Panasonic KX-DT343/346 Phones
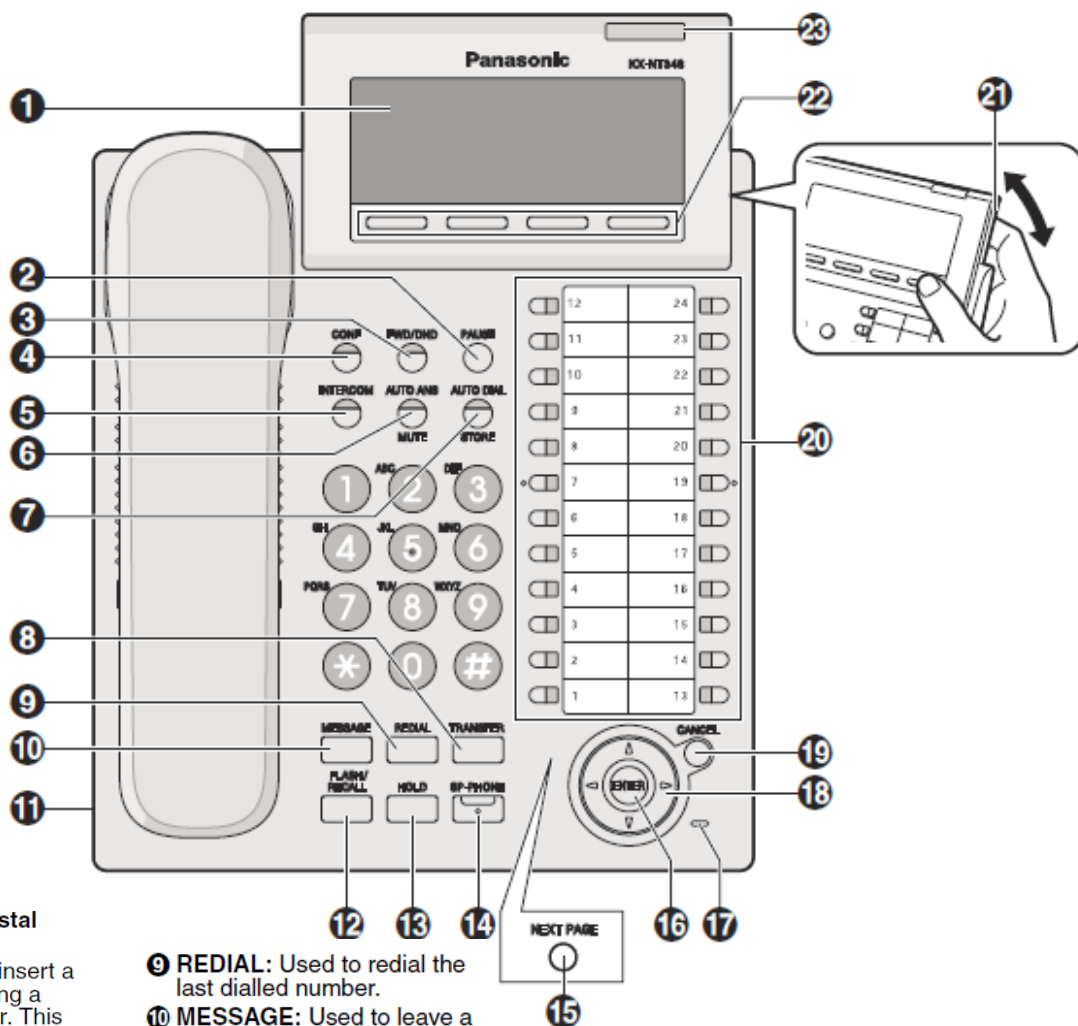

❶ LCD (Liquid Crystal Display)

❷ PAUSE: Used to insert a pause when storing a telephone number. This button is also used for programming this unit.

❸ FWD/DND (Call Forwarding/ Do Not Disturb): Used to set Call Forwarding or Do Not Disturb on your extension.

❹ CONF (Conference): Used to establish a multiple party conversation.

❺ INTERCOM: Used to make or receive intercom calls.

