

## **one communications – Quick Guide for Panasonic TES**

<b>Phone Feature</b>	<b>Operation</b>
Outgoing Dialing	[Line] > Tel No.
Intercom Dialing	[SP-PHONE] > Extn No.
Last Number Redial	[SP-PHONE] > [Redial]
Intercom Call Back	(Busy Tone) > [6] > (Hang Up)
System Hold	[HOLD] (Activate) / [LINE] (Release)
Exclusive Hold – Outgoing Line	[HOLD] > [HOLD] (Activate) / [LINE] (Release)
Call Transfer	[TRANSFER] > Extn No. > (Hang Up)
Group Call Pick Up	(Lift Up Handset) > [#] [4] [0]
Direct Call Pick Up	(Lift Up Handset) > [#] [4] [1] > Extn No. > (Speaking)
Conference – Multi-C/O Line	(Speaking) > [CONF] > [LINE] Tel No. > (Speaking) > [CONF]
Conference – Multi-Station	(Speaking) > [CONF] > Extn No. > (Speaking) > [CONF]
One-Touch Dialing – Entry	[PROGRAM] > [One-Touch Key] > [2] > [9] > Tel No. > [AUTOSTORE] > [PROGRAM]
One-Touch Dialing – Use	[SP-PHONE] > [One-Touch Key]
Personal Speed Dialing – Entry	[SP-PHONE] > [2] > [*] > Code 0-9 > [9] > Tel No. > [#] > (Hang Up)
Personal Speed Dialing – Use	[SP-PHONE] > [1] > [*] > Code 0-9
System Speed Dialing – Use	[SP-PHONE] > [*] > Code 00-99
Call Forward (Extension) – To Set	[SP-PHONE] > [FWD/DND] > Code > Extn No. > [#] > [SP-PHONE]
Call Forward Code	1: All Calls 2: Busy or No-answer
Do Not Disturb	[SP-PHONE] > [FWD/DND] > [4] > [#] > [SP-PHONE]
Call Forward / DND – To Cancel	[SP-PHONE] > [FWD/DND] > [0] > [#] > [SP-PHONE]
Paging – All Extensions / Group	All Extensions: [SP-PHONE] > [#] [3] [3] [0] Group: [SP-PHONE] > [#] [3] [3] [Group 1~8]
Direct Retrieval	Press [*] [9] [0]; Enter your password (if any) & Press [#]
Remote Retrieval	Dial 24602460; Enter your mailbox number (Tel. No.); Enter your password (if any) & Press [#]
Retrieval Procedure	Press [1] to listen to a message Press [2] to save a message Press [3] to delete a message Press [4] to reply a message Press [5] to transfer/broadcast a message Press [6] to retrieve the number of a caller during or after a message
Modify Greeting Procedure	Press [9] to modify other functions Press [1] to record Personal Greetings Press [2] to add Name Announcement Press [3] to change Password Press [4] to modify/create/delete mailing list

**Service Hotline Number: 1833 111**