Panasonic

Hybrid **IP PBX**
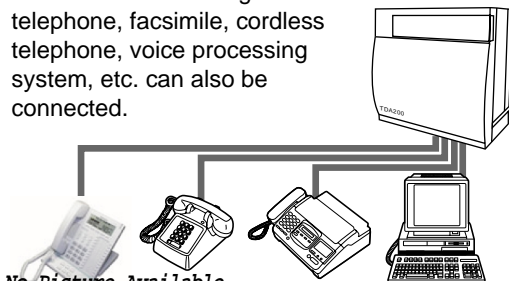
User Manual

KX-TDA100

Model No. KX-TDA200

Please read this manual before connecting the Hybrid IP PBX.
Thank you for purchasing the Panasonic Model KX-TDA100/KX-TDA200, Hybrid IP PBX.

Thank you for purchasing the Panasonic Hybrid IP PBX.
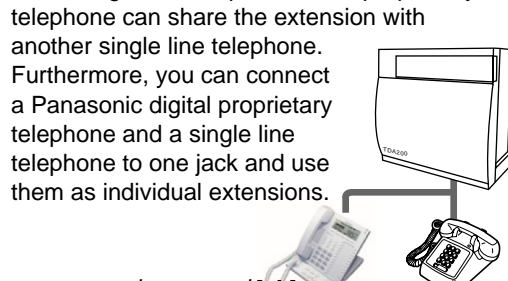
Telephones

This PBX can connect digital and analogue Panasonic proprietary telephones. Single line devices such as a single line telephone, facsimile, cordless telephone, voice processing system, etc. can also be connected.
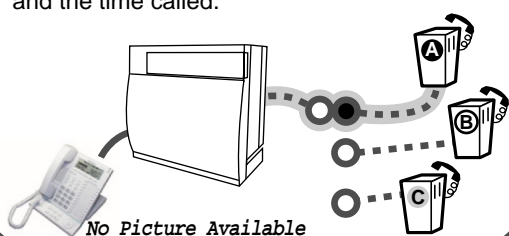
No Picture Available

More Extensions

This PBX can double the extension capacity by connecting a proprietary telephone and a single line telephone. The proprietary telephone can share the extension with another single line telephone. Furthermore, you can connect a Panasonic digital proprietary telephone and a single line telephone to one jack and use them as individual extensions.

No Picture Available

Saves on telephone charges (Automatic Route Selection)

This PBX chooses the most cost-effective carrier based on the outside number dialled and the time called.

No Picture Available

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Call Record (Station Message Detail Recording)

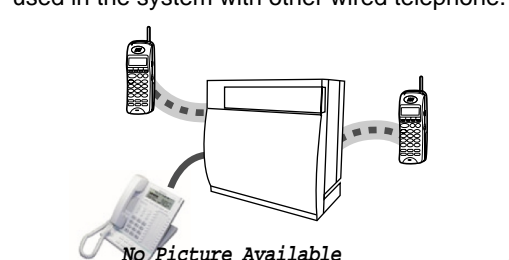This PBX can record or print out call information: date, time, extension no., dialled no., duration, etc.

Date	Time	Ext	....
06/24/99	10:03AM	123	....
06/24/99	11:07AM	223	....

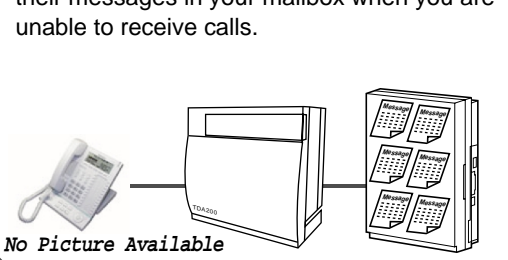Consult your dealer

Wireless System

This PBX optionally supports the DECT system. A DECT Portable Station (PS) can be used in the system with other wired telephone.

No Picture Available

Appendix

Voice Mail Integration

You can forward your call to a voice processing system and let calling parties leave their messages in your mailbox when you are unable to receive calls.

No Picture Available

1.9.5 If a Voice Processing System is Connected

<u>Note</u>
In this manual, the suffix of each model number is omitted.