❻ AUTO ANS (Auto Answer)/ MUTE: Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.

❼ AUTO DIAL/STORE: Used for System/Personal Speed Dialing or storing program changes.

❽ TRANSFER: Used to transfer a call to another party.

❾ REDIAL: Used to redial the last dialled number.

❿ MESSAGE: Used to leave a message waiting indication or call back the party who left the message waiting indication.

⓫ Headset Jack

⓬ FLASH/RECALL: Used to disconnect the current call and make another call without hanging up.

⓭ HOLD: Used to place a call on hold.

⓮ SP-PHONE (Speakerphone): Used for performing hands-free operations.

⓯ NEXT PAGE Key: Used to switch the page for the Self Labeling feature. (KX-NT366 only)

⓰ ENTER: Used to assign the selected item.

⓱ Microphone: Used for hands free conversations.

⓲ Navigator Key: Used to adjust the volume and the display contrast or select desired items.

⓳ CANCEL: Used to cancel the selected item.

⓴ Flexible Outside (CO) Line Buttons: Used to seize an outside line or perform a feature that has been assigned to the key.

㉑ LCD Panel: Can be adjusted to the desired angle.

㉒ Soft Buttons (S1-S4): S1-S4 (located from left to right) are used to select the item displayed on the bottom line of the display.

㉓ Message/Ringer Lamp: When you receive an intercom call, the lamp flashes green, and on an outside call, the lamp flashes red. When someone has left you a message, the lamp stays on red.

ng: Lift handset *or* press   **SP-**

PHONE for hands free

preprogrammed **CO/DSS Key***

or dial **9** plus the **external**

number

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Place an internal call:
☎ Lift handset *or* press **SP-PHONE** for hands free
☎ Dial the desired **extension number** *or* press the preprogrammed **DSS key***

AUDIO VOLUME
While on a call, use the navigator up or down arrows to adjust the incoming audio level on the handset or the speakerphone

BACKGROUND MUSIC (BGM)

To enable or disable the BGM and select the source:
☎ Do not lift the handset
☎ Press the **PROGRAM** key
☎ Press **6 5** then the **ENTER** key
☎ Use the up and down arrows of the navigator key to turn the BGM to On and then enter the one-digit **music source** (**1** or **2**)
☎ Press the **ENTER** key to save
☎ Press the **EXIT** key to exit

CALL FORWARDING

To forward your calls to an extension or Voicemail:
☎ Press the **INTERCOM** key
☎ Dial *** 7 1 0**
☎ Press **2** to forward all calls immediately *or –*
☎ Press **3** to forward calls only when you are busy on a existing call *or –*
☎ Press **4** to forward calls only when you do not answer them *or –*
☎ Press **5** to forward calls when you are busy or are not able to answer
☎ Enter the **extension number** to which your calls will be forwarded. In many cases this is the extension number of the Voicemail System
☎ Pressing **6** at the third step will call forward all calls to an outside number such as your cellular phone (not everyone has this feature available to them)
☎ Then enter the **9** plus the **outside telephone number** as you would dial it from your phone

☎ Pressing **0** at the third step will cancel the call forward settings above
☎ If you are temporarily located at another extension and wish to have all your calls follow you to that extension,
☎ from the remote extension press **7** then **your extension number**
☎ Pressing **8** at the third step will cancel the above follow me call forwarding

To enable or disable call forwarding:
☎ Simply press the **FWD/DND** key will cause the light to flash, this indicates Call Forwarding is enabled
☎ Pressing the **FWD/DND** key again will cause the light to go out, indicating Call Forwarding is disabled

CALL LOG - INCOMING

To call using the Incoming Call Log:
☎ Press the **MENU** key
☎ Use the up and down arrows of the navigator key to place the → beside **"Incoming Call Log"**
☎ Press the **ENTER** key
☎ Use the up and down arrows of the navigator key to place the → beside the caller you would like to dial
☎ Lift handset *or* press **SP-PHONE** key for hands free

