

**PANASONIC
TELEPHONE SYSTEM
ADMINISTRATION
MANUAL**

&

**PANASONIC TVM
VOICEMAIL SYSTEM
ADMINISTRATION MANUAL**

PANASONIC KX-NCP

ENTER PROGRAMMING MODE

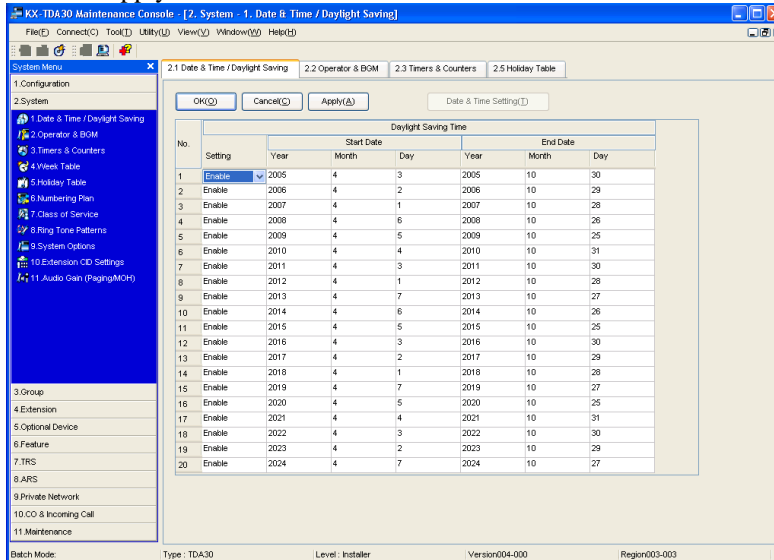
- Double click on **Phone System Maintenance Icon** on your desktop
- Click on **CONNECT**
- Click **LAN**
- IP is · · ·
- Enter password **1234**, press **OK**

DATE & TIME 2.1 CHANGING

- Click on DATE & TIME SETTINGS (T)
- Enter appropriate time and date
- Apply

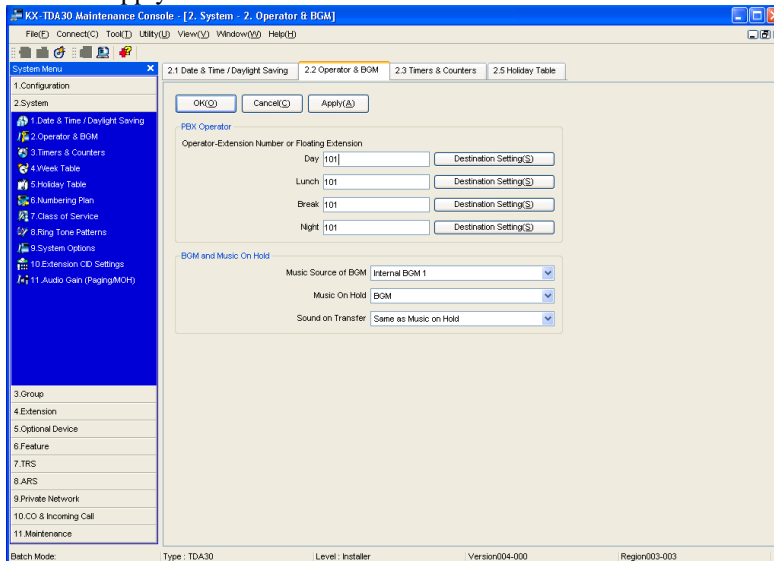
DAYLIGHT SAVINGS TIME 2.1

- Ensure all years are enabled
- Click on desired field and drop down menu appears
- Select desired setting
- Apply



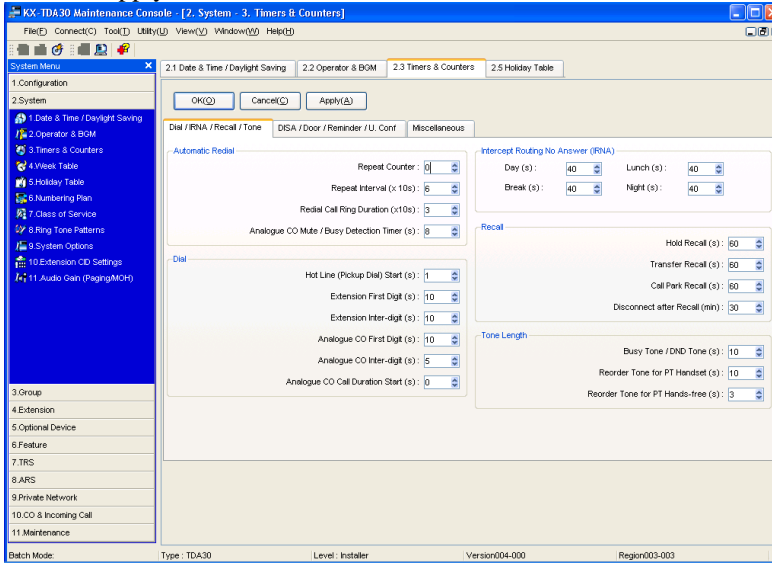
DIAL 0 DESTINATION & BACK GROUND MUSIC 2.2