Important Information

<u>WARNING</u>

- THIS UNIT MAY ONLY BE INSTALLED AND SERVICED BY QUALIFIED SERVICE PERSONNEL.
- WHEN A FAILURE OCCURS WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE, DISCONNECT THE POWER SUPPLY CORD IMMEDIATELY AND RETURN THIS UNIT TO YOUR DEALER.
- DISCONNECT THE TELECOM CONNECTION BEFORE DISCONNECTING THE POWER CONNECTION PRIOR TO RELOCATING THE EQUIPMENT, AND RECONNECT THE POWER FIRST.
- THIS UNIT IS EQUIPPED WITH AN EARTHING CONTACT PLUG. FOR SAFETY REASONS THIS PLUG MUST ONLY BE CONNECTED TO AN EARTHING CONTACT SOCKET WHICH HAS BEEN INSTALLED ACCORDING TO REGULATIONS.
- THE POWER SUPPLY CORD IS USED AS THE MAIN DISCONNECT DEVICE. ENSURE THAT THE SOCKET-OUTLET IS LOCATED/INSTALLED NEAR THE EQUIPMENT AND IS EASILY ACCESSIBLE.
- TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS UNIT TO RAIN OR MOISTURE.
- STATIC SENSITIVE DEVICES ARE USED. TO PROTECT PRINTED CIRCUIT BOARDS FROM STATIC ELECTRICITY, DO NOT TOUCH CONNECTORS INDICATED TO THE RIGHT. TO DISCHARGE BODY STATIC, TOUCH GROUND OR WEAR A GROUNDING STRAP.

The following icons are used frequently in this manual.

Hints   Conditions

Safety Instructions

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

2. Avoid using a telephone (other than a cordless type) during an electric storm. There may be a remote risk of electric shock from lightning.

3. Do not use the telephone to report a gas leak in the vicinity of the leak.

4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

<u>SAVE THESE INSTRUCTIONS</u>

Attention

- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps, motors and televisions. These noise sources can interfere with the performance of the unit.
- This unit should be kept free of dust, moisture, high temperature (more than 40°C) and vibration, and should not be exposed to direct sunlight.
- Never attempt to insert wires, pins, etc., into the vents or holes of this unit.
- If there is any trouble, disconnect the unit from the telephone line. Plug the telephone directly into the telephone line. If the telephone operates properly, do not reconnect the unit to the line until the problem has been repaired by an authorised Panasonic dealer. If the telephone does not operate properly, chances are that the problem is in the telephone system, and not in the unit.
- Do not use benzine, thinner, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.

The serial number of this product may be found on the label affixed to the unit. You should note the model number and the serial number of this unit in the space provided and retain this manual as a permanent record of your purchase, to aid in identification in the event of theft.

MODEL NO.: _____

SERIAL NO.: _____

For your future reference

Serial No. _____
(Found on the bottom of the unit)

DATE OF PURCHACE _____

NAME OF DEALER _____

DEALER'S ADDRESS _____

_____

_____

_____

DEALER'S TELEPHONE NO. _____

Table of Contents

1   Operation

2   Manager Operation

3   Customising Your Phone & System

4   Appendix

Section   1

Operation

This chapter shows you step by step how to use each feature. Read this chapter to become familiar with the many useful features of this PBX.

1.1 Before Operating the Telephones

1.1.1 Before Operating the Telephones

◆◆ What kind of telephone can be used?

You can use a single line telephone (SLT), such as a rotary pulse telephone or a Panasonic proprietary telephone (PT) such as the KX-T7636. Also, you can use a Panasonic DECT Portable Station (PS), KX-TD7690. Use the feature depending on the telephone you are using. If you are using a Panasonic proprietary telephone with a special function button such as [REDIAL] and/or has a display (D-PT), you can follow the operation with the button or display messages for easy programming.
If you use a large display telephone (e.g. KX-T7636), you can follow the displayed messages to use the features. If your telephone does not have function buttons and/or a display, you may operate the unit by entering a feature number instead. Follow the available operation with your telephone.
If you use a Console, you can use the buttons on the Console as the buttons on the connected proprietary telephone.
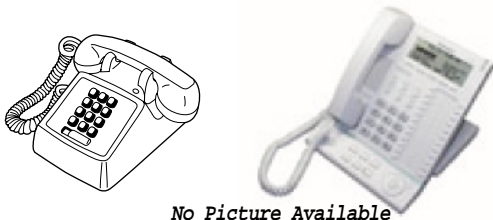
No Picture Available

‼ • If you use a Panasonic proprietary telephone which does not have function buttons, you may change one of the unused flexible buttons to a function button. Refer to "3.1.3 Customising the Buttons".

◆◆ Registration for your Portable Station (PS)

You must registen your PS in the PBX and determine its extension number before initial use. For PS registration, consult your dealer.

◆◆ Feature Numbers

To use certain features, you need to enter specified feature numbers (and an additional parameter, if required).
There are two types of feature numbers as follows:

- Flexible feature number
- Fixed feature number

Fixed feature numbers cannot be changed. However, you can change the flexible numbers to other numbers for easier use. If you want to change the numbers, consult your dealer. In this manual, the default numbers (factory installed) are used for operations.

