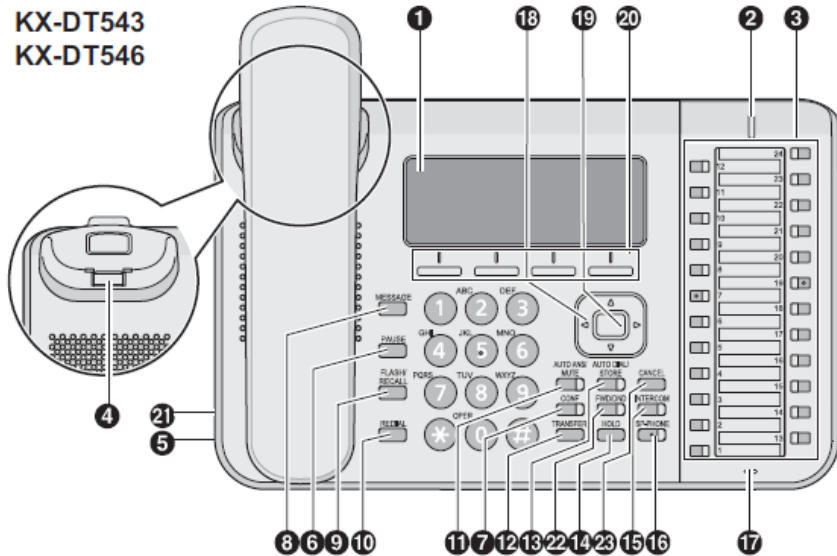


PANASONIC KX-DT543 / DT346 - QUICK REFERENCE CARD

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

Call Transfer

To An Extension

- 1. Press TRANSFER (DO NOT press HOLD first)
- 2. Dial an extension number
- 3. Hang up or press RELEASE and the call is transferred
OR
- 3. Wait for the other party to answer and announce the call
 - i) if they accept the call, press RELEASE and they are connected
 - ii) if they do not want to speak to the person calling, press the line button that is currently on hold and give them the bad news. You also have the option of sending the caller to voicemail by pressing VOICEMAIL and their extension number.

To An Outside Number

- 1. Press TRANSFER (DO NOT press HOLD first)
- 2. After the confirmation tone, press 9
- 3. Dial the number
- 4. Once that person has answered and you have announced the call, hang up or press RELEASE and the call is transferred.

To Voicemail

- 1. Press VOICEMAIL button (DO NOT press HOLD first)
- 2. Enter the person's extension number
- 3. Hang up or press RELEASE and the call is transferred to voicemail

Call Forwarding

Forwarding your telephone to another extension

- ON** - Press Intercom, FWD/DND, enter 2 and the extension number and #, then SP-Phone
- OFF** – Press FWD/DND

Forwarding your telephone to voicemail

- ON** - Press Intercom, FWD/DND, enter 2 165 and #, then SP-Phone
- OFF** – Press FWD/DND, (you can also then use the FWD/DND button as a toggle on/off to voicemail).

Forwarding your telephone to a cell phone or an outside number

(only applies if you have PRI lines)

- ON** - Press Intercom, FWD/DND, enter 2, 9 (for an outside line), the telephone number and #, then SP-Phone
- OFF** - Press FWD/DND, (you can then use the FWD/DND button as a toggle on/off to your cell phone).