- Dial 0 - As per mode, enter the extension number of the desired dial 0 destination
- Apply
- Back ground music – select desired source on drop down menu according to ON HOLD source
- Apply



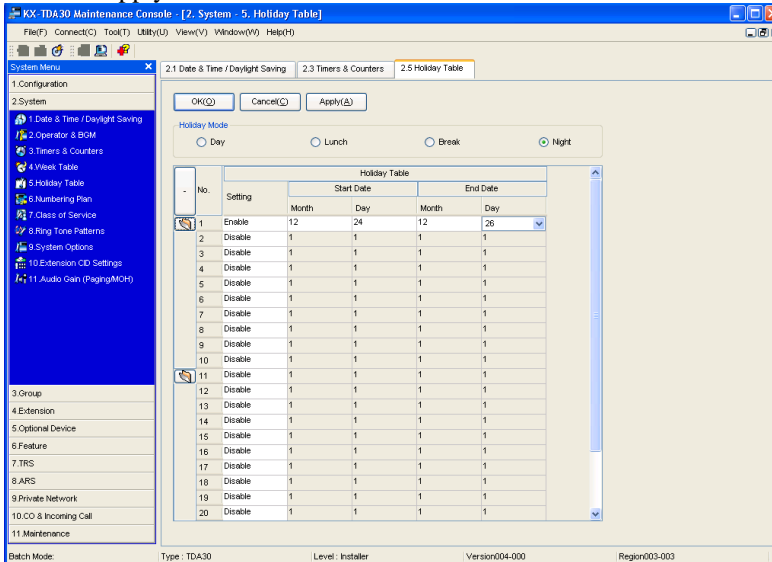
TIMERS & COUNTERS 2.3

- Under DIAL/ IRNA/ RECALL/ TONE tab select desired timer on drop down menu in RECALL section of the page
- Apply



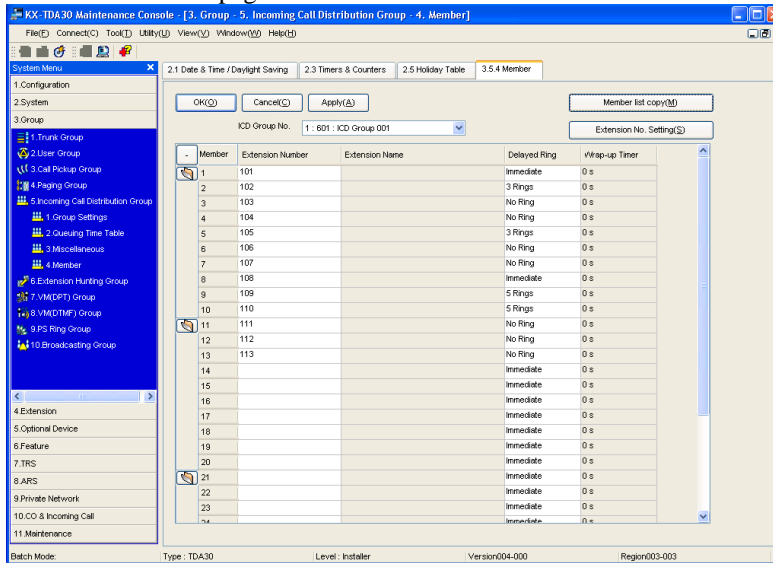
HOLIDAY TABLE 2.5

- Click on holiday number and select ENABLE
- Enter holiday start and end dates in opened fields
- Select mode for system to be in (usually NIGHT)
- Apply