A flexible number is shown as [0] (half-shaded key). Use the new programmed number if you have changed the feature number. Write the new number in the "Feature Number Table" (Appendix).

If you use a single line telephone which does not have the "✳" or "#" keys;
it is not possible to access features that have "✳" or "#" in their feature numbers.

◆◆ *Tones*

You will hear various tones, during or after an operation, for confirmation. Refer to "4.3.1   What is This Tone?" (Appendix).

◆◆ *Display*

In this manual, you will see "the display ...". This refers to the display of a Panasonic proprietary telephone. If your telephone is not a Panasonic display proprietary telephone, the message will not be displayed.
If you use a Panasonic display proprietary telephone, the display helps you confirm the settings. Some proprietary telephones also give you easy access to operations. A message is displayed depending on the operation. By pressing the corresponding button on the side or at the bottom of the display, or pressing a Navigator Key, you can access the desired feature.
Furthermore, depending on the display proprietary telephone, you can operate features or make calls using the display message. Refer to "1.11   Using the Proprietary Telephone (KX-T7XXX Services) or the Porgtable Station (KX-TD7690)".

◆ *PS Display (KX-TD7690)*

Icons

Icon	Description
	Ringer OFF mode
	Vibration mode
	Meeting mode*
	Key Lock ON mode
	Ringer ON mode
	FWD
	DND

In the PS Programming mode:

✻121

------The PS Programming menu number
------ In the PS Programming mode

(e.g.,)
In the Modify Book /
Edit Flexible CO buttons /
Enter Password mode:

No Picture Available

Press (→/OK) (OK). ------
Change the Display by pressing ▲ or ▼ ,
if there are other items out of the display.

In the Modify Book / Select Directory mode
In off-hook status
In off-hook status for intercom
In function mode (- to use combination buttons)

The strength of radio signals from the Cell Station:

Icon	Description
	Better
	Good
	May catch noise.
	Catches noise easily or disconnects.
	Out of range

(flashing)

* • Vibration only
  • Key tone off
  • Microphone volume high

01234567B9ABCDEF
GHIJKLMNOPQRSTUV
L-CO EXT   FNCT

A message from another extension has been received

The selected function for F2

The selected function for F1

The selected function for F3

The battery strength:

Icon	Description
	fully charged
	medium
	low
	needs to be charged

(flashing)

◆ *Your Extension Number*

If you use a Panasonic display proprietary telephone or portable station, you can check your own extension number on the display. Press "✱" or "#" while on-hook.

◆◇ *Using a Navigator Key/Jog Dial*

The Navigator Key can be used for the display contrast and the volume control or you can search for desired items on the display. Press the Navigator Key or rotate the Jog Dial in the desired direction. The contrast or the volume level and the items will change as follows:

<Navigator>

Up (Level **increases**)

Left (ENTER) **Right**

Down (Level **decreases**)

<Jog Dial>

Left (counter-clockwise)

Level **decreases**

To the **previous** item

Right (clockwise)

Level **increases**

To the **next** item
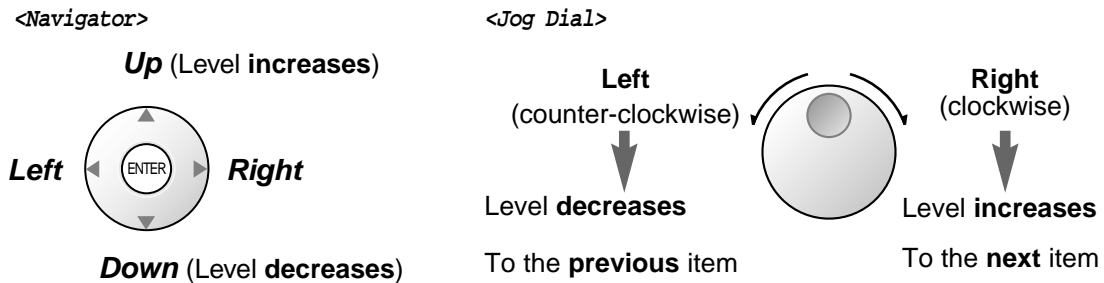
◆◇ *Examples*

The displays and the illustrations shown as examples are from a telephone connected to the KX-TDA200.

◆◇ *Restrictions*

Some features may be restricted at your extension under the system programming. Consult your manager or dealer.

