

Panther™

306/612/1032/2064

# Quick Reference Guide



Throughout this guide, place a check mark in you have. Boxes with SET designation refer a function of the system you are connected

Feature	306
Account Codes	
Background Music §	■ †
Busy Override	■
Callback	
Call Hold	■
Calling the Attendant	
Call Transfer - Internal	■
Call Transfer - Voice	■
Camp-on	
Common Speed Call	■
Conferencing	■
Door Answering ‡	■
Do Not Disturb	■
Ending a Call	■
Exclusive Call Hold	■
Executive Override *	■
Flash/Cancel	■
Handset < > Handsfree	■
Incoming Calls	■
Intercom Call Pickup	■
Intercom Paging	■
Intercom Paging - All Stations	■
Internal Intercom Ringing	■
Last Number Redial	■
Loudspeaker Paging	
Message Waiting ¥	
Music through External Paging §	
Night Transfer	■
Non-Appearing Line Transfer	
Outgoing Calls	■
Private Speed Call	■
Room Monitoring	■
Tone to Voice Calling	■
Transfer Ringing	
Zone Paging	■

† --- With Handsfree/Busy Lamp Field (BLF) Set ONLY

+ -- With Handsfree Sets ONLY

§ -- With External Music Source connected

‡ -- With optional Door Answering Unit (DAU) connected

each box containing which PANTHER system to specific set features; otherwise features are to . . . .

612	1032 2064	PAGE NUMBER
■	■	21
■ †	■ +	8
■	■	6
	■	23
■	■	3
	■	21
■	■	4
■	■	15
	■	23
■	■	14
■	■	8
■	■	19
■	■	7
■	■	2
■	■	4
■	■	6
■	■	7
■	■	3
■	■	2
■	■	18
■	■	16
■	■	16
■	■	5
■	■	3
■	■	19
	■	22
■	■	20
■	■	8
	■	22
■	■	2
■	■	10
■	■	18
■	■	6
	■	5
■	■	17

¶ -- With Optional SMDR connected

\* -- Can only be used if your Set is programmed for this feature in system programming

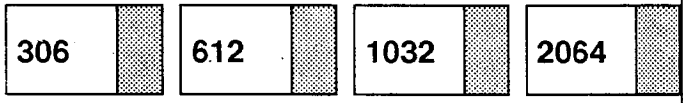
‡ -- From Master Station ONLY

## NOTE

In conjunction with this guide, use the **PANTHER Indicator Lamp Reference Card (Part Number 91-0398)** to distinguish the condition of each line.

For your convenience, a **Speed Call List and Zone Paging List** are provided at the back of this guide.

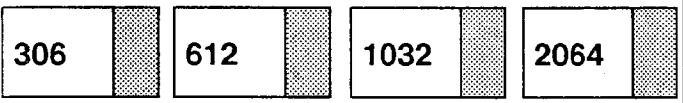
### Outgoing Calls



#### To place an outgoing call

- Press an outside line key **OR**  
Press **\*** on Panther 306/612 systems **OR**  
Dial **9** on Panther 1032/2064 systems.
- Dial the desired telephone number **OR**  
Press a Speed Call key **OR**  
Press the Redial key.  
*When the called party answers,*
- Lift handset **OR**  
Turn Mic indicator on (*to speak handsfree*).

### Incoming Calls

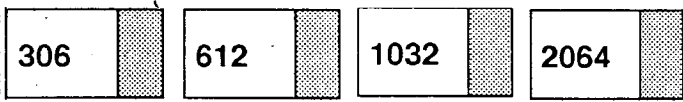


#### To answer an incoming call

*When ringing is heard and a line indicator flashes slowly,*

- Press the flashing line key.
- Lift handset **OR**  
Turn Mic indicator on (*to speak handsfree*).

### Ending a Call



#### To end a call

- Hang up **OR**  
Press the Speaker key (*for handsfree calls*).

## Handset < > Handsfree

306/612  
Handsfree/BLF Set

1032/2064  
Attendant Set

### To go from the handset to handsfree

- Press the Speaker key.
  - Turn the Mic indicator on.
  - Hang up the handset.
- You may now speak handsfree.*

### To go from handsfree to the handset

- Lift the handset.
- Audio is transferred from the speaker to the earpiece.*

## Last Number Redial

306

612

1032

2064

### To use last number redial

- Lift the handset.
  - Press the Line key of an outside line.
  - Press Redial key.
- The last number you dialed is automatically redialed.*

## Call Hold

306

612

1032

2064

### To place an outside call on hold

- Press the Hold key.
- The call is placed on hold.*  
*You may now hang up.*

### To retrieve the call at any Set

- Press the flashing line key.
- Lift handset **OR**  
Turn Mic indicator on (*to speak handsfree*).