INCOMING CALL RING GROUP MEMBERS 3.5.4

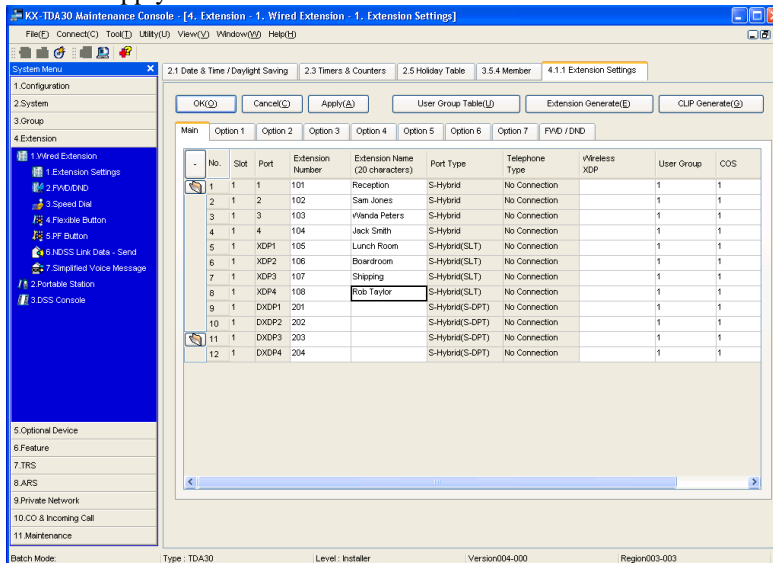
- Beside name of group member, click on delayed ring cell and select desired incoming ring setting
- Apply
- Note* this page works with 10.2



EXTENSION SETTINGS

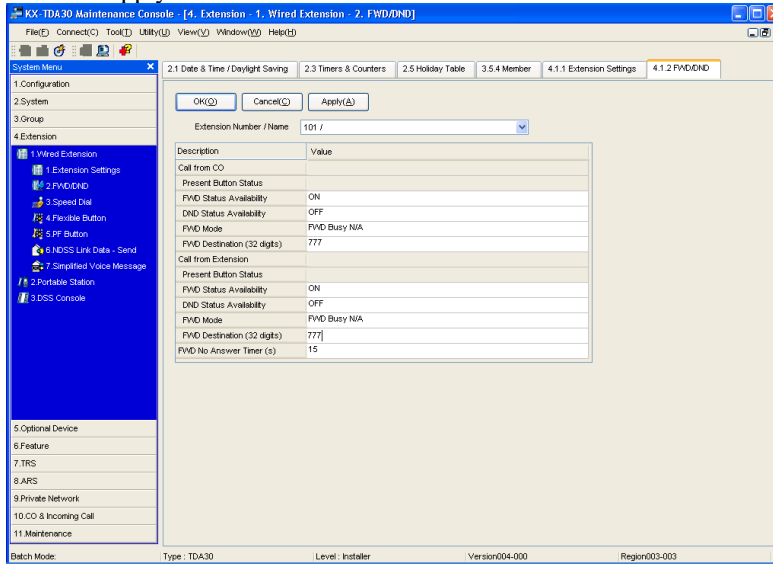
CHANGING EXTENSION NAMES 4.1.1

- Click on field next to extension number that needs a name added or changed
- Type in preferred name
- Apply



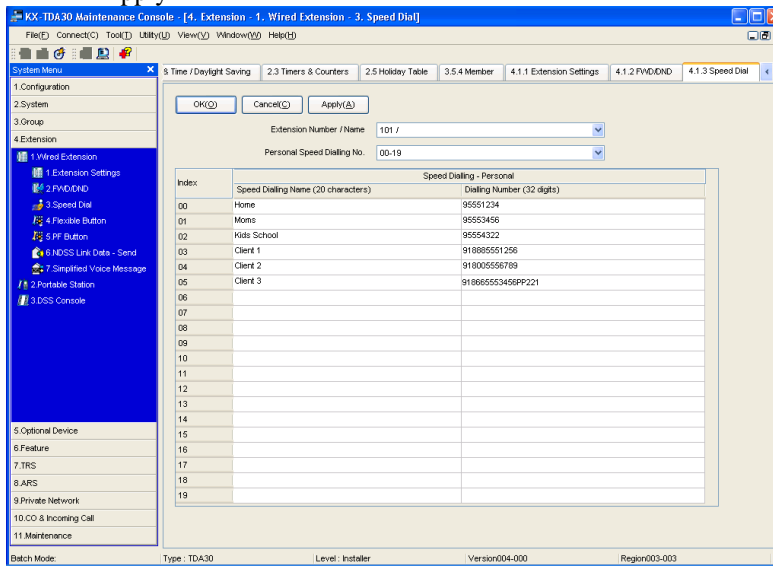
FWD/DND 4.1.2

- From drop down menu, select desired extension
- Change settings in required fields
- Apply



PERSONAL SPEED DIALS 4.1.3

- Select desired extension from drop down list
- Enter speed dial name (no symbols) under speed dial names column
- Enter phone number preceded by a 9 in the dialing number column
- Apply