◆◆ *Icon Descriptions*

The following icons show you the feature availability, notes and action to use the features.
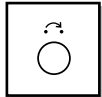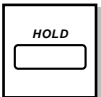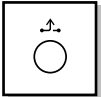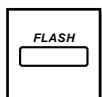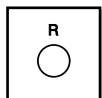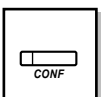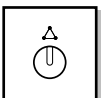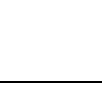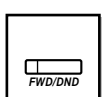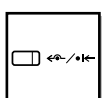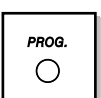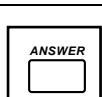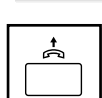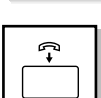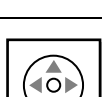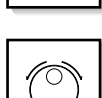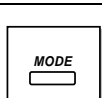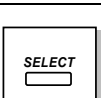
	This feature cannot be used with a single line telephone.	*(CO)* **OR** **9** / **0** **OR** **8** **outside line group no.**	Seize an outside line (One of the following). • Press the CO button. • Dial automatic line access number 9 or 0. • Dial group access number and outside line group number.
	See "Programming" for Related Programming Title if necessary.		
	Off-hook (One of the following). • Lift the handset. • Press the SP-PHONE button. • Press the MONITOR button. (To start talking, lift the handset.) • Press TALK button.		Press the Call button on the Doorphone.
	On-hook (One of the following). • Hang up. • Press the SP-PHONE button. • Press the MONITOR button. • Press CANCEL button.		Press the hookswitch lightly.
	Press the corresponding function button on the proprietary telephone. (Refer to "Original Button" on page .)		Talk.
desired no.	Enter the required number. <Example> **account code** Enter the account code.		You will hear a confirmation, dial, ring or ringback tone. C. Tone: Confirmation Tone D. Tone: Dial Tone R. Tone: Ring Tone R. B. Tone: Ringback Tone
extension no.	Dial an extension number.		One short beep
outside phone no.	Dial outside phone number.	**phone no.**	Dial the telephone number.

◆◆ *When You Use a Panasonic Proprietary Telephone/Portable Station*

If you use a Panasonic proprietary telephone and the Console, they may have some of the useful function buttons described below. These buttons make operations simple. The illustrations may differ from the buttons on your telephone.

◆ *Proprietary Telephone Buttons*

(CO)	**CO**: Used to make or receive an outside call. A Loop-CO button supports all lines. Pressing this button seizes an idle outside line automatically. (Button assignment is required.) Also used as the desired function buttons. (Button assignment is required.) (Only the CO "number" (e.g. 1, 2) may be shown on some telephones.)	SP-PHONE	**SP-PHONE**: Used for the hands-free operation.
AUTO DIAL STORE	**AUTO DIAL/STORE**: Used for System Speed Dialling or storing programme changes.	PAUSE	**PAUSE**: Used to insert a pause during dialling. Used as the PROGRAM button if it is not equipped.
REDIAL	**REDIAL**: Used to redial.	MESSAGE	**MESSAGE**: Used to leave a message waiting indication or call back the party who left the message waiting indication.
INTERCOM INT	**INTERCOM**: Used to make or receive an intercom call.		**Soft**: Used to perform a function or operation appearing on the bottom line of the display.
MONITOR	**MONITOR**: Used for hands-free dialling. You can monitor the party's voice hands-free.	AUTO ANSWER MUTE	**AUTO ANSWER/MUTE**: Used to receive an incoming call in the hands-free mode or mute the microphone during a conversation.

	TRANSFER: Used to transfer a call to another party.		HOLD: Used to place a call on hold.
TRANSFER		HOLD	
	FLASH/RECALL: Used to disconnect the current call and make another call without hanging up.		Conference: Used to establish a multiple party conversation.
FLASH R		CONF	
	VOICE CALL/MUTE: Used to monitor an intercom call automatically, but it cannot be used for hands-free conversations. It also mutes the handset microphone during a conversation.		SAVE: Used to store a dialled phone number and redial.
VOICE CALL MUTE		SAVE	
	Call Forwarding/Do Not Disturb (FWD/DND): Used to perform Call Forwarding or Do Not Disturb.		PROGRAM: Used to enter and exit the Personal Programming mode.
FWD/DND		PROGRAM PROG.	
	ANSWER: Used to answer an incoming call.		RELEASE: Used to disconnect the line.
ANSWER		RELEASE	
	Navigator Key/Jog Dial: Used to adjust the volume and the display contrast or select desired items for each function.		Programmable Function (PF): *Located on the upper part of the CO button or on the Console.* Assigns the desired button and used to access the stored function. Mostly used as a One-Touch Dialling button. (Only the "F and number" may be shown on some telephones.)
		(PF)	
	MODE: Used to shift the display to access various features.		SELECT: Used to select the displayed function or to call the displayed phone number.
MODE		SELECT	

