

## PANASONIC | Commonly Used Features

### Transfer with Announcement

- Press **Menu**
- Scroll down and press **Transfer**
- Dial extension / telephone number
- Announce Call
- Press **Trans**

### Transfer without Announcement

- Press **Menu**
- Scroll down and press **Blind Transfer**
- Dial extension / telephone number
- Press **Trans**

### Transfer Directly to Voice Mail

- Press **Menu**
- Scroll down and press **Blind Transfer**
- Dial **5** followed by extension number
- Press **Trans**

### Conference

- Press **Menu** (with the first person on the line)
- Scroll down and press **Conference**
- Dial the extension / telephone number for the second call
- Press **Conference**

### Retrieving a Parked Call

- Press and hold **1** or **2** (depending on which line the call is parked on)
- When you see the display change press **Talk**

## PANASONIC | Voice Mail Guide

### Logging in for the first time...

The system has been designed to guide you through the process of setting up your new voice mailbox.

Press the **\*** button on your telephone to begin this process.

Your temp PIN (**provided by your FirstLight Representative**) followed by **#**

### Your new Voice Mail PIN (Password) must:

- Be between 6 and 20 characters long.
- Not have a single digit repeated more than 2 times in a row.
- Not be a numeric sequence, e.g. 12345 or 54321.
- Not contain, or match part of, a telephone number associated with this account.

### Retrieving your messages...

#### From your telephone

Dial \*99 and enter your PIN

#### From away

Dial your telephone number and press **\*** during your greeting. Enter your **PIN**.

### Voice Mail Main Menu Options...

- Listen to your Voice Messages, press **1**
- Create a New Message, press **2**
- Work with Greetings Menu, press **3**
- To Change Mailbox Settings, press **4**
- Reminders, press **5**
- Review Erased Messages, press **6**
- Login to a Different Mailbox, press **7**

### Options During/ After Message Playback...

- **1** Play message again from the beginning
- **2** Save message and go to the next message.  
*(This will store the message and mark it a "saved" message)*
- **3** Erase message
- **4** to Reply
- **5** to send a copy (must forward to 10-digit direct dial number)
- **8** Pauses the playback of the message for up to 20 seconds.  
*Pressing 8 again resumes playback.*
- **9** Speeds playback of message
- **77** Rewind 5 seconds.
- **99** Fast forward 5 seconds.
- **#** Skip to the next message
- **\*** Return to previous menu