## Exclusive Call Hold

306

612

1032

2064

### To place an outside call on exclusive hold

- Press the Hold key twice.  
You may hang up.

### To retrieve the call (at your Set only)

- Press the appropriate flashing line key.
- Lift handset **OR**  
Turn Mic indicator on (*to speak handsfree*).

## Call Transfer - Internal

306

612

1032

2064

### To transfer an outside call

- Press the Hold key.
- Press the Intercom key.
- Dial the desired station number.  
*When the called party answers, announce which line the call is on.*
- Hang up **OR**  
*If the called party is not available,*  
Press the line key (*to retrieve the call*).

### To answer a transferred call

- Press the appropriate line key.
- Lift handset **OR**  
Turn Mic indicator on (*to speak handsfree*).

## Transfer Ringing

1032

2064

### To transfer a call

*To answer the incoming call,*

- Press the line key.
- Press the same line key again.
- Dial the 2-digit code for the desired station (10-73)

**OR**

Press the appropriate DSS key (if Set is equipped with one).

*The station is dialed.*

- Hang up (to drop out of the call).

### To answer a Transfer Ringing call

*If handsfree,*

- Press **9**.

*You are connected automatically to the transferred call.*

*If off-hook,*

- Press the flashing line key.

*You are connected automatically to the transferred call.*

## Internal Intercom Ringing

306

612

1032

2064

### To make an internal call

- Press the Intercom key.
- Press the desired station number.  
*When the called party answers,*
- Lift handset **OR**  
Turn Mic indicator on (to speak handsfree).

### To answer an internal call

*When repeated long tones are heard,*

- Lift handset **OR**  
Turn Mic indicator on.
- Press Speaker key (for handsfree calls).

## Tone to Voice Calling

306

612

1032

2064

### To make a voice announcement to a station

- Dial desired station.
- Press \*.
- Make your announcement.

## Executive Override

306

612

1032

2064

### To enter a call in progress

- Press Intercom key.
- Dial \*.
- Press the line key of the line you wish to enter.  
You are now connected to the call on that line.
- Lift handset **OR**  
Turn Mic indicator on (*to speak handsfree*).

### To exit from the call in progress

- Hang up **OR**  
Press Speaker key (*if handsfree*).

## Busy Override

306

612

1032

2064

### To signal a busy Set user

*If you encounter a broken tone,*

- Press # key.  
*The busy Set user hears three short ringing bursts each time you press the # key.*

### To respond to a Busy Override signal (on an internal call)

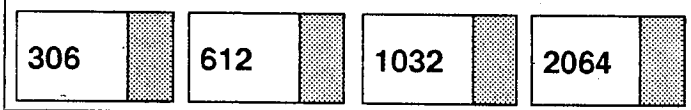
- Hang up.
- Lift the handset **OR**  
Press Speaker key twice (*if speaking handsfree*).  
*Existing internal call is disconnected.*  
*Automatically connects you to the Set initiating the Busy Override.*



## To respond to a Busy Override signal (on an external call)

- Press Hold key.  
*Your call is placed on hold.  
Automatically connects you to the Set initiating the  
Busy Override.*

### Flash/Cancel



#### Note:

Your System is programmed for either Flash or Cancel  
but not both.

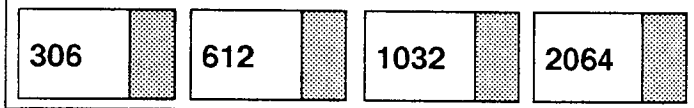
#### To use calibrated flash

- While you are on an outside line,*
- Press the Flash/Cancel key.  
*The preprogrammed flash time is generated  
automatically, allowing you to transfer a call behind  
PBX/Centrex or apply call waiting on standard lines.*

#### To use cancel

- While you are on an outside line,*
- Press the Flash/Cancel key.  
*The call is terminated and dial tone is returned.*

### Do Not Disturb



#### To turn Do Not Disturb on

- Press Intercom key.
- Dial \*6.  
*Do Not Disturb is now activated.*

#### To turn Do Not Disturb off

- Press Intercom key.
- Dial \*6.  
*Do Not Disturb is now de-activated.*

## Background Music

306

612

1032

2064

### To turn Background Music on at your Set

- Press Intercom key.
- Dial ✕ 4.

