



## Telephone User Guide for Panasonic TA30 如何使用电话的中文说明

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### 1) Answering and transferring phone calls that comes in. (转接打进来的电话)

Press Transfer or R Key then Press extension number. (先按 Transfer 或者 R 键, 接着拨分机号码)

### 2) Placing someone on Hold while answering another call. (当接听另一个电话时让前一个电话保持在线)

Press abruptly spring button, then press "5" and "0". (快速拍下插簧按钮, 然后按 5 和 0)

### 3) Picking up a call that is ringing on another desk. (接听其他人座位上电话)

Press 5 (按 5)

### 4) Creating a simple call conference (It requires special digital phone set) 召开简单的电话会议 (需要专用话机)

a. Dial or receive other party phone number. After getting through, press "Conference" key. (拨叫对方电话号码, 接通后按下“会议”键保留此次通话)

b. Continue to call the other phone number, after getting through then press "Conference" key again to begin conference. (继续拨叫另一个号码, 接通后再次按下“会议”键三方进行通话)

### 5) Call to another extension directly from one's desk. (直接呼叫别人分机)

Just press extension number (拨打所要呼叫的人的分机号码)