	SHIFT: Used to access the second level of Soft Button functions.		
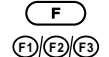
◆ *Portable Station Buttons*

	INTERCOM: Used to make or receive intercom calls.	F1/F2/F3	Flexible CO (F1 to F3): Used to make or receive an outside call. F1 button is already assigned as a Loop-CO button (Default: L-CO). Pressing this button seizes an idle line automatically. F1 to F3 buttons can be used as the desired function buttons. (Button assignment is required.) If the term is in parentheses like (*Save*), it means this button has been made into a "Save" button.
	TALK: Used to make or receive calls.		
	CANCEL/POWER: Used to end calls, or exit the Directory or Function mode. And also used to switch the power (ON/OFF) by pressing for a while. (about 5 sec)		
	CLEAR/TRANSFER: Used to clear incorrect digits while entering numbers in pre-dialling or transfer a call to another extension. And used to return to previous step group display.	F	FUNCTION/KEY-LOCK: Used to enter into the Function mode or access features by pressing additional keys. And used to set "KEYPAD LOCK / UNLOCK" by pressing for about 2 seconds.
	AUTO/OK: Used for System Speed Dialling and storing program changes.		UP/DOWN: Used to select the ringer volume (seven levels) during on-hook or ringing status, or receiver volume (four levels) during a conversation. And used to shift the display.
SELECT	SELECT: Used to select the displayed function. And used to enter the Directories.		

Combination Buttons

Some special features can be used by combining two buttons.

	PAUSE Button (⊖): Used to insert a pause between numbers.	F 8	FKEY LIST Button: Used to display the selected features of the Flexible CO Buttons.
F 1	FWD/DND Button (↩/↤): Used to set the Call Forwarding or Do Not Disturb (DND) features.	F 9	REDIAL Button (○●): Used to display the last 5 numbers you called.
F 2	MESSAGE Button (✉): Used to leave a notification to the called party or call back to the message sender.	F 0	PS-PROGRAM Button(◆): Used to enter the PS-Programming mode in the programming mode.

(F) (GHI 4)	CONF (Conference) Button (△): Used to establish a three party conversation.	(F) (✳)	WAVESEARCH Button: Used to search the best Cell Station on idle status. (Wave Search)
(F) (JKL 5)	TONE Button: Used to change the dialling mode temporarily to tone. (Pulse to Tone Conversion)	(F) (#)	EDIT MODE Button: Used to select a mode to edit on Directories (except the PBX Extension Dialling Directory) or in pre-dialling.
(F) (MNO 6)	FLASH / RCL Button (●): Used to disconnect a current call and make another call. This is not available for an ISDN line.	(F) (F)	PROGRAM Button: Used to enter the programming mode.
(F) (PQRS 7)	HOLD Button (⌁): Used to place a call on hold.	(F) (F1)/(F2)/(F3)	Flexible CO Button : Used to assign or edit the Flexible CO buttons.

◆ *Customising Buttons*

If the term is in parentheses like (Account) in this section, it means a flexible button has been made into an "Account" button. To perform the following functions, refer to each operation.

Direct Station Selection (DSS)	Used to access the extension. It is also possible to be changed to the other function button.	**Group Direct Station Selection (G-DSS)**	Used to access an assigned incoming group.
Loop-CO (L-CO)	Used to access an idle outside line for making outside calls. Incoming outside calls from any outside line arrive at this button.	**Group-CO (G-CO)**	Used to access an idle outside line in a specified group for making outside calls. Incoming calls from outside lines in the assigned group arrive at this button.
Single-CO (S-CO)	Used to access a specified outside line for making or receiving outside calls.	**Terminate**	Used to disconnect the current call and originate another call without hanging up.
One-touch Dialling	Used to access to a desired party or system feature.	**Message**	Used to inform the called party of a message waiting.
Account	Used to enter an account code.	**Toll Change**	Used to change the toll restriction level of the other extension users temporarily.
ISDN Service Access	Used to access an ISDN line service.	**Group Directory Number (G-DN)**	Used to access a specified incoming group for making or receiving calls.
Call Park	Used to park or retrieve a call in a pre-set parking area.	**Conference**	Used to establish a multiple conversation.
Save	Used to store a dialled phone number and redial.	**Call Forwarding/Do Not Disturb (FWD/DND)**	Used to forward all calls to their specified destination.