*Background Music is now activated at your Set.*

### To turn Background Music off at your Set

- Press Intercom key.
- Dial ✕ 4.

*Background Music is now de-activated at your Set.*

## Night Transfer

306

612

1032

2064

### To activate Night Transfer

- Press the Intercom key (*at Master station*).
- Dial ✕ 9.

*Preselected sets will now ring during incoming calls.*

### To cancel Night Transfer

- Press the Intercom key (*at Master station*).
- Dial ✕ 8.

*Night Transfer is now cancelled.*

## Conferencing

306

612

1032

2064

### EXTERNAL CONFERENCE CALL

#### To set up an external conference (while on outside call)

- Press Hold key.
- Select an available outside line.
- Dial (or Speed Call) desired outside line.

*When called party answers,*

- Press Conference key.
- Press the line key of the call on hold.

*A 3-party external conference is now established.*

**Note:**

If the called party does not answer, press the line key of the call on hold to retrieve the original call.

**To place both outside calls on hold**

- Press Hold key.

**To return to the conference**

- Press the line key of either call on hold.  
*You are now connected to this line.*
- Press Conference key.
- Press the line key of the remaining call on hold.  
*The conference is now re-established.*

**To return to a 2-party conversation**

- Press the line key of the party to be retained.  
*The other line is dropped automatically.*

**INTERNAL CONFERENCE CALL**

**To set up an internal conference  
(while on inside call)**

- Press the Conference key.
- Dial the desired 2-digit station number.  
*When the called party answers, the conference is established.*

**Note:**

If the called party does not answer, press the Conference key to return to the original 2-party call.

**To leave the conference**

Any member of the conference may hang up.

**MIXED CONFERENCE CALL**

**To set up a mixed conference**

- Press Hold key.
- Press Intercom key.
- Dial the desired station.  
*When the called party answers,*
- Press Conference key.
- Press the line key of the line on hold.  
*A 3-party mixed conference is now established.*

**Note:**

If the called party does not answer, press the line key of the call on hold to retrieve the original call.

**To leave the conference**

Any member of the conference may hang up.

## Private Speed Call

306 Set

### To speed call one of your first 5 Private numbers

- Lift the handset.
- Press the Line key of an outside line.
- Press desired Speed Call key (**DSS keys 11-15**).  
*The number is speed dialed automatically.*

### To speed call one of your last 6 Private Speed numbers

- Lift the handset.
- Press the Line key of an outside line.
- Press the Speed key.
- Dial one of the remaining six Speed Call codes (**05-10**).  
*The number is speed dialed automatically.*

### To program your first 5 Private Speed Call entries

- Press the Speed key.  
*Continuous tone is heard.*
- Press the desired Speed Call key (**DSS keys 11-15**).
- Dial the number to be stored. (**see Programming Note**)  
*Continuous tone stops.*
- Write the entry on the designation card.

**Repeat above procedure for each entry to be stored.**

### To program your last 6 Private Speed Call entries

- Press the Speed key.  
*Continuous tone is heard.*
- Dial the desired Speed Call code (**05-10**).
- Dial the number to be stored (**see Programming Note**)  
*Continuous tone stops.*

- Write the entry on the designation card.

**Repeat above procedure for each entry to be stored.**

### **To stop programming of Speed call entries**

- Press Speaker key.

#### **Programming Note:**

**The maximum number of digits that can be entered in a Speed Call is 26. This includes any pauses, halts, flashes.**

## **Private Speed Call**

**612 Set**

### **To speed call a Private number**

- Lift handset.
- Press the Line key of an outside line.
- Press desired Speed Call key (**DSS keys 11-21**).  
*The number is speed dialed automatically.*

### **To store Private Speed Call entries**

- Press the Speed key.  
*Continuous tone is heard.*
- Press the desired Speed Call key (**DSS keys 11-21**).
- Dial the entry to be stored (**see Programming Note Above**).  
*Continuous tone stops.*
- Write the entry on the designation card.

