

# User Guide

**Panasonic**



Panasonic Business Telephone Systems

EXEN 318/616

Telephones

H 3111K/VB-3411DSUK/VB-3611DCK

**DBS**

Digital Business System

## **INTRODUCTION**

The new Panasonic S-DBS is a totally flexible system offering reliable convenient and cost effective communication to match today's demanding business needs.

Before operating the system please carefully read this operating guide.

If you should require further information please refer to the "Operating Instruction" (A4 Size Manual) supplied with the system control unit.

### **Note:**

To assure the safe use of your telephone, please observe the following guide lines for installation and use.


- 1) Do not use the telephone near sources of electric 'noise' such as fluorescent lamps, air conditioner, washing machines TV sets or radios.
- 2) The telephone should not be exposed to heat sources, direct sunlight, extreme temperatures, moisture, strong vibrations, greasy or dusty environments.  
    Operating temperature: 0°C-40°C  
    Operating humidity: 0%-60%
- 3) Never attempt to insert wires, pins, or similar objects in the vents or openings of the telephone set.
- 4) Never clean the telephone with benzene, paint thinner or other solvent materials. Wipe with a soft cloth to clean.
- 5) Do not change the unit installation location without consulting your dealer/installer.
- 6) Installation of telephone the system close to a welding machine, or broadcasting ariel may cause radio interference to speech.

## APPEARANCE OF DBS KEY TELEPHONE

 Lift handset  Speaking

 Hang up

To adjust display contrast, press: #

 Darker

 Lighter

Press  **LINE** key

Press  **DIALLING** key

Lamp Indications

Exchange Line	Colour	Lamp Status
Not in use	-	Off
In use by self	Green	On
In use by other extension	Red	On
Incoming call	Red	Slow Flash
System hold by self	Green	Rapid Flash
System hold by other extension	Red	Rapid Flash
Exclusive hold by self	Green	Rapid Flash
Exclusive hold by other extension	Red	On

Lamp shows red when;

### DND/CF

Do not disturb/call forward is programmed.

### INT

Intercom call is placed.

### MIC

Microphone is ON.

### MESSAGE

Message waiting is programmed.

Press  **RECALL** key

Press  **FLASH** key

Press  **CONFERENCE** key

Press  **VOLUME INCREASE** key

Press  **VOLUME DECREASE** key

Press  **ONE TOUCH** key

Press  **MICROPHONE** key






























Press  **REDIAL** key

Press  **MEMORY** key


























Press  **SPEAKER ON/OFF** key

Press  **HOLD** key

## 1. BASIC FEATURES

Features		Operation	
Making an external call (Selecting a line)	On-hook	 ▶  ▶  (Select line) (Phone No.)	 You may lift a handset before selecting a line
Making an external call (Auto line selection)	On-hook	 ▶  ▶  (Phone No.)	 You may lift a handset instead of pressing ON/OFF key
Making an intercom call	Tone call	 ▶  ▶  (Extension No.)	
	Voice call	 ▶  ▶  ▶  (Extension No.)	
	Operator call	 ▶	
Answering calls	Internal and external	 ▶ 	
Call hold	Internal hold	 / (To resume call)	
	External (system hold)	 / (To resume call)	 (Held line key)
	External (exclusive hold)	 / (To resume call) (Used line key)	 (Held line key)
External conference	To set	 ▶  when (Answered) (Extension No.)	
Call transfer	Internal and external	 ▶  ▶ (Speak) ▶  (Extension No.)	 (You may hang up after hearing ring tone)








































## 2. EXCHANGE LINE FEATURES






















Features		Operation	
Direct exchange line access		    	(Line No.: 1-6)
Pooled exchange line access		    	(Group No.: 1-3)
Camp on a busy exchange line	Set	    	when you get busy tone
Last number redial		 	
Save dial memory	Storing a number	    	On line
	Redial number	  	