FWD/DND-External	Used to forward outside line calls to their specified destination.	**FWD/DND-Internal**	Used to forward intercom calls to their specified destination.
Group FWD/DND	Used to forward all calls of your group to their specified destination.	**Group FWD/DND-External**	Used to forward outside line calls of your group to their specified destination.
Group FWD/DND-Internal	Used to forward to intercom calls of your group to their specified destination.	**Hold & Paging**	Used to put a current call on hold and page a pre-set paging group.
Park & Paging	Used to park a current call in a vacant parking area and page to a pre-set paging group.	**Emergency Paging**	Used to page compulsorily to a paging group with the pre-recorded message.
Connected Line Identification Restriction (COLR)	Used to switch the CLIP and COLR service.	**Calling Line Identification Restriction (CLIR)**	Used to switch the CLIP and CLIR service.
Time Service	Used to switch the assigned time modes. Also used to check the current time mode status.	**Log-in/Log-out**	Used to switch the log-in and log-out mode.
Wrap-up	Used to switch the wrap-up status, Ready and Not Ready mode.	**Hurry-up**	Used to transfer the first waiting call in the queue of an incoming group to the overflow destination.
External Feature Access (EFA)	Used to access special features offered by a host PBX or a telephone company.	**Voice Mail Transfer**	Used to transfer a call to a mailbox of a specified extension.
Live Call Screening (LCS)	Used to monitor their own voice mailbox while an incoming caller is leaving a message and, if desired, intercept the call.	**Two-way Record**	Used to record a conversation into their own mailbox.
Two-way Transfer	Used to record a conversation into a mailbox of a specific extension.	**One-touch Two-way Transfer**	Used to record a conversation into a specified voice mailbox with a one touch operation.
Call Log	Used to show an incoming call information.	**Answer**	Used to answer an incoming call to the paired telephone.
Release	Used to disconnect the line or after a conversation or to complete a Call Transfer.	**Check-in**	Used to change the room status from Check-out mode to Check-in mode.
Check-out	Used to change the room status from Check-in mode to Check-out mode.	**Cleaned-up**	Used to alternate the room cleaning status, cleaned up (Ready) or not cleaned up (Not Ready).

Wake-up Alert	Used to log the information of the guest room which did not respond the Timed Reminder alarm. Also used to confirm the information or to call the room.	Charge	Used to check the total charge for their own extension.

◆◆ *How to Follow the Steps*

A sample operation is shown below.

1.2.5 *Calling without a Restriction* ----- **Feature title**

— Using an account code (Account Code Entry)
— To an extension refusing the call (DND Override)
— Changing the restriction to make a call
— Using your calling privilege at another extension (Walking COS)

◆◆ *Using an account code (Account Code Entry)* ----- **Sub feature title**

You may give a specified account code to extension users and check their telephone usage. You can
specify an account code to each client and check the call duration. ----- **Description**

```
PT/SLT/PS
```
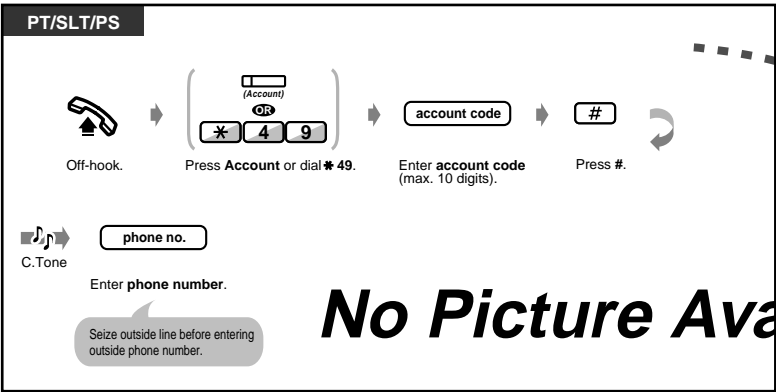
Operation steps
The description of the
icons are explained on
"Icon Descriptions".

📞 → (Account) OR [✱][4][9] → [account code] → [#] ↻

Off-hook.   Press **Account** or dial ✱ **49**.   Enter **account code** (max. 10 digits).   Press **#**.

🎵 → [phone no.]
C.Tone
Enter **phone number**.

Seize outside line before entering
outside phone number.

No Picture Available

Conditions

• **A Panasonic proprietary telephone extension user** can enter an account code during a
conversation and when hearing a reorder tone after the other party hangs up.
• Valid code are "0" through "9".
• **If you enter the wrong code**, press the " ✱ " key while entering the account code and then
re-enter the code.