**Repeat above procedure for each entry to be stored.**

### **To stop programming of Speed Call entries**

- Press Speaker key.

## Private Speed Call

1032 Set

2064 Set

### To speed call a Private number

- Lift handset.
- Press the Line key of an outside line.
- Press the Speed key.
- Dial desired Speed Call code **(00-10)**.  
*The number is speed dialed automatically.*

### To program Private Speed Call entries

- Press Speed key.  
*Continuous tone is heard.*
- Dial the desired Speed Call code **(00-10)**.
- Dial the entry to be stored (**see Programming Note**).  
*Continuous tone stops.*
- Write the entry on the designation card.
- **Repeat above procedure for each entry to be stored.**

### To stop programming Private Speed Call Entries

- Press Speaker key.

#### Programming Note:

The maximum number of digits that can be entered in a Speed Call is 26. This includes any pauses, halts, flashes.

## Private Speed Call

1032/2064  
Attendant Set

### To speed call your first 10 Private numbers

- Lift handset.
- Press the Line key of an outside line.
- Press the desired Speed Call key (**DSS keys 10-19**).  
*The number is speed dialed automatically.*

## To speed call your 11th Private number

- Lift handset.
- Press the Line key of an outside line.
- Press the Speed key.
- Dial **10**.  
*The number is speed dialed automatically.*

## To program the first 10 Private numbers

- Press Speed key.  
*Continuous tone is heard.*
- Press the desired Speed Call key (**DSS keys 10-19**).
- Dial the entry to be stored (**see Programming Note**).  
*Continuous tone stops.*
- Write the entry on the designation card.

**Repeat above procedure for each entry to be stored.**

## To stop programming Private Speed Call Entries

- Press Speaker key.

## To program the 11th Private Speed Call number

- Press the Speed key.  
*Continuous tone is heard.*
- Dial **10**.
- Dial the entry to be stored (**see Programming Note**).  
*Continuous tone stops.*
- Write the entry on the designation card.
- Press Speaker key.

### Programming Note:

The maximum number of digits that can be entered in a Speed Call is 26. This includes any pauses, halts, flashes.

## Common Speed Call

306

612

1032

2064

### To speed call a Common number

- Lift handset.
- Press the Line key of an outside line.  
*Dial tone is heard.*
- Press the Speed key.
- Dial the desired 2-digit Speed Call code  
**(20-53 on the 306/612 System)**  
**(20-99 on the 1032/2064 System)**  
*The number is speed dialed automatically.*

## Common Speed Call

1032 Attendant  
Set

### To speed call the first 22 Common numbers

- Lift handset.
- Press the Line key of an outside line.  
*Dial tone is heard.*
- Press the desired Speed Call key **(DSS keys 20-41)**.  
*The number is speed dialed automatically.*

### To speed call the last 58 Common numbers

- Lift handset.
- Press the Line key of an outside line.  
*Dial tone is heard.*
- Press the Speed key.
- Dial the desired 2-digit Speed Call code **(42-99)**.  
*The number is speed dialed automatically.*

## Common Speed Call

2064 Attendant  
Set

### To speed dial the first 54 Common numbers

- Lift handset.
- Press the Line key of an outside line.  
*Dial tone is heard.*
- Press the desired Speed Call key **(DSS keys 20-73)**.  
*The number is speed dialed automatically.*



## To speed dial the last 26 Common numbers

- Lift handset.
- Press the Line key of an outside line.  
*Dial tone is heard.*
- Press the Speed key.
- Dial the desired 2-digit Speed Call code (**74-99**).  
*The number is speed dialed automatically.*

## Common Speed Call - Storing

306

612

1032

2064

## To store a Common Speed Call Number

- Press the Speed key (*at the Master station*).  
*Continuous tone is heard.*
- Dial the desired 2-digit Speed Call code

**(20-53 on the 306/612 System)**

**(20-99 on the 1032/2064 System).**

## Call Transfer - Voice

306

612

1032

2064

## To voice transfer an outside call

- Press the Hold key.  
*The call is placed on hold.*
- Dial the 2-digit station number.  
*The station is dialed; one burst of tone is heard.*
- Announce which line the call is on.  
*You may hang up.*

*If the called party is not available,*

- Press the Line key to retrieve the call.

## To answer a transferred call

- Lift the handset.
- Press the appropriate Line key.