FLEXIBLE BUTTONS (PROGRAMMABLE KEYS) 4.1.4

- Select desired extension from drop down list
- Click on number of key to be programmed under type column
- Drop down list appears
- Select type of key to be programmed
- Fill in any fields that become clear once type of key is selected
- Apply

System Menu: 1 Configuration, 2 System, 3 Group, 4 Extension, 5 Optional Device, 6 Feature, 7 TRS, 8 ARS, 9 Private Network, 10 CO & Incoming Call, 11 Maintenance

2.3 Timers & Counters | 2.5 Holiday Table | 3.5.4 Member | 4.1.1 Extension Settings | 4.1.2 FWD/END | 4.1.3 Speed Dial | 4.1.4 Flexible Button

OK(C) Cancel(C) Apply(A)

Extension Number / Name: 101 /

Telephone Type: No Connection

Copy to(I)

Key	Location	Type	Parameter Selection	Ext. No. / Floating Ext. No.	Dial (Max: 32 digits)	Optional Parameter (Ringing Tone Type Number)	Ext No. of Mailbox
1		Loop CO				2	
2		Loop CO				3	
3		Loop CO				4	
4		DSS		102			
5		DSS		103			
6		One-touch			*3301		
7		One-touch			777		
8		Time Service	Day/Night/Lunch			1	
9		Headset					
10		Voice Mail Transfer		777			
11		Two-way Record		777			
12		DSS		110			
13		Not Stored					
14		Not Stored					
15		Not Stored					
16		Not Stored					
17		Not Stored					
18		Not Stored					
19		Not Stored					

Batch Mode: Type: TDA30 Level: Installer Version004-000 Region003-003

SYSTEM SPEED DIALS 6.1

- Select appropriate tab with speed dial bin numbers to be programmed
- Enter speed dial name under names column (no symbols)
- Enter phone number preceded by a 9 under CO Line Access & Telephone Number column
- Enter extension number (if desired) to route incoming call from speed dial number
- Apply

System Menu: 1 Configuration, 2 System, 3 Group, 4 Extension, 5 Optional Device, 6 Feature, 7 TRS, 8 ARS, 9 Private Network, 10 CO & Incoming Call, 11 Maintenance

2.5 Holiday Table | 3.5.4 Member | 4.1.1 Extension Settings | 4.1.2 FWD/END | 4.1.3 Speed Dial | 4.1.4 Flexible Button | 6.1 System Speed Dial

OK(C) Cancel(C) Apply(A)

Memory: Basic Memory

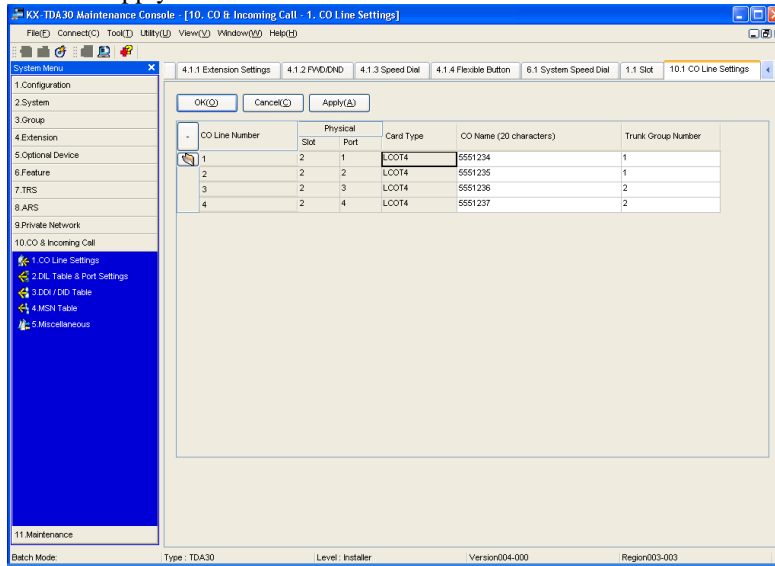
000-099 | 100-199 | 200-299 | 300-399 | 400-499 | 500-599 | 600-699 | 700-799 | 800-899 | 900-999

System Speed Dialing Number	Name (20 characters)	CO Line Access Number + Telephone Number (32 digits)	CLI Destination
000	ABC COMPANY	914035551234	
001	CDE COMPANY	91866555789105	
002	EFG COMPANY	95556789	107
003	HJI COMPANY	95550987	
004	PLM COMPANY	919057654321	110
005	NOP COMPANY	918887776543	
006			
007			
008			
009			
010			
011			
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013			
014			
015			
016			
017			
018			
019			

