Panasonic

Reference Guide

Please read before using an MF4 or LD Telephone with the Digital Super Hybrid System

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Cautions

The apparatus is designed to be installed and operated under controlled conditions of ambient temperature and a relative humidity not greater than 60%.

Avoid installing the apparatus in damp or humid environments, such as bathrooms or swimming pools.

999 or 112 can be dialled on the apparatus after accessing the Exchange line for the purpose of making outgoing calls to the BT emergency service.

During dialling, this apparatus may tinkle the bells of other telephones using the same line. This is not a fault and we advise you not to call Fault Repair Service.

If the apparatus does not operate properly, disconnect the unit from the extension line cord and then connect again.

For further details, see the Installation Manual.

APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them.

NS / 1010 / 235 / R / 604365

Feature Descriptions

Absent Message Capability

There are nine flexible absent messages available. If you select a message it will be shown on the display of the calling party's proprietary telephone.

Automatic Call-back Busy (Camp-On)

When the selected Exchange line of extension you have dialled is busy, the dial camp-on code and hang up. Your telephone will ring when the called party has hung up. When you answer, their phone will ring.

Busy Station Signalling (BSS)

You can inform a busy extension (on which Call Waiting has been set) that you are waiting. The extension you are calling will hear beep tones.

Call Forwarding

You can have your incoming calls forwarded to another extension or to an external telephone number. The following types are available.

- All Calls

All incoming calls are forwarded to another extension.

- Busy

All incoming calls are forwarded to another extension, when your extension is busy.

- No Answer

All incoming calls are forwarded to another extension, if you don't answer the call.

- Busy/No Answer

All incoming calls are forwarded to another extension, if you don't answer or your extension is busy.

- To Exchange Line*

Incoming internal calls are forwarded to an external telephone number.

- Follow Me

Allows you to remotely set the "Call Forward - All Calls" feature from another extension

Call Hold

Allows you to hold an extension or an exchange line call.

Call Park

Allows you to "Park a Call" so that any extension can retrieve it.

Call Pickup

Allows you to answer a call ringing at another extension.

Call Transfer to Extension

Transfers incoming outside or extension calls to another extension (screened or unscreened)

Call Waiting

Informs you with beeps that there is a call waiting.

Conference

Allows you to make a three way conference

Do Not Disturb (DND)

Allows you to prevent other people from disturbing you.

Do Not Disturb (DND) Override*

Allows you to call an extension even though Do Not Disturb has been set.

External Feature Access

Allows you to access special features (e.g. Call Waiting) offered by a host PBX, Centrex or the Local Exchange.

Intercom Calling

Allows you to make a call to another extension.

Line Access, Automatic

Allows you to select an available exchange line automatically.

Line Access, CO Line Group

Allows each extension to select an idle exchange line from within the chosen exchange line group.

Message Waiting

Allows you to leave a message for another extension. The message waiting lamp and broken dial tone indicate that a message has been received.

Paging

Provides an announcement (Page), through the built-in speaker of the proprietary telephones or through the external paging equipment.

- All

Page through both built-in speakers and external pagers.

- External

Page through the external pagers simultaneously. Paging through a specific external pager.

- Group

Page to all extension groups (all proprietary telephones) simultaneously

Page to a specific group of proprietary telephones.

- Answer

A page sent to the built-in speakers or the external pagers can be answered by any extension on the system.

Paging and Transfer

Allows you to transfer a call to the paged person.

Pickup Dialling

Allows you to make a call or activate a feature by lifting the handset, if you have previously stored the number.

Feature Descriptions

Redial

Automatically saves the last outside number you dialled and allows you to dial the same number again.

* These features must have previously been allowed through System Programming. See the Installation Manual of the Digital Super Hybrid System.

Station Feature Clear

Allows you to reset all the extension features you have set to the default settings.

Station Speed Dialling

Each extension can store up to 10 speed dial numbers which are only available to that extension.

System Speed Dialling

The system can store 500 speed dial numbers which are available to all extensions.

Timed Reminder

Each extension can be set to generate ringing at a pre-set time to act as a wake-up or reminder. You can set to be active only once or every day at the pre-set time.

Trunk (Exchange Line) Answer From Any Station (TAFAS)

Ringing tone through the external paging equipment indicates an incoming exchange line call. TAFAS allows this call to be answered from any extension.

Voice Mail Integration

When you are busy or absent, your calls can be forwarded to a mail box of the Voice Processing System.

<NOTE>

If you use a Loop Disconnect (LD) type single line telephone, it is not possible to use the features marked *.

Making Calls

Intercom Calling

Pick up the handset.

Dial extension number .

Outward Dialling

- Line Access, Automatic

Pick up the handset.

Dial 9 + phone number

- Line Access, Exchange Line Group

Pick up the handset.

Dial 8 + exchange line group number (1-8)

Dial phone number.

Receiving Calls

Pick up the handset.

Absent Message Capability

Setting

Message 1."Will Return Soon"

Pick up the handset.

Dial 7501.

Replace the handset

Message 2."Gone Home"

Pick up the handset.