## Intercom Paging

306

612

1032

2064

### To page an individual set

- Lift handset.
- Press Intercom key.
- Dial the 2-digit station number.  
*Single tone is heard.*
- Make your announcement.

### To answer an individual page

*When single tone is heard,*

- Lift handset **OR**  
Turn Mic indicator on (*to speak handsfree*).

## Intercom Paging - All Stations

306

612

1032/2064  
Attendant Set

### To page all Sets simultaneously

- Lift handset.
- Press Intercom key.
- Press your own DSS key.  
*Double tone is heard.*
- Make your announcement.

### To answer an all page (Meet Me)

- Lift handset.
- Dial \*1.  
*You are automatically connected to the caller.*

## Intercom Paging - All Stations

1032

2064

### To page all Sets simultaneously

- Lift handset.
- Press Intercom key.
- Dial **80**.  
*Double tone is heard.*
- Make your announcement.

### To answer an all page (Meet Me)

- Lift handset.
- Dial \*1.  
*You are automatically connected to the caller.*

## Zone Paging

306

612

### To page a specific zone

- Lift handset.
- Press Intercom key.
- Dial desired zone number (51-65).  
*Triple tone is heard.*
- Make your announcement.

### To page all zones simultaneously

- Lift handset.
- Press Intercom key.
- Dial 50.  
*Double tone is heard.*
- Make your announcement.

### To answer an all zone page

*When double tone is heard,*

- Lift handset.
- Dial \*1.  
*You are automatically connected to the caller.*

## Zone Paging

1032

2064

### To page a specific zone

- Lift handset.
- Press Intercom key.
- Dial desired zone number (81-95).  
*Triple tone is heard.*
- Make your announcement.

### To page all zones simultaneously

- Lift handset.
- Press Intercom key.
- Dial 80.  
*Double tone is heard.*
- Make your announcement.

### To answer an all zone page

*When double tone is heard,*

- Lift handset.
- Dial \*1.  
*You are automatically connected to the caller.*

## Intercom Call Pickup

306

612

1032

2064

### To pick up an intercom/internal call

- Lift handset.
- Press Intercom key.  
*Continuous tone is heard.*
- Dial \*3.  
*Continuous tone stops.*
- Dial the station number of the Set being called.  
*The intercom/internal call is transferred to your Set.*

## Intercom Call Pickup

306/612  
Handsfree/BLF Set

1032/2064  
Attendant Set

### To pick up an intercom/internal call

- Lift handset.
- Press Intercom key.  
*Continuous tone is heard.*
- Dial \*3.  
*Continuous tone stops.*
- Press the DSS key of the Set being called.  
*The intercom/internal call is transferred to your Set.*

## Room Monitoring

306

612

1032

2064

### To activate monitoring

- Dial the 2-digit station number (*of the set to be monitored*).
- Press \*.  
*Sounds in the vicinity of the selected Sets are heard through your Set's speaker.*

### To cancel monitoring

- Press Speaker key.

### NOTE:

To restrict monitoring at your Set, ensure that MIC is off.

## Door Answering

306

612

1032

2064

### To answer a door call from either Module

*When distinctive tone ringing is heard, your last line indicator flashes.*

**Line 3 on the PANTHER 306 system**

**Line 6 on the PANTHER 612 system,**

**Line 10 on the PANTHER 1032 system,**

**Line 20 on the PANTHER 2064 system.**

- Lift handset.
- Press the flashing line key.

*The visitor at the door need only speak in the direction of the Door Module.*

### To place an intercom call to Door Module One

- Lift handset.
- Press the flashing Line key (as above).
- Make your announcement.

*One ringing burst is heard.*  
*The called party answers by speaking in the direction of the Door Module.*

## Loudspeaker Paging

612

### To make a loudspeaker announcement

- Lift handset.
- Press Intercom key.  
*Continuous tone is heard.*
- Dial **69**.  
*A double tone burst is heard.*
- Make your announcement.

### To end a loudspeaker announcement

- Hang up.

## To answer an external page

- Lift handset.
- Press Intercom key.
- Dial \*2.

*You are automatically connected to the party that made the announcement.*

## Loudspeaker Paging

1032

2064

### To make a loudspeaker announcement

- Lift handset.
- Press Intercom key.  
*Continuous tone is heard.*
- Dial 99.  
*A double tone burst is heard.*
- Make your announcement.