Features		Operation	
Personal speed dial memory (one touch key)	To store number	→  →  →  →	(Phone No.)
	Redial number	→	Select line if line access code "9" is not stored in memory.
System speed dial memory redial	Redial number	→  →	(Code) (Code: 00-89)
Account code entry for call logging	To store during conversation	→  →  →  →	(Account code Max. 10 digits) (account code)
	To store before dialling number	→  →  →  →	(Dial 87 instead of  ) (Account code Max. 10 digits) (account code)
Pulse dial to DTMF dial switching		→	(Dial number)
PBX recall			





































### 3. INTERNAL FEATURES

Features		Operation	
Zone Paging		→  →	Page Zone Code #00-#03 or 60-63 (Code)
Answering a page call		→  →	(or # # instead of 69)
Call pick up	Group pick up	→  →  →	
	Direct pick up	→  →  →	(Ring extension No.)
Do not disturb	To set or cancel	→  →  →	

Features		Operation	
Privacy release		 (to release privacy from extension)	
		 (to break into desired call)	
Conference		(while on a call) 21 12	 →  →  (Extension No.)
Intrusion (Busy override)		(while receiving a busy tone)	 → 
Message waiting	To set	(While calling extension)	
	To answer		 →  →  → 
	To cancel		 →  →  → 
	To scroll		 →  →  →  (Repeat if necessary)
Call forward	To set	 →  →  →  → 	Destination extension No.:
	To cancel	 →  →  → 	
Call forward (follow me)	To set	 →  →  →  →  → 	Forwarding extension No. : Destination extension No. : (Call forward can be programmed on destination extension only)
	To cancel	 →  →  → 	Cancelled on forwarding extension only

Features		Operation	
Loud Ringing bell call pick up		 ▶  ▶  ▶ 	
Off-hook voice announce		On receiving a busy tone  ▶ 	
Ring back when free		On receiving a busy tone  ▶ 	
Door phone call	To answer		
Door opener	To release lock	for lock A  ▶  	
		for lock B  ▶  	
FF key (Programmable key)	To store	 ▶  ▶  ▶  ▶  ▶ 	
		(FF key) (Code)	
		Code: Max 4 digits	

#### 4. ADDITIONAL FEATURES

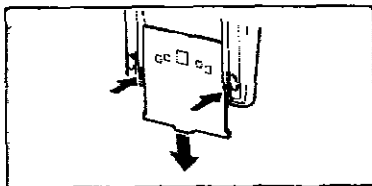
Features		Operation	
One touch key	To set feature code	 ▶  ▶  ▶  ▶  ▶ 	(One touch key) (Code)
	To redial	 ▶ 	
Volume control		 To increase/ /  To decrease	
Extension lock	To lock	 ▶  ▶  ▶ 	
	To unlock	 ▶  ▶  ▶  ▶ 	(ID code) ID code must be set by the operator
Alarm	To set	 ▶  ▶  ▶  ▶ 	(time 24 hrs)
	To cancel	 ▶  ▶  ▶ 	
Dual telephone port	Call transfer inside own extension port	 ▶  ▶  ▶ 	
	Key tel OFF-Mode	 ▶  ▶  ▶ 	Note: Key tel OFF-Mode can be entryed automatically in the Night Mode.

## ***Fitting of directory tray***

### **For AUTO/SPEED Dial Directory**

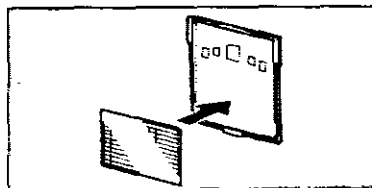
Place telephone on flat surface with base upwards.

①



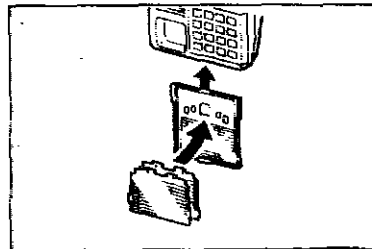
To remove directory holder depress special securing lugs at each corner and slide out.

②



Remove and fix using the following method.  
Affix first sheet to base plate.  
Affix second/Third to plastic holders.

③



Insert finished directories into base plate secured by holding lugs.

\* Return holder to telephone.