Batch Mode: Type: TDA30 Level: Installer Version004-000 Region003-003

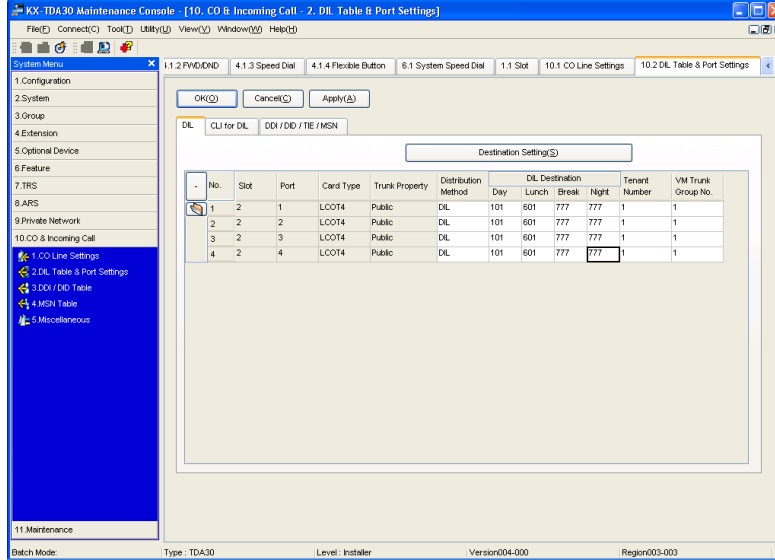
CO & INCOMING CALL LINE SETTINGS 10.1

- Enter phone number of appropriate line
- Apply



DESTINATION SETTINGS 10.2

- Enter the destination of each line (phone number) for each mode
- Apply



TVM VOICEMAIL

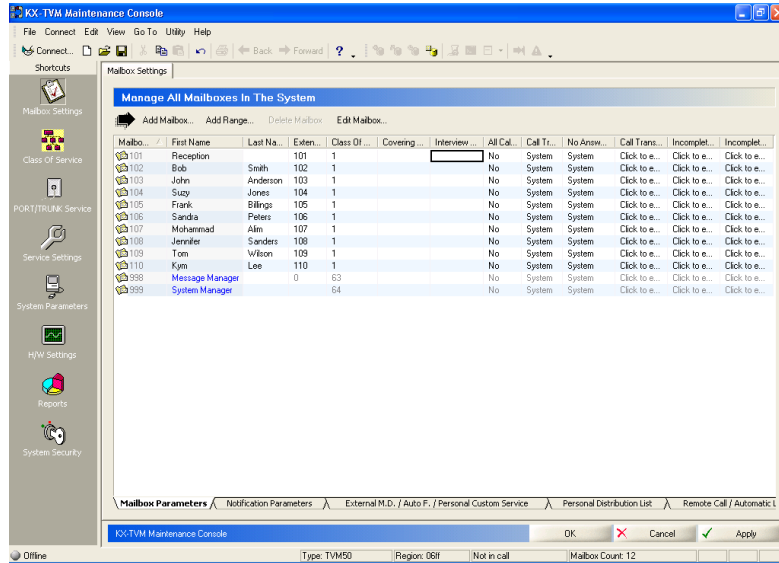
ENTER PROGRAMMING MODE

- Double click on **KX-TVM Maintenance Icon** on your desk top
- Ensure your type of voicemail system is selected in the pop up window and press **OK**
- Click on **CONNECT**
- Click on **LAN**
- Enter password **1234**

Note ** enter IP address for future reference

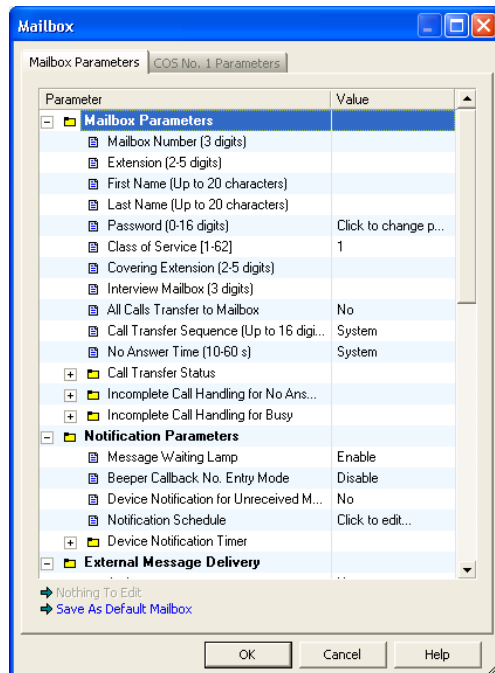
ADDING AND EDITING MAILBOXES

- Click on **MAILBOX SETTINGS** on the left hand side of the screen. You will see the window below



