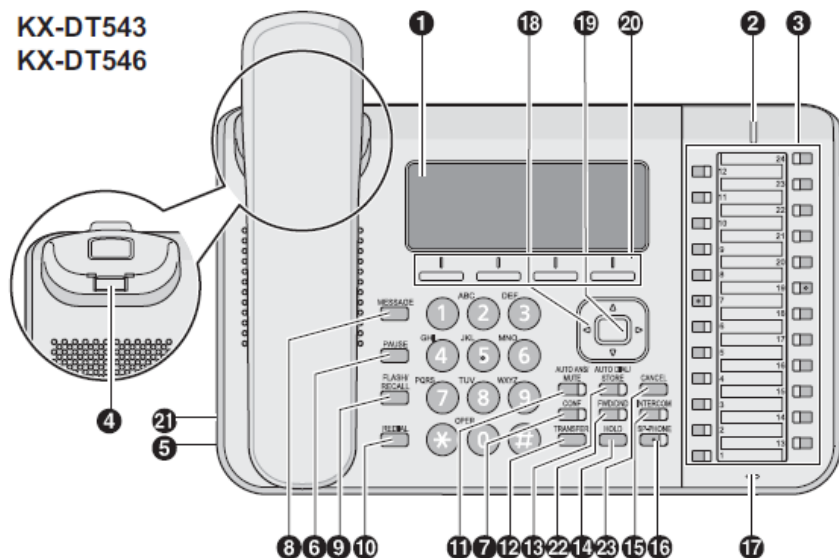


PANASONIC KX-DT543 / DT346 - QUICK REFERENCE CARD

KX-DT543
KX-DT546



- 1 **Display**
- 2 **Lamp** – Flashes Green = Internal Call; Flashes Red = External Call; Solid Red = Message Waiting.
- 3 **Flexible Buttons** –Used for features; status and direct selection of extension or voice mailbox; call at Incoming Call Distribution group; or to seize an outside line.
- 4 **Headset Hook** - Flip if phone is wall mounted.
- 5 **Headset Jack**
- 6 **PAUSE** – Used to insert pause in stored telephone number.
- 7 **CONF (Conference)** – Used for multi-party call
- 8 **MESSAGE** – Leave message waiting or call back an extension.
- 9 **FLASH/RECALL** – Used to hold the current call make another call.
- 10 **REDIAL** – Redial the last dialed number
- 11 **AUTO ANS/MUTE** – To set auto-answer in hands-free mode; or mute microphone.
- 12 **TRANSFER** – To transfer a call to another party.
- 13 **AUTO DIAL/STORE** – To program System and Personal Speed-Dial numbers.
- 14 **HOLD** – Places a call on hold
- 15 **INTERCOM** – Used to make or receive intercom calls
- 16 **SP-PHONE** – For hands-free, speakerphone, operation.
- 17 **Microphone** – Used for hands-free, speakerphone operation.
- 18 **Navigator Key** –Adjust the volume, display contrast, or select items from menus.
- 19 **ENTER** – Used to assign the selected item.
- 20 **Soft-Buttons** – Dynamic function keys, used to display options.
- 21 **EHS (Electronic Hook Switch) Jack** – Connects to select wireless headsets.
- 22 **FWD/DND** - Switch Call Forwarding or Do Not Disturb status.
- 23 **CANCEL** – Used to cancel or exit operation.

Before Operating the Telephone

Speaker volume

While in a hands-free conversation
Press [▲] or [▼] to adjust the volume.

Handset/Headset volume^{*1}

While using the handset or headset
Press [▲] or [▼] to adjust the volume.

Ringer volume

While on-hook or receiving a call
Press [▲] or [▼] to adjust the volume.

LCD Contrast

While on-hook

1. Press the **PROG** soft button (S1).^{*2}
2. Enter 0①.
3. Press [ENTER].^{*3}
4. Press [▲] or [▼] to adjust the LCD contrast.
5. Press [ENTER].^{*3}
6. Press [CANCEL].^{*2}

Ring Tone - **NOTE: You MUST do this for EACH line**

1. Press the **PROG** soft button (S1).^{*2}
2. Press a flexible CO button or [INTERCOM] 2 times.
3. Enter 2 digits (01-30) using the dial keys (0-9), or press [▲] or [▼] to select the ring tone.
4. Press [ENTER].^{*3}
5. Press [CANCEL].^{*2}

^{*1} If you hear your own voice through the handset or headset, decrease the volume.

^{*2} For KX-DT521, press [PAUSE/PROGRAM].

^{*3} For KX-DT521, press [AUTO DIAL/STORE].

Programming Telephone Buttons

DEPROGRAMMING an existing button

- Step 1: With the handset down, Press "PROG" under the display
Step 2: Press the button you want to delete
Step 3: Press CLEAR twice
Step 5: Press Enter

Programming a Speed Dial Button

- Step 1: With the handset down, Press "PROG" under the display
Step 2: Press the button you want to program as speed dial button
Step 3: Dial 2 on the key pad
Step 4: Dial 9 then the telephone number you want to program
Step 5: Press the Auto Dial/Store button or ENTER in the display
Step 6: To exit programming, pick up the handset and hang up

Programming an Extension Button

- Step 1: With the handset down, Press "PROG" under the display
Step 2: Press the button you want to program as an extension button
Step 3: Dial 1 on the key pad
Step 4: Dial the extension number you want to assign to the button
Step 5: Press the Auto Dial/Store button or ENTER in the display
Step 6: To exit programming, pick up the handset and hang up

Conference Calling

[Telephone]

1. Make the first call or if on an active call, and tell the person to hold
2. Press the CONF Button.
3. Press 9 for an outside line and the telephone number. If you are adding someone internally, dial the extension number.
4. Wait for the person to answer.
5. *After they answer*, press the CONF button again and you are connected.

[Polycom Sounstation]

1. Make the first call
2. After they answer, press the FLASH button (or equivalent) and you will get dial tone. The first call has been placed on hold.
3. Press 9 for an outside line and the telephone number
4. *After they answer*, press FLASH * 3 slowly and both calls are connected

During a Conversation

Call Hold

[To hold]

1. Press [HOLD].
2. After the confirmation tone, go on-hook.

[To retrieve a call at the holding extension]

1. Go off-hook.
2. Press the flashing line button or [INTERCOM].

[To retrieve an outside call from another extension]

1. Go off-hook.
2. Press a flexible CO button.

Call Transfer

[To an extension]

1. Press [TRANSFER].
2. After the confirmation tone, dial an extension number.
3. Talk.
4. Hang up or press RELEASE and the call is transferred.

[To an outside party]

1. Press [TRANSFER].
2. After the confirmation tone, press a flexible CO button.
3. Dial an outside phone number.
4. Talk.
5. Hang up or press RELEASE and the call is transferred.

Call forwarding your telephone to another extension

ON - Press Intercom * 7102, the extension number and #

OFF - Press Intercom *7100

Call forwarding your telephone to voicemail

ON - Press Intercom * 7102, 165 and #

OFF - Press Intercom *7100

Call forwarding your telephone to an outside number

(only applies if you have **PRI** lines)

ON - Press Intercom * 7102, 9, telephone number and #

OFF - Press Intercom *7100