To store the caller into your station directory:
☎ Press the **MENU** key
☎ Use the up and down arrows of the navigator key to place the → beside **"Incoming Call Log"**
☎ Press the **ENTER** key
☎ Use the up and down arrows of the navigator key to place the → beside the caller you wish to store
☎ Press the **STORE** key
☎ Use the keypad to select each letter required for the name. You can also use the left and right arrows of the navigator key to move the cursor. Press the **CLEAR** key to correct a single misdialed entry (Max. of 20 characters)
☎ Press the **ENTER** key to save
☎ Press the **EXIT** key to exit

CALL LOG - OUTGOING

To call using the Outgoing Call Log:
☎ Press the **MENU** key
☎ Use the up and down arrows of the navigator key to place the → beside **"Outgoing Call Log"**
☎ Press the **ENTER** key
☎ Use the up and down arrows of the navigator key to place the → beside the person you would like to dial
☎ Lift handset *or* press **SP-PHONE** key for hands free

To store the number into your station directory:
☎ Press the **MENU** key
☎ Use the up and down arrows of the navigator key to place the → beside **"Outgoing Call Log"**
☎ Press the **ENTER** key
☎ Use the up and down arrows of the navigator key to place the → beside the person you wish to store
☎ Press the **STORE** key

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☎ Use the keypad to select each letter required for the name. You can also use the left and right arrows of the navigator key to move the cursor. Press the **CLEAR** key to correct a single misdialed entry (Max. of 20 characters)

☎ Press the **ENTER** key to save

☎ Press the **EXIT** key to exit

CALL PICKUP

To pick up a call ringing at another extension:

☎ Lift handset *or* press **SP-PHONE** for hands free

☎ Dial *** 4 1** plus the **extension number** of the ringing phone **or** dial *** 4 0** plus the two-digit **group number** for which the ringing phone belongs

CALL SPLITTING

To alternate between a caller and an extension call:

☎ While speaking to a caller, press the **TRANSFER** key

☎ Press the **DSS key*** *or* dial the **extension number**

☎ When finished speaking with the extension user, press the **TRANSFER** key to return to the original caller. Press the **TRANSFER** key and then **INTERCOM** or **CO Button** to toggle between callers

CONFERENCE CALL

To initiate a conference call from a digital phone:

☎ Place or receive the first call

☎ Press the **CONF** key

☎ Dial **internal extension number**, *or -*

☎ To call an external party**, select another line** *or* dial **9** plus the **external number**

☎ When the person answers, press the **CONF** key to connect all parties

☎ To add additional parties repeat the above 3 steps for a maximum of 8 parties including yourself (**Note:** Single line telephones can only initiate 3 party conferences but you can use a digital phone to include them)

CONTRAST SETTING

To set the contract level of your display phone:

☎ Do not lift the handset

☎ Press the **PROGRAM** key

☎ Press **0 1** then the **ENTER** key

☎ Use the up and down arrows of the navigator key to adjust the contract level of the display

☎ Press the **ENTER** key to save

☎ Press the **EXIT** key to exit

DOOR OPENING FUNCTION OF DOORPHONE

☎ If you have answered a doorphone call, press the **5** key

☎ If you want to open the door when not on a doorphone call, press the handset *or* press **SP-PHONE** for hands free followed by *** 5 5** plus the two-digital **doorphone number** (**Note:** Not all extensions have this authority)

EXTENSION DIALING – INTERNAL

Dialing extensions by the user name:

☎ Press the **MENU** key

☎ Use the up and down arrow keys of the navigator button to place the → beside **"Extension Directory"**

☎ Press the **ENTER** key

☎ Use the keypad to enter the first letter of the name you would like to call and press the **ENTER** key

☎ Use the up and down arrows of the navigator key to place the → beside the name you would like to call

☎ Lift the handset *or* press **SP-PHONE** key for hands free

HEADSET OPERATION

To enable and disable the headset mode of operation:

☎ While not on a call but in headset mode, press the lit preprogrammed **DSS key*** programmed as **HEADSET**

☎ This will turn off the light, disabling the headset mode and bring function back to the handset and speakerphone.