### To end a loudspeaker announcement

- Hang up.

## To answer an external page

- Lift handset.
- Press Intercom key.
- Dial \*2.

*You are automatically connected to the party that made the announcement.*

## Music through External Page

612

1032

2064

### To play music through external paging system

- Press Intercom key (*at the Master station*).  
*Continuous tone is heard.*
- Dial \*7.  
*Music is heard through the external paging system.*

## To turn external paging system music off

- Press Intercom key (*at the Master station*).  
*Continuous tone is heard.*
- Dial \*7.  
*Music stops.*

### Account Codes

612

1032

2064

## To assign an Account Code to a call

- Press Conference key (*at any time during call*).
- Dial the 4-digit Account Code.  
*When the call is ended, the Account Code will appear on the printout along with the call data.*

### Note:

If you make an error, hit CONFERENCE key again and dial the four digits. Only the last Account Code will be entered.

### Calling the Attendant

1032

2064

## To call the Master Attendant Station

- Press the Intercom key.  
*Continuous tone is heard.*
- Dial 0.  
*Repeated long tones are heard.*  
*When the attendant answers,*
- Lift the handset to speak.

## Message Waiting (from Master Station Only)

1032

2064

### To leave a Message Waiting Signal (If Station does not answer an internal call)

*If the station does not answer an internal call,*

- Press Flash/Cancel key (at the Master Attendant station).

### To leave a Message Waiting Signal (If called Station is Busy)

*If the station is busy,*

- Dial ✕.
- Press Flash/Cancel key (at the Master Attendant station).

### To respond to a Message Waiting Signal from any Set

*If your Intercom indicator is flashing,*

- Press Intercom key.  
*The Master Attendant station is automatically dialed.  
Repeated long tones are heard.  
When the attendant answers,*
- Lift handset.

## Non-Appearing Line Transfer

1032

2064

### To transfer a non-appearing line to a PANTHER 306/612 Set on the 1032 System, OR to a PANTHER 306/612/1032 Set on the 2064 System

- Press the Hold key (to place the call on hold).
- Dial desired station number.

*When desired Station answers,*

- Press Conference key.
- Press the Line key (of the call on hold).  
*The Set is connected to the call on the non-appearing line.*
- Hang up (to drop out of the call).

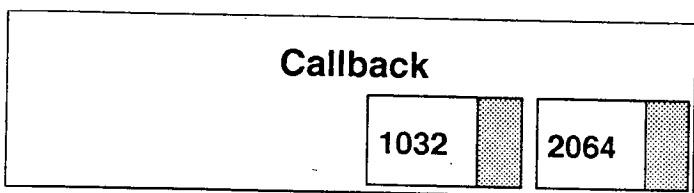


## To place a "non-appearing line" call on hold

- Press Hold key (to place the call on hold).  
*There is no visual indication that the call is on hold.  
While the call is on hold, the Set may be used to perform other features.*

## To retrieve the "non-appearing line" call on hold

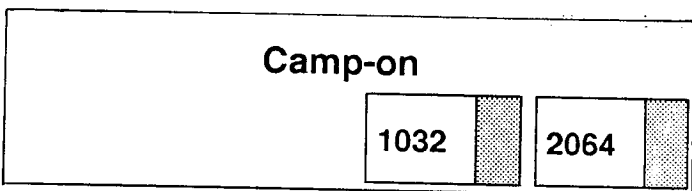
- Dial 9.  
*The call is retrieved.*



If the station does not answer after a programmable length of time, ringing returns to your set.

*To pick up the call,*

- Press flashing line key.



## To respond to a Camp-on signal

*While on a call, if you hear three short bursts of tone through your set's speaker,*

- Press Hold key (to place your first call on hold).

*If handsfree,*

- Press 9.  
*You are connected automatically to the camped-on call.*

*If off-hook,*

- Press the flashing line key.  
*You are connected automatically to the camped-on call.*



## Zone Paging List

Programmed Zone Number	Zone Number to Dial		Station/Name
	306 612	1032 2064	
01	51	81	
02	52	82	
03	53	83	
04	54	84	
05	55	85	
06	56	86	
07	57	87	
08	58	88	
09	59	89	
10	60	90	
11	61	91	
12	62	92	
13	63	93	
14	64	94	
15	65	95	