Hints

• You may not be able to make an outside call without an account code entry. A mode is
assigned to each user. Ask your manager for your mode.
• For your convenience, you can store the code with the phone number in memory (e.g.
Speed dialling).

☞ **Customising Your Phone**
• 4.1.3 Customising the Buttons
Create or re-arrange an Account button.

Programming References: The related or required programming is noted.
To programme, see "Customising Your Phone & System".

1.2 Making Calls

1.2.1 Basic Calling

— Calling another extension

— Calling an outside party

— Making a call to the private network

— Using an accout code (Account Code Entry)

◆◆ *Calling another extension*

◆ *To another extension (Intercom Call)*

PT/SLT/PS

Off-hook.　　　　Dial **extension number** or　　　　Talk.
　　　　　　　　press **DSS**/**G-DSS**.
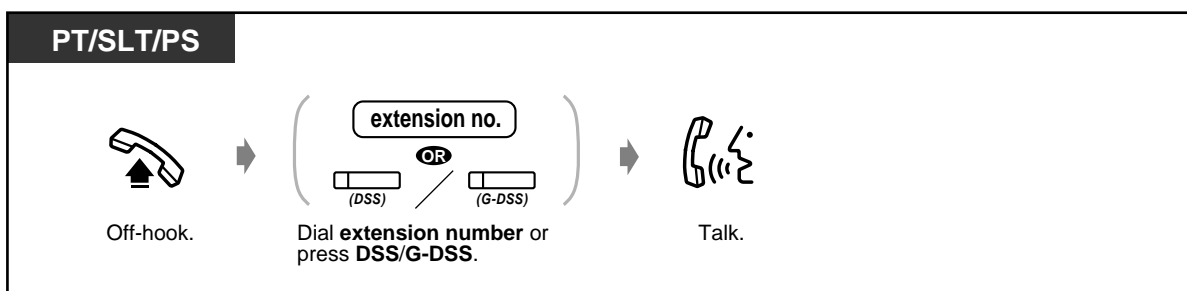
- The DSS/G-DSS button light shows the current status as follows:
  Off: The extension or group is idle.
  Red on: Your or another extension/group is using the line.

- **Do you have an extension directory?**
  Complete the directory in the attached file.

- **For quick operation**
  If you are an operator or dial some extensions frequently, the DSS button is useful.
  Also, if you dial some group frequently, the G-DSS button is useful

☞ **Customising Your Phone**
  - 3.1.3　Customising the Buttons
    Create or re-arrange a DSS button or a G-DSS button.

◆ *To an operator (Operator Call)*

You can call an extension or a group assigned as an operator.

PT/SLT/PS

Off-hook.　　　　Dial **0** or **9**.
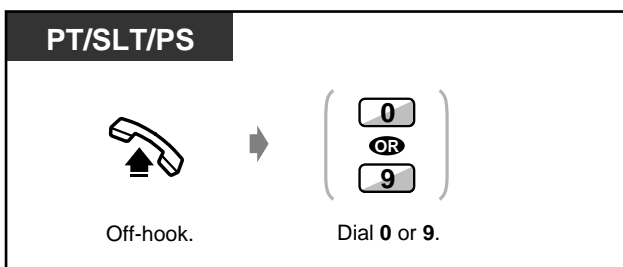
◆◆ *Calling an outside party*

You have to seize an outside line before dialling an outside phone number because external calls are made via your PBX.
Select one of the following methods:

◆ *To select an idle outside line automatically*

PT/SLT/PS

Off-hook. → Press **L-CO** or enter **automatic line access number**. → Dial **outside phone number**. → Talk.
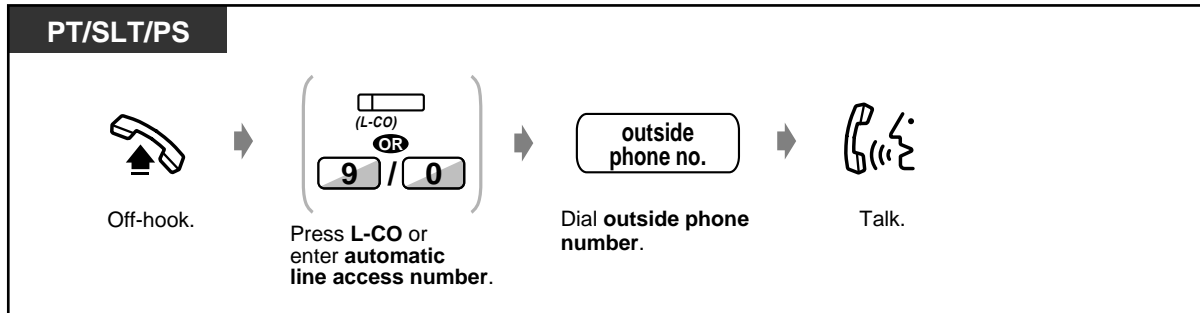
◆ *To select an idle outside line in the specified outside line group automatically*