☎ When you wish to return to headset mode, press the preprogrammed **DSS key*** programmed as **HEADSET** and the light will come on again

HEADSET OPERATION – BLUETOOTH

To register the Bluetooth Headset:

☎ While not on a call press the **PROGRAM** key

☎ Press **6 6** then the **ENTER** key

☎ While the Bluetooth Headset is in "Pairing Mode" enter the Passkey for the device (example **0 0 0 0**) then the **ENTER** key. The display will indicate **Executing** and when registration is complete the phone will beep and the Message Waiting Light will flash green temporarily – repeat if necessary. To enable and disable, see above.

HOLD

To place a call on hold:

☎ Press the **HOLD** key

To place a call on exclusive hold (preventing it from being accessed by another extension):

☎ Press the **HOLD** key **twice**

To retrieve a call from hold:

☎ Lift the handset *or* press **SP-PHONE** for hands free

☎ Press the desired flashing line key (The line flashes **GREEN** on the phone that placed the call on hold, **RED** on all other phones)

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To put a call on hold to answer another line:
- ☎ Press the **HOLD** key to put the current caller on hold
- ☎ Press the **RED** flashing **CO key***
- ☎ For other incoming callers, press the HOLD key for the current caller, followed by the **RED** flashing **CO Key***
- ☎ To return to the other callers, press the HOLD key for the current caller followed by the **GREEN** flashing **CO KEY*** *or* the **GREEN** flashing **INTERCOM** key for an internal caller

To retrieve a call holding at another extension:
- ☎ Lift the handset *or* press **SP-PHONE** for hands free
- ☎ Press *** 5 1** plus the **DSS key*** *or* the **extension number**

OFF-HOOK MONITOR

Allowing other people next to you to listen to the call:
- ☎ While speaking to a caller, press the **SP-PHONE** key
- ☎ The up and down arrows of the navigator key now control the speakerphone volume and not the handset incoming audio volume. The speakerphone's mic is muted.

ONE TOUCH KEY PROGRAMMING

To program a CO key / DSS key as a speed dial key:
- ☎ Do not lift the handset
- ☎ Press the **PROGRAM** key
- ☎ Press the key to be programmed
  (**Important! DO NOT** use preprogrammed outside line keys)
- ☎ Dial **1** for **DSS key*** *or* **2** for **speed dial key**
- ☎ If used as a **DSS key*** dial the **extension number** *or* if used as a one touch key dial **9** plus the **external number** to be stored for speed dial
- ☎ Press the **ENTER** key to save
- ☎ Press the **EXIT** key to exit

Using One-Touch Keys:
- ☎ Simply press the preprogrammed **DSS key***

PAGING

To page:
- ☎ Lift handset
- ☎ Press the **DSS Key*** preprogrammed as **PAGE** *or* press *** 3 3** plus the two-digit **paging group**
- ☎ After the tone, voice your announcement
- ☎ Hang up *or* if you require a response please wait

To answer a page:
- ☎ Lift handset *or* press **SP-PHONE** for hands free
- ☎ Press *** 4 3**
- ☎ After the tone, you will be connected to the caller

PARALLEL TELEPHONE

Setting a parallel analog telephone to ring:
- ☎ Lift handset *or* press the **SP-PHONE** key for hands free

- ☎ Press *** 3 9 1** to enable the ringer on the parallel phone *or* press *** 3 9 0** to disable the ringer (**Note:** As this feature requires certain hardware and system programming this is not possible at all extensions)

PROGRAMMING CO KEYS

To program a CO key / DSS key for various functions:
- ☎ Do not lift the handset
- ☎ Press the **PROGRAM** key
- ☎ Press the key to be programmed
  (**Important! DO NOT** use preprogrammed outside line keys)
- ☎ Use the up and down arrows of the navigator key to display the operation you wish the key to perform
- ☎ Follow the prompts as required
- ☎ Press the **EXIT** key to exit

RINGER TONE CHANGES

- ☎ Do not lift the handset
- ☎ Press the **PROGRAM** key
- ☎ To change ringing for an outside line, press the **CO/DSS Key*** preprogrammed as a **LINE** key twice *or* to change intercom ring type press the **INTERCOM** key twice
- ☎ When "**Tone Type**" appears on your display use the up or down arrows of the navigator key or use your dial pad to enter digits **01** through **30**, to hear different tone options
- ☎ Press the **ENTER** key to save your selection
- ☎ Press the **EXIT** key to exit

