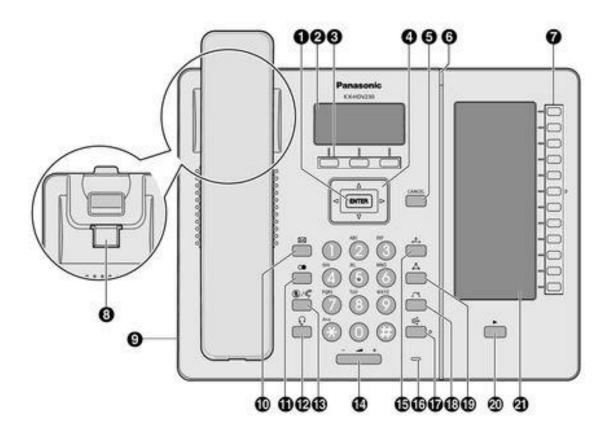# The Panasonic KX-HDV230

1	**ENTER:** Used to confirm a selection
2	Main LCD Display
3	**Soft Keys**: Used to select intuitive options on the bottom line of the Display
4	**Navigation Keys**: ▲ Up, ▼ Down, ◄ Left and ► Right
5	**CANCEL:**
6	**RINGER**/ **MESSAGE WAITING**/ **MISSED CALL** Indication
7	**Programmable Keys**: DSS/ BLF keys for programming Extensions and/or speed dials
8	Handset Hook: For wall mounting, turn widget over
9	Headset Jack: Where a headset is attached
10	**MESSAGE**: Button to access Voice Mail
11	**REDIAL**: Last number Redial
12	**HEADSET**:
13	**MUTE**/ **AUTO ANS**: A mute button during a call, or an 'auto answer' button for 'hands free' answering
14	**VOLUME**: - VOL +
15	**HOLD**: To place call on 'hold'
16	Microphone:
17	**SP-PHONE**: Select to turn speaker/ hands free
18	TRANSFER:
19	CONFERENCE:
20	**Page Key**: To 'offer' an additional 12 DSS/ BLF programmable keys
21	DSS/ BLF Description

Programming of DSS (Direct Station Select) or BLF (Busy Lamp Filed) keys is through the System Administrator or through Ncontrol portal.

How To	Instructions to follow on your Panasonic KX-HDV230 IP Phone
To Make a Call	**RECEIVER** Pick up the receiver, enter the telephone number (prefixed by 9) and confirm your call by pressing, the **CALL** soft key, **ENTER**, or wait. End the call /conversation by pressing the **CANCEL** key or hang up. **SPEAKER** Press the **SP-PHONE** key to activate the speaker AND/OR dial the telephone number (prefixed by 9). Confirm your call by pressing **ENTER**, the **Call** soft key or wait. End the conversation by pressing **CANCEL** or **SP-PHONE**. **HEADSET** Activate the headset by pressing the **HEADSET** key and dial the telephone number (prefixed by 9). Confirm your call by pressing **ENTER** or the **CALL** soft key. End the conversation by pressing **CANCEL** or **HEADSET**.
Put Call on Hold	To place a call on hold, press the **HOLD** key (calling party gets music on hold). To resume call, press the **HOLD** key again.
Transfer a Call	**ATTENDED TRANSFER** After receiving a call, press the **TRANSFER** key, enter the extension number, a DSS/ BLF key, directory or dial a number and press **CALL** soft key or **ENTER**. Wait for the 3rd Party to answer the call (**or not**), and transfer the call by pressing the **TRANSFER** key or replacing the handset. **UNATTENDED TRANSFER** After answering a call, press the **BLIND** soft key (offers music on hold to caller) enter the extension number you want to transfer to, press **CALL** soft key or **ENTER** and hang up.
3 - Way Conference	After receiving a call, press the **CONF** key (1st party gets music on hold), dial 2nd party and when ready for three-way conversation, press **CONF** key again.
Voicemail	**INITIAL SET-UP** Press the **MESSAGE** key or dial *791. After extension announcement, enter voicemail PIN. Select **0** for Mailbox Options: Press **1** to record your Unavailable greeting or **2** to record your Busy greeting. After recording your message, press **#** (pound key) to end recording. Press 2 to playback your recording, 3 to re-record or press 1 to save. **TO ACCESS VOICEMAILS** Press the **MESSAGE** key or dial *791 to access the voice mail. After extension announcement, enter voicemail PIN. Select 1 for new messages. **See Voice Mail handout**.
Call History	To view your call records: Select the ◄ for Missed Calls or Incoming Calls or Press the **CALL LOG** soft key. Select Missed, Incoming or Outgoing to view recent call records. Press ▲ or ▼ to select a desired entry and pick up handset or select SP-Phone key to place call
Call Forward	Press **MENU** soft key, select **FWD/DND** by pressing **OK** or **ENTER, ▼** to: **FORWARD ALL** - **Fwd (All)**: Select On/Off and/or Phone Number – remembering to prefix with 9. The display will show the Call Forward icon. **FORWARD ON BUSY** – **FWD (busy)**: Select On/Off and/or Phone Number – remembering to prefix with 9. The display will show the Call Forward icon. **FORWARD ON NO ANSWER – FWD** (**NA**): Select On/Off and/or Phone Number – remembering to prefix with 9. The display will show the Call Forward icon.
DND	**DO NOT DISTURB**. Select **MENU** soft key, FWD/DND press **ENTER** or **OK,** DND **ENTER,** On/Off **OK** or **ENTER.** Handset will NOT accept incoming calls, but will still allow outgoing. Display will show DND.
HOT DESK	To '**LOG OUT**': Select **MENU** soft key, ▲ to **Application**, **ENTER** ▼ to Phone Settings, **ENTER** ▲ to Logoff and **ENTER**. To '**LOG IN'**: Press **MENU** soft key, ▲ to **Application**, **ENTER,** enter extension number **OK** and enter extension password and **ENTER** or **OK**.
Handset Directory	The handset will store up to 500 private numbers. Select **MENU, ▼** New Phonebook, enter name (24 characters max), ▼ up tp 5 numbers per name, enter telephone number prefixed with 9, and save. To call, select **Phonebook,** enter name (a few characters), **OK, ▲** or ▼ to select, and lift receiver or press SP-Phone to place call. NB: Ncontrol is a more robust mrthod of storing numbers.
System Directory	Press soft key for Phone Book. Select **Remote Phonebook**. **ENTER**. Type name through the alpha numeric dial pad i.e. press 2 once for A, 3 two times for E, etc. Spell desired entry. After a few letters, press soft key **ENTER**, select entry with ▲ or ▼ and press soft key **OK** or **ENTER** key to dial the call.