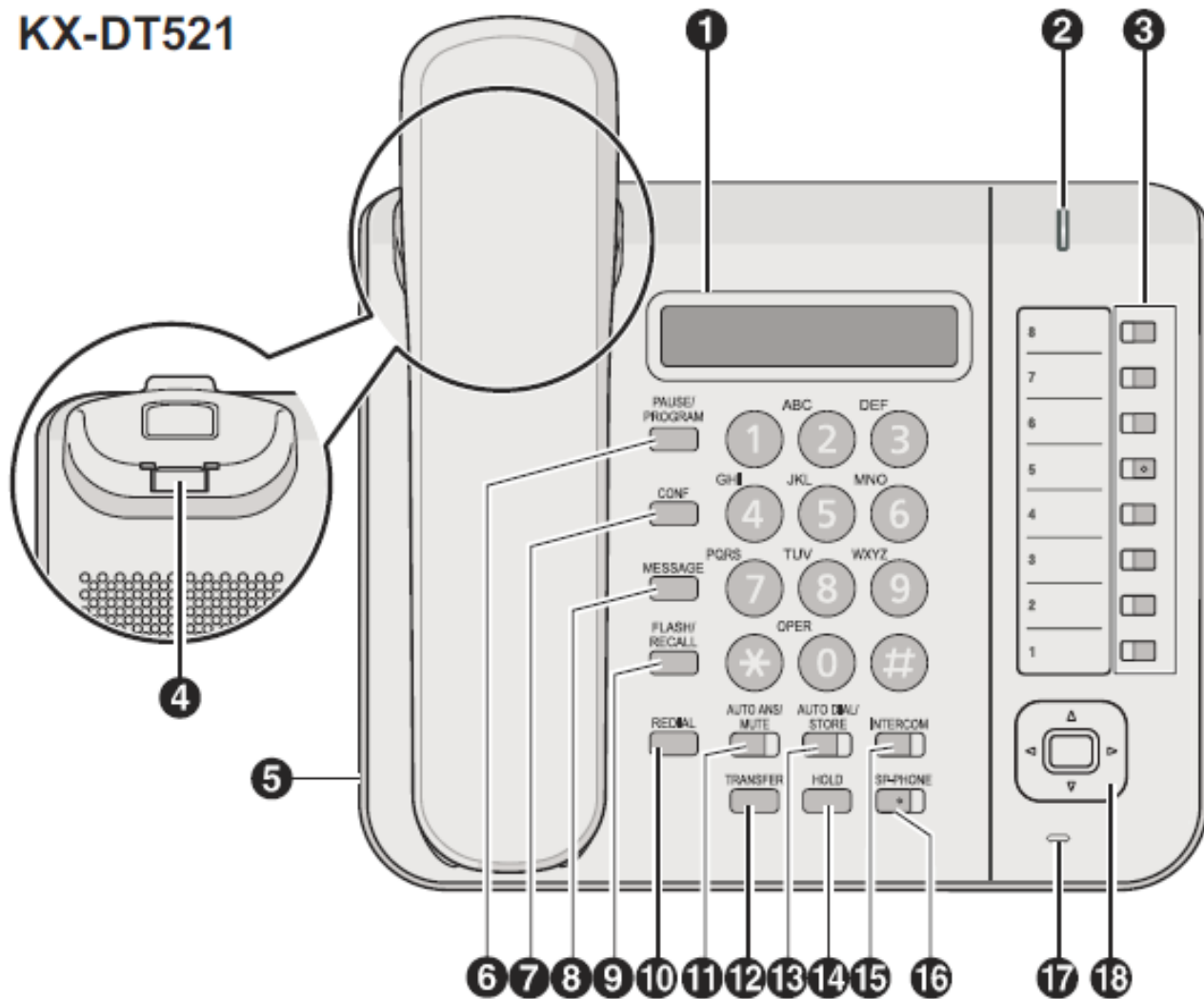# Panasonic DT521 Set Training

KX-DT521

❶ **LCD (Liquid Crystal Display):**
KX-DT521: 1 line, KX-DT543: 3 lines, KX-DT546: 6 lines

❷ **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.

❸ **Flexible CO Buttons:** Used to seize an outside line or perform a feature that has been assigned to the key.

❹ **Handset Hook:** Keeps the handset stable when the unit is mounted on a wall.

❺ **Headset Jack**

❻ **PAUSE/PROGRAM** (KX-DT521 only): Used to insert a pause when storing a telephone number. This button is also used for programming this unit.
PAUSE (KX-DT543/KX-DT546 only): Used to insert a pause when storing a telephone number.

❼ **CONF:** Used to establish a multiple party conversation.

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

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

❿ **REDIAL:** Used to redial the last dialed number.

⓫ **AUTO ANS/MUTE:** Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.