RINGER VOLUME ADJUSTMENT

While your phone is idle:
- ☎ Press the **RING** key
- ☎ Use the up and down arrows of the navigator key to increase or decrease the ringer volume

SPEED DIAL - STATION NUMBERS & NAMES

To store a station speed dial number (10 numbers may be stored):
- ☎ Do not lift the handset
- ☎ Press the **PROGRAM** key
- ☎ Dial **10** and press **ENTER**
- ☎ Dial the two-digit **speed dial bin number (00 to 09)**
- ☎ Dial **9** plus the **external number** to be stored (Max. of 32 digits)
- ☎ Press the **ENTER** key to save
- ☎ Use the keypad to select each letter required for the name. You can also use the left and right arrows of the navigator key to move the cursor. Press the **CLEAR** key to correct a single misdialed entry (Max. of 20 characters)
- ☎ Press the **ENTER** key to save

☎ Press the **EXIT** key to exit

Using station speed dials:

☎ Press the **MENU** key

☎ Use the up and down arrow keys of the navigator key to place the → beside **"Personal Directory"**.

☎ Press the **ENTER** key

☎ Use the keypad to enter the first letter of the name you would like to call and press the **ENTER** key

☎ Use the up and down arrows of the navigator key to place the → beside the name you would like to call

☎ Lift handset *or* press **SP-PHONE** key for hands free

Dialing station speed dials by bin number:

☎ Lift handset *or* press the **SP-PHONE** key for hands free

☎ Press the **AUTO DIAL/STORE** key, followed by ***** then the two-digit **speed dial bin number (00-09)**

SPEED DIALS - SYSTEM

Dialing system speed dials by name:

☎ Press the **MENU** key

☎ Use the up and down arrow keys of the navigator key to place the → beside **"System Directory"**.

☎ Press the **ENTER** key

☎ Use the keypad to enter the first letter of the name you would like to call and press the **ENTER** key

☎ Use the up and down arrows of the navigator key to place the → beside the name you would like to call

☎ Lift the handset *or* press **SP-PHONE** key for hands free

Dialing system speed dials by bin number:

☎ Lift handset *or* press the **SP-PHONE** key for hands free

☎ Press the **AUTO DIAL/STORE** key, followed by the **speed dial bin number (000-999)**

SYSTEM FEATURE ACCESS

To perform various system features:

☎ Press the **MENU** key

☎ Use the up and down arrows of the navigator key to place the → beside **"Feature Access"**.

☎ Press the **ENTER** key

☎ Use the up and down arrows of the navigator key to display the operation you wish to perform

☎ Follow the prompts as required

TRANSFERRING CALLS

To transfer a caller:

☎ Press the preprogrammed **DSS Key*** *or* –

☎ Press the **TRANSFER** key

☎ Dial the desired **extension number** *or* –

☎ For those who can transfer to an outside number, press the **TRANSFER** key

☎ **Select a line** *or* dial **9** plus the **external number**

☎ Do one of the following:
- To complete the transfer - hang up
- To announce the transfer - wait for an answer, consult, and hang up
- To cancel the transfer - press the **TRANSFER** key

TRANSFERRING CALLS DIRECTLY TO VOICEMAIL

To transfer a caller directly to a mailbox:

☎ Press the **DSS Key** preprogrammed as **VOICEMAIL TRANSFER**

☎ Press the preprogrammed **DSS Key*** *or* dial the desired **extension number**

☎ To complete the transfer - hang up

WIRELESS XDP PARALLEL MODE FROM PS

Permitting a portable Station (PS) / wireless phone to parallel your desk set:

☎ Using the wireless phone, press the **TALK** key

☎ Press *** 4 8 1** plus **your extension number** to set the wireless phone into a parallel mode with your extension *or* press *** 4 8 0** to cancel

*Note: *Flexible CO key / DSS key is a co-worker's extension preprogrammed on your telephone. You may call them by simply pressing that DSS key. You will see a red light on that DSS key when that co-worker's extension is busy.*

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