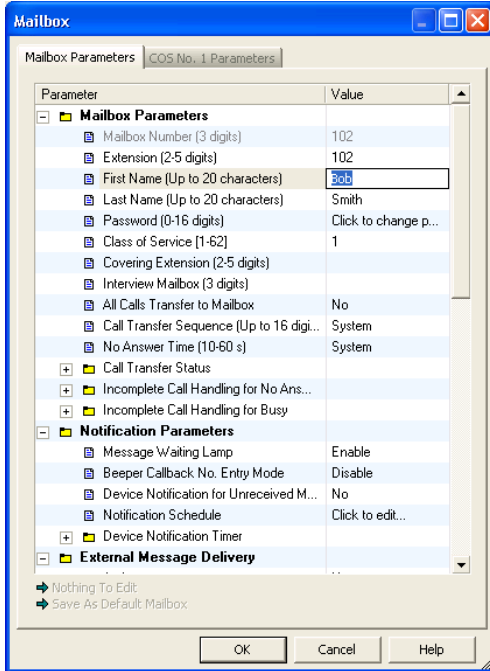
TO ADD A MAILBOX

- Click on **ADD MAILBOX**. You will see the following screen
- Enter **mailbox number, extension number, first name & last name** in the field under **VALUE**
- Press **OK**

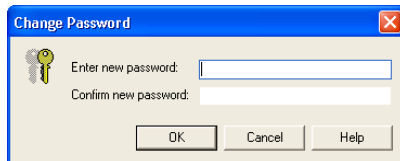


TO EDIT A MAILBOX

- At **MAILBOX SETTINGS** window
- Highlight desired mailbox by clicking on the envelope icon on the left hand side of the mailbox listing
- Click on **EDIT MAILBOX**
- You will see the window below



- Highlight desired field under **Value** to change **FIRST OR LAST NAME**
- Press **OK**
- Click on **CLICK TO CHANGE PASSWORD** to change the password
- You will see the window below



- Enter new password and confirm
- Press **OK**
- Press **OK**

- To edit **PERSONAL CUSTOM SERVICE**, scroll down page until **PERSONAL CUSTOM SERVICE** appears
- Click on **CLICK TO EDIT**
- You will see the window below

Personal Custom Service

Key Assignment

Key	Assigned Operation	Value
3	Transfer to specified mailbox	101
4	Transfer to specified extension	104
5	Transfer to outside (specified number)	1
6	None	
7	Transfer to specified mailbox	
8	Transfer to specified extension	
9	Transfer to Voice Mail Service	
0	Transfer to Automated Attendant Service	
	Transfer to specified Custom Service menu	
	Transfer to operator	
	Transfer to outside (specified number)	
	Page the party	
	Repeat greeting	

NOTE [i] [!]

Outside Numbers

Outside Number #1 (Up to 32 chars / [0-9 * # T , ;]) 95551234

Outside Number #2 (Up to 32 chars / [0-9 * # T , ;])

Outside Number #3 (Up to 32 chars / [0-9 * # T , ;])

Outside Number #4 (Up to 32 chars / [0-9 * # T , ;])

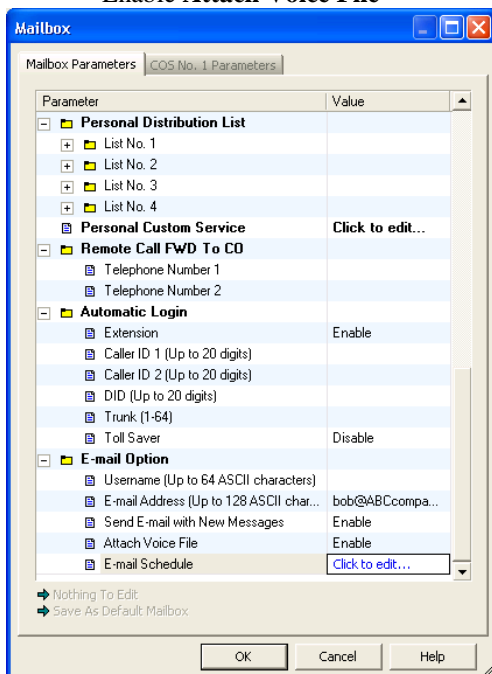
No DTMF Input Operation Recording

OK Cancel Help

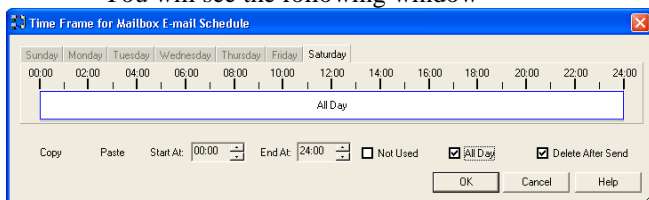
- Double click desired prompt under **Assigned Operation**
- A drop down menu will appear
- Select desired operation
- Enter destination of operation in **Value** field
- Press **OK**
- Press **OK**