Dial 7502.

Replace the handset

Message 3."At Ext. (extension number)"

Pick up the handset.

Dial **7503** + extension number

Replace the handset

Message 4. "Back at (time)"

Pick up the handset.

Dial **7504**.

Enter hour (00-23)

Enter minute (00-59)

Replace the handset.

Message 5."Out Until (date)"

Pick up the handset.

Dial 7505

Enter day (01-31)

Enter month (01-12)

Replace the handset.

Message 6."In a Meeting"

Pick up the handset.

Dial 7506.

Replace the handset

Message 7,8 or 9. (Programmable)

Pick up the handset.

Dial 7507 -7509.

- **7507** : for Message 7

- **7508**: for Message 8

- **7509**: for Message 9

Enter parameters (if required).

Replace the handset

Cancelling

Pick up the handset.

Dial **7500**.

Replace the handset

Automatic Call-back Busy (Camp-On)

While hearing busy tone;

Dial 6.

- Confirmation tone is audible.

Replace the handset.

Busy Station Signalling (BSS)

If a busy tone is heard;

Dial 2.

Wait for an answer.

Call Forwarding

Setting

Pick up the handset.

Dial as follows:

- All Calls

7102 + extension number

- Busy

7103 + extension number

- No Answer

7104 + extension number

- Busy/No Answer

7105 + extension number

- to Exchange line*

7106 + line access code (9, 81-88) + phone number + #

- Follow Me

7107 + your extension number

Replace the handset.

Cancelling

--At the original extension

Pick up the handset.

Dial **7100**.

Replace the handset.

--At the destination extension (Follow Me)

Pick up the handset.

Dial 7108.

Dial your extension number .

Replace the handset.

Call Hold

Setting

Press Register Recall button

Dial 50

- Confirmation tone is audible.

Replace the handset

Retrieving

(Intercom Call)

- At the holding extension

Pick up the handset.

Dial 50.

- At another extension

(Exchange line call)

Pick up the handset.

Dial 53 + held exchange line number (01-24)

(Intercom call)

Pick up the handset

Dial **51** + holding **extension number.**

Call Park

Setting

While having a conversation;

Press Register Recall button.

- Confirmation tone is audible.

Dial 52 + parking zone number (0-9)

Confirmation tone is audible.

Replace the handset.

Retrieving

Pick up the handset.

Dial 52 + parking zone number (0-9).

- Confirmation tone is audible (optional). Talk.

Call Pickup

- Exchange Line*

Pick up the handset.

Dial **4***.

- Confirmation tone is audible (optional).

Talk.

- Directed

Pick up the handset.

Dial 41 + extension number.

 $\hbox{-} {\it Confirmation tone is audible (optional)}.$

Talk.

- Group

Pick up the handset.

Dial 40.

- Confirmation tone is audible (optional).

Talk.

Call Transfer to Extension

- Screened
- While having a conversation;

Press Register Recall button.

Dial extension number.

Wait for an answer and announce.

Replace the handset.

- Unscreened

While having a conversation;

Press Register Recall button.

Dial extension number.

Replace the handset

Call Waiting

Setting

Pick up the handset.

Dial 7311

- Confirmation tone is audible.

Replace the handset.

Cancelling

Pick up the handset.

Dial **7310** .

- Confirmation tone is audible.

Replace the handset.

To talk to the new caller, terminating the current call

While hearing call waiting tone;

Replace the handset.

Pick up the handset.

To talk to the new caller, holding the current call

While hearing call waiting tone;

Press Register Recall button.

Dial 50.

Replace the handset.

Pick up the handset.

Conference

While having a conversation;

Press Register Recall button.

Dial the third party's number .

Talk to the third party.

Press Register Recall button.

Dial 3

Do Not Disturb (DND)

Setting

Pick up the handset.

Dial **7101**.

- Confirmation tone is audible.

Replace the handset.

Cancelling

Lift the handset.

Dial 7100.

- Confirmation tone is audible.

Replace the handset.

Do Not Disturb (DND) Override

Calling a DND extension

Dial 2 .

External Feature Access

While having a conversation;

Press Register Recall button.

Dial **64**

Dial the **code** for the desired service.

Message Waiting

Setting

Pick up the handset.

Dial 701 + extension number.

Replace the handset.

Cancelling

Pick up the handset.

Dial 700 + extension number .

- Confirmation tone is audible.

Replace the handset.

Responding to a message

Pick up the handset.

Dial 702.

Paging

- All*

Pick up the handset.

Dial 62 (or 63) + *.

- Confirmation tone is audible (optional).

Announce.

- External

To access all external pagers

Pick up the handset.

Dial 620.

- Confirmation tone is audible (optional).

Announce.

To access a particular pager

Pick up the handset.

Dial 62 + external pager number (1-4).

- Confirmation tone is audible (optional).

Announce.

- Group

To access all groups simultaneously

Pick up the handset.

Dial 6300.

- Confirmation tone is audible (optional).

Announce.

To access a particular group of extensions

Pick up the handset.