⓬ **TRANSFER:** Used to transfer a call to another party.

⓭ **AUTO DIAL/STORE:** Used for System/Personal Speed Dialing or storing programme changes.

⓮ **HOLD:** Used to place a call on hold.

⓯ **INTERCOM:** Used to make or receive intercom calls.

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

⓱ **Microphone:** Used for hands free conversations.

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

Before Operating the Telephone

Speaker volume
While in a hands-free conversation Press [▲] or [▼] to adjust the volume.

Handset/Headset volume*1
While using the handset or headset Press [▲] or [▼] to adjust the volume.

Ringer volume
While on-hook or receiving a call Press [▲] or [▼] to adjust the volume.

LCD Contrast
While on-hook 1. Press the PROG soft button (S1).*2 2. Enter ⓪①. 3. Press [ENTER].*3 4. Press [▲] or [▼] to adjust the LCD contrast. 5. Press [ENTER].*3 6. Press [CANCEL].*2

Ring Tone
1. Press the PROG soft button (S1).*2 2. Press a flexible CO button or [INTERCOM] 2 times. 3. Enter 2 digits (01–30) using the dial keys (0-9), or press [▲] or [▼] to select the ring tone. 4. Press [ENTER].*3 5. Press [CANCEL].*2

*1   If you hear your own voice through the handset or headset, decrease the volume.
*2   For KX-DT521, press [PAUSE/PROGRAM].
*3   For KX-DT521, press [AUTO DIAL/STORE].

LCD Backlight

While on-hook
1. Press the PROG soft button (S1).*1
2. Enter ⓪④.
3. Press [ENTER].*2
4. Press a dial key to select the LCD backlight mode.
   ⓪: Automatic
   ①: Always ON
   ②: Always OFF
5. Press [ENTER].*2
6. Press [CANCEL].*1

*1   For KX-DT521, press [PAUSE/PROGRAM].
*2   For KX-DT521, press [AUTO DIAL/STORE].

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ANSWERING/PLACING A CALL

Answer a call:

- When your phone is ringing: Lift handset *or* press **SP-PHONE** for hands free.

Place an outside call:

- Lift handset *or* press **SP-PHONE** for hands free.
- Select an available line key and dial telephone number**.**

Place an internal call:

- Lift handset *or* press **SP-PHONE** for hands free.
- Dial the desired **extension number.**

TRANSFERRING CALLS

To transfer a caller:

- 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 **flashing line** key.

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).

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.

REDIAL

To Dial the last number dialed from your telephone:

- Lift handset, press redial.

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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).

HEADSET OPERATION

To enable and disable the headset mode of operation:

- Press **HEADSET** key. Light will come on. You are now in Headset Mode.
- Press **HEADSET** this will turn off the light, disabling the headset mode and bring function back to the handset and speakerphone.

RELEASE

To transfer a caller in headset mode:

- Press **TRANSFER** key.
- Dial the desired extension number
- Press **RELEASE** key to release the call.

FWD/DND – FORWARD/DO NOT DISTURB

To Call Forward your calls (usually to voicemail's extension number 777)

- Press **Intercom *7102777#** (**To call forward your calls to voicemail**)
- Light will turn on solid red
- All calls internally & externally will forward to your personal mailbox after 4 rings.
- Press **Intercom *7105777#** (**To turn on Busy/No Answer to voicemail**)
- Light will flash red.
- Your telephone will ring until desired timer then go to voicemail. (Please note when DND is on caller *will not* go to voicemail)
- Press **Intercom *7100#** (**To turn off Call Forward**)

Your telephone will ring continuously. (Please note when DND is on caller *will not* go to voicemail)

AUTO ANSWER/MUTE

To automatically answer incoming calls without lifting handset

- Press **AUTO ANSWER/MUTE**
- Light will turn on solid red.
- When a call is received caller will automatically be put on speakerphone.
- Press **AUTO ANSWER/MUTE**
- Light will flash red.
- Caller cannot hear what is being said.

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PERSONAL SPEED DIAL NUMBERS & NAMES

To store a personal speed dial number (10 numbers may be stored exclusively on your telephone):

- Do not lift the handset.
- Press the **PROGRAM** key.
- Dial **10** and then press the **#** key.
- 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 **STORE** key to save.
- Use the keypad to select each letter required for the name. Press the **TRANSFER** key to correct a single misdialed entry (Max. of 20 characters).
- Press the **STORE** key to save.
- Press the **REDIAL** key to exit.

Dialing personal speed dials by bin number only:

- 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)**.

SYSTEM SPEED DIALS

Dialing system speed dials by name:

- Press the **AUTO DIAL/STORE** key.
- Use the keypad to enter the first letter of the name you would like to call.
- Use the volume up and down arrow keys to display the person 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 (000-499)**