Note** If the selected operation is to transfer to outside, you must enter 1 thru 4 in value field then enter the phone number preceded by a 9 in the Outside Number field below

- To edit **E-MAIL Option**
- Enter **e-mail address** under Value field
- Enable **Send E-mail with New Messages**
- Enable **Attach Voice File**



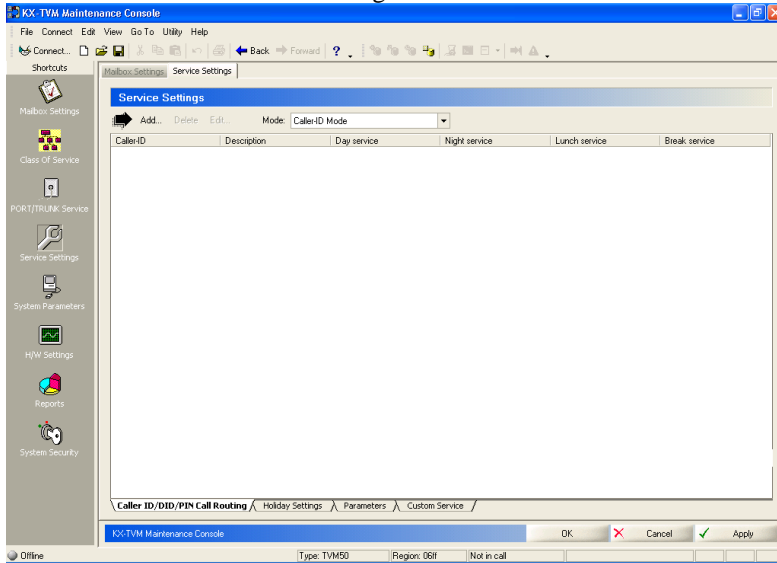
- To adjust **E-mail Schedule**, double click **Click to edit**
- You will see the following window



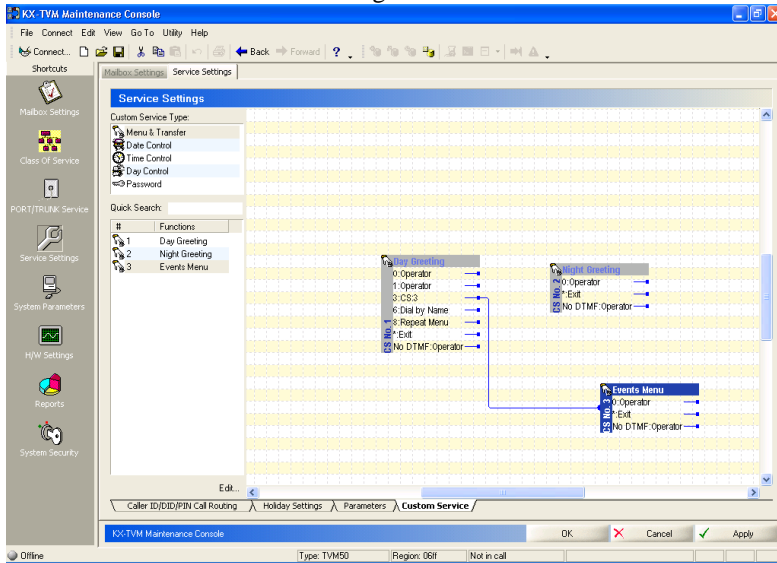
- To delete voicemail message in the voicemail box after it is sent to e-mail, select **Delete After Send** for every day desired on the schedule
- Press **OK**
- Press **OK**

AUTO ATTENDANT GREETINGS

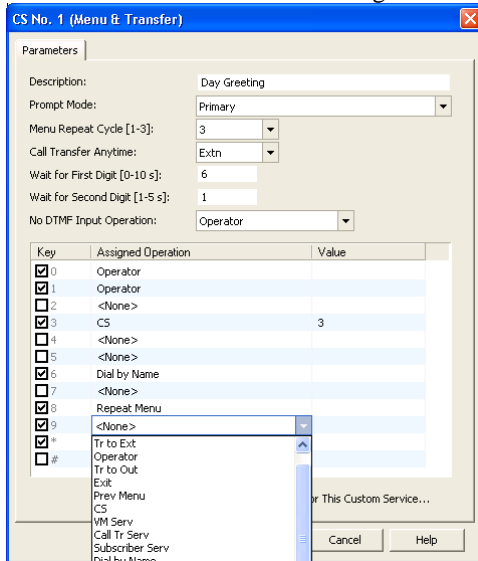
- Double click **SERVICE SETTINGS** on left hand side of main window
- You will see the following window