Dial 63 + extension group number (01-16).

- Confirmation tone is audible (optional).

Announce.

- Answer

A page sent to the built-in speakers or the external pagers can be answered by any extension in the system.

Pick up the handset.

Dial 42 + external pager number (1-4)

or **43**.

- 42 + external pager number:

To answer a page sent to the external pager/TAFAS.

- 43: To answer a page sent to the built-in speaker.
- Confirmation tone is audible (optional).

Talk.

Paging and Transfer

To transfer

- You hear dial tone and the other party is placed on hold. Press the **Register Recall** button before dialling paging feature number (62 or 63)

Pickup Dialling*

Storing the phone number

Lift the handset

Dial **742** + **phone number** + #

- Confirmation tone is audible.

Replace the handset.

Setting

Lift the handset.

Dial **741**.

- Confirmation tone is audible.

Replace the handset.

Cancelling

Lift the handset.

Dial 470.

- Confirmation tone is audible.

Replace the handset.

Dialling

Pick up the handset.

Wait for an answer.

Redial, Last Number*

Pick up the handset.

Dial #.

Station Feature Clear

Pick up the handset.

Dial 790 .

- Confirmation tone is audible.

Replace the handset.

Station Speed Dialling*

Storing phone numbers

Pick up the handset.

Dial 60 + speed dial number (0-9).

Dial the **line access code** (9, 81-88) if required (for an outside phone number).

Dial the **desired number** + #

- Confirmation tone is audible.

Replace the handset.

Dialling

Pick up the handset.

Dial 6* + speed dial number (0-9).

System Speed Dialling

Pick up the handset.

Press * + speed dial number (000-499).

Timed Reminder

Setting

Pick up the handset.

Dial 761.

Enter hour (01-12).

Enter minute (00-59).

Dial $\mathbf{0}$ or $\mathbf{1}$.

-0: for AM

-1: for PM

Dial 0 or 1.

-0: for a one time alarm setting

-1: for a daily alarm setting

Replace the handset.

Cancelling

Pick up the handset.

Dial **760**.

- Confirmation tone is audible.

Replace the handset.

Trunk (Exchange line) Answer from Any Station (TAFAS)

Pick up the handset.

Dial 42 + external pager number (1-4)

Voice Mail Integration

Setting Call Forwarding to Voice Processing System

Pick up the handset.

Dial 710 + FWD number (2 - 5).

-2: FWD-All Calls

-3: FWD-Busy

-4: FWD-No Answer

-5: FWD-Busy/No Answer

Dial extension number of the Voice Processing System.

- Confirmation tone is audible.

Replace the handset.

Playing back a recorded message

Pick up the handset.

Dial 702.

- You can hear the recorded message by following the voice mail guidance.

Feature Number List

This Manual uses the initial factory settings (default value) for feature descriptions. If you change the feature number, use the new one you programmed instead.

Feature	Dial	Dial	Additional Digits
	Default	Your Number	Required
Absent Message Capability set/cancel	750		1-9/0
Alternate Calling - Ring/Voice	*		
Call Forwarding set/cancel	710		2-6/0
Call Forwarding-Follow Me set/cancel	710		7/8
Call Hold	50		
Call Hold Retrieve - Intercom	51		
Call Hold Retrieve - Exchange line call	53		
Call Park/Call Park retrieve	52		0-9
Call Pickup, Exchange line	4*		
Call Pickup, Directed	41		EXTN.
Call Pickup, Group	40		
Call Pickup Deny set/cancel	720		1/0
Call Waiting set/cancel	731		1/0
Do Not Disturb (DND) set/cancel	710		1-4
External Feature Access	64		
Line Access, Automatic/LCR	9		
Line Access, Exchange line Group	8		1-8
Message Waiting set/cancel/call back	70		1/0/2
Paging - All	62 or 63		*
Paging - External all/particular	62		0/1-4
Paging - External Answer/TAFAS Answer	42		1-4
Paging - Group all/particular	63		00/01-16
Paging - Group Answer	43		
Pickup Dialling set/cancel/assign	74		1/0/2+phone number+#
Redial, Last Number	#		
Station Feature Clear	790		
Station Speed Dialling	6*		0-9
Station Speed Dialling store	60		(0-9)+phone number
Timed Reminder set	76		1 + *hhmm + 0/1 + 0/1
Timed Reminder cancel/confirm	76		0/2

*hhmm hh : hour (01-12)

mm: minute (00-59)

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^{*1} Feature Descriptions

^{*2} Operating Instructions

Others

If there is any trouble, unplug the extension line and connect a known working phone. If the known working phone operates properly, have the defective phone repaired by one of the specified Panasonic Factory Service Centres. If the known working phone does not operate properly, check the Digital Super Hybrid System and the Internal extension wiring.

Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps and motors.

The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.

Do not use benzene, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.

WARNING:

TO PREVENT THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

Panasonic Business Systems U.K.

Panasonic House, Willoughby Road, Bracknell, Berkshire RG12 4FP Printed in UK KX-TD1232E/SLT