



Panasonic User Guide
(Panasonic KX-DT 333/343 Series Phones)

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DISPLAY FEATURES: (4 “soft” keys)

PROG	Used to program keys	RING	Volume of the Ring Tone
INFO	Date/Time/Day of Week Extension /Name or Day/Night Mode	MENU	Personal/System/ Extension Directories, Incoming/ Outgoing Call Logs, Feature Access Programming

4-WAY NAVIGATION KEY:

Up/Down	Adjust volume while on a call (both handset & speaker) Change the volume of your ringer.
Left/Right	Call Logs, Personal/System/Extension Directories, Feature Access

12 FIXED KEYS:

CONF	Conference calls together (maximum of 8 parties)
FWD/DND	Forward your phone to an external number or to another extension. Do Not Disturb can be set for internal calls, external calls or both. This button can toggle between FWD/DND/OFF
PAUSE	Used for programming or to insert a pause when storing numbers.
INTERCOM	Internal calls. Press Intercom button + Extension number or 1-touch
AUTO ANS/MUTE	Auto Answer: If engaged it will answer intercom calls hands free Mute: Used to mute the microphone of your speaker or your handset during a phone call
AUTO DIAL/STORE	Used for System and Personal speed dialing or for storing program changes

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MESSAGE Used to leave a message waiting indication lamp or call back the person that left you a message internally. Message waiting is indicated by a solid red light on the top right corner of your phone.

REDIAL Redial the last number called

TRANSFER Used to transfer a call to another internal extension

FLASH/RECALL Used to disconnect the current call and make another without hanging up. Also used as a CANCEL button while on-hook.

HOLD Used to place a call on hold

SP-PHONE The speakerphone is used for hands free operations

Ring Tones: (30 to choose from)

To Program:

Press **PAUSE**

Press the **Line** or **INTERCOM** 2 times

Use up/down arrows on navigation key to listen to the tones (or press 01 – 30)

Press **Enter** to store the ring

To Make an External Call:

Press open line button or dial the line access code (generally “9”), dial telephone number

To Make an Internal Call:

Lift handset or Press **SP-PHONE**. Dial the desired extension number or press the one touch button. (NOTE: must be on **INTERCOM**)

To Park a Call:

With the caller on the line press **TRANSFER**, Call Park key (or *52) + the 2-digit zone in which to park the call (00-99) or hit * for the system to assign an idle zone.

To retrieve Parked Call:

Press the Call Park feature key (or *52) + the 2-digit parking zone.

To Transfer a Call:

With the caller on the line press **TRANSFER**, then dial the extension you need or press the one touch extension button. Announce the call (optional) and hang up.

To set Call Forward / DND (for both internal & external calls):

Fwd: Press *7102+ location DND: Press *7101

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To Place a Call on Hold:

With the caller on the line press **HOLD**. The active outside line button flashes green.

Press the **HOLD** button twice for exclusive hold.

To retrieve a call on hold:

A call that is holding on your extension will flash green. A call holding on another extension will flash red. Press the line that you would like to pick up. (lamp will turn solid green).

To pick up a call that is ringing on another extension (directed call pick-up)

Press *41 + extension number of ringing phone.

To make a conference call: (maximum 8 parties)

While on a call, press **CONF**, make 2nd call, press **CONF**, etc

Personal Speed Dial (00-09)

To Program: Lift handset. Press * **3** **0**, then enter the desired 2-digit code (00-09), enter the line access code (generally "9") followed by the telephone number, then #

To Use: Lift handset. Press **AUTO DIAL/STORE** * plus the 2-digit code (00-09).

To Use System speed Dial: Lift handset. Press **AUTO DIAL/STORE** plus 3-digit (000 - 999)

Programming your phone for One Touch Dialing:

STEP 1:

Press **PAUSE** or **PROG** (soft key)

Press the One Touch button that you would like to program

Press **CLEAR** (soft key) to erase any previous programming

STEP 2:

To Program a Speed Dial Number:

Dial the Line Access Code (generally "9") followed by the phone number

OR

To Program a Feature Button:

Press the feature code (if you do not know the code then simply press the **SP-PHONE** button to scroll through the features.

OR

To Program an Extension:

Press **SP-PHONE** (display shows "EXT-") enter the extension number and press ENTER

STEP 3:

Press **AUTO DIAL/STORE** or **Enter** (soft key)

Press **PAUSE** or **Exit** (soft key)

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Setting up and using Voicemail

Logging into your voicemail box:

Press **Open VM**, enter your password followed by **#** and follow the prompts.

QUICK REFERENCE:

Receive message: 1	Deliver message: 2	Mailbox Management: 3
Listen to new messages: 1	Skip greeting: 2	Delete msg: 3
Listen to saved messages: 2	Fwd copy of msg: 7	Envelope information: 23

Access your mailbox administration (this allows you to change your Greetings, Password, Name, etc)

Login to your mailbox (see above)

Press **3** to enter Mailbox Management

Next step:

Press **1** to change the personal greeting. (This is the message that the caller will hear when they reach your mailbox) Then press **1** to record your no answer greeting (this is the only greeting you really need to record). To record a temporary greeting Press **5**

Press **2** to change your Password

Press **3** to change your Name for the directory

Follow the prompts after each selection to ensure that you save the new info that you enter.

To access voicemail remotely:

From another phone on your system, Press **Open VM** **OR**

From outside your system, call a phone number connected to your system.

When your Automated Attendant answers, enter **# 6 *** and your mailbox number

Then enter your password followed by **#**.

You are now in your mailbox. Follow the mailbox prompts as normal

How to set up message notification:

Login to your voicemail box. (see above)

Press **5** to set up messaging waiting notification.

Press **3** to add or change the phone or pager number to be notified for message waiting.

(Be sure to enter the line access code (generally "9") in front of the phone number)

Follow prompts.