- Click on **Custom Service** tab at the bottom of the page
- You will see the following window



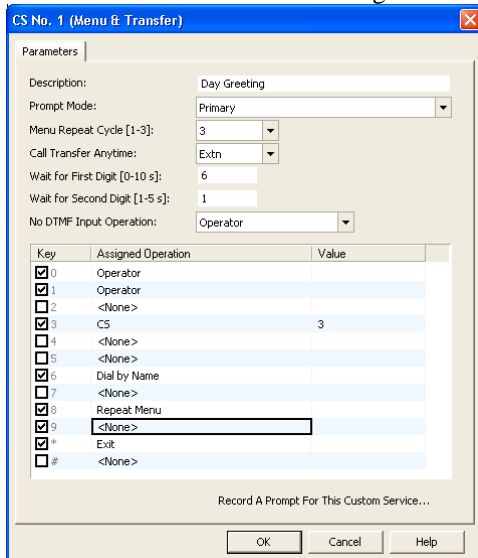
- To adjust the prompts with in a auto attendant greeting, double click on the desired custom service menu
- You will see the following window



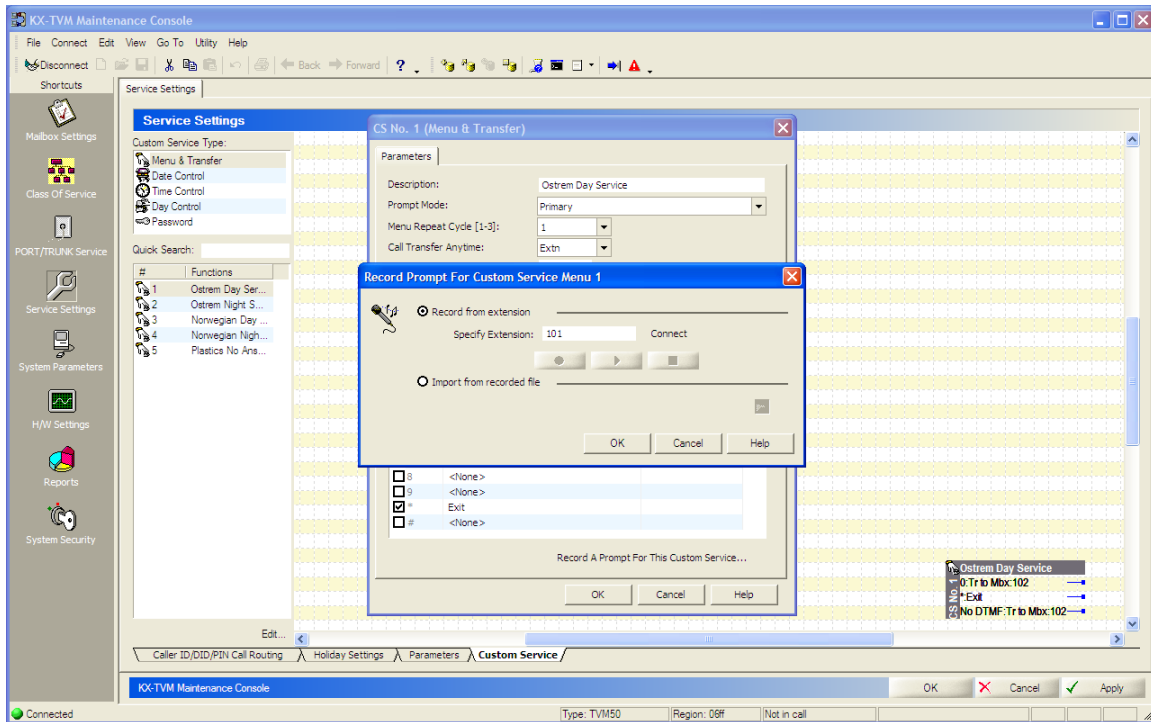
- To change the prompts with in the greeting, select the desired prompt
- Double click the **Assigned Operation** field and a drop down menu will appear
- Select the desired operation
- Enter a destination value in the **Value** field
- Press **OK**
- Press **APPLY**

Re-recording Auto Attendant Greetings

- Double click on the desired custom service menu
- You will see the following window



- Click on **Record A Prompt For This Custom Service**
- You will see the following windows



- Specify the extension number you want to record from
- Press **Connect**
- The extension will ring
- Pick up and press the **RED** record key when ready
- Press **Stop** and **Play** accordingly
- Press **OK**
- Press **OK**
- Press **APPLY**