PT/SLT/PS

Off-hook. → Press **G-CO** or enter **group access number** and then **outside line group number** (2 digits). → Dial **outside phone number**. → Talk.
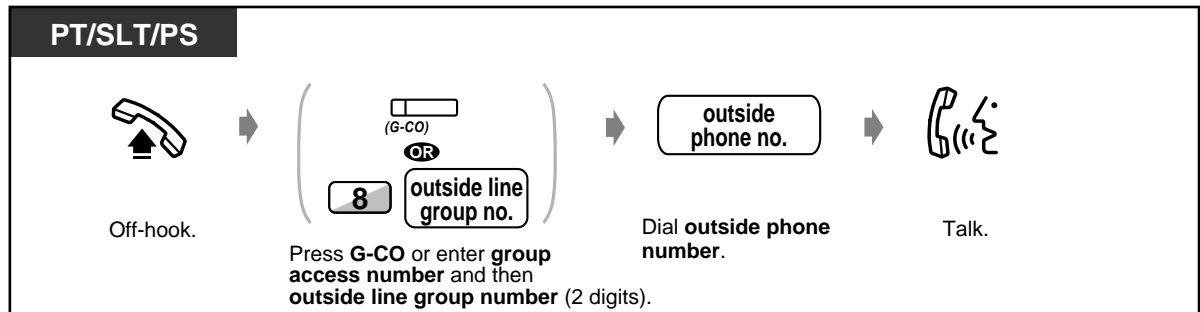
◆ *To select the specified outside line*

PT/SLT/PS

Off-hook. → Press **S-CO**. → Dial **outside phone number**. → Talk.
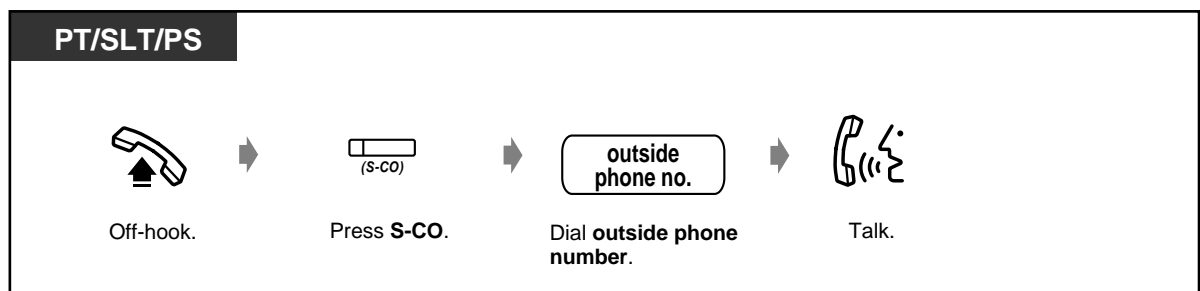
• Each of the S-CO button or G-CO button light shows the current status as follows:
  Off: The line is idle.
  Red on: The line is in use.
• You may be restricted to make a call to the specified outside party. To make a call, refer to "1.2.5 Calling without Restrictions".

!!

- **To confirm the dialling number**, you can enter a phone number and confirm it on the display and then go off-hook. (Predial)
- **Emergency call**
  You can dial pre-programmed emergency numbers without any restrictions.
- You may select the less expensive line automatically. **(Automatic Route Selection/Least Cost Routing)**
- **Call information**
  The following information can be referred by pressing the flashing green Intercom, CO or G-DN button.
  - Call charge
  - Call duration
  - Dialled number
- **Call Charge**
  You can confirm your call charge with one-touch.
  The Charge button light shows the current status as follows:
  Off: No shown.
  Red on: Shows the total charge.
- **To make a call another party without going on-hook**, press the FLASH or Terminate button. It re-accesses the outside line. Then you dial the new phone number without going on-hook or off-hook operation.
- **Handover (PS only)**
  Even if you move during a conversation, the linking Cell Station (CS) will automatically switch without disconnecting the call.
  Handover is available only during a conversation (except a conference call). It is not available when a switched CS is busy or no CS exists in the new range.

☞ **Customising Your Phone**
  - 3.1.2 Initial Settings–**Preferred Line Assignment — Outgoing**
    Select the seized line when going off-hook.
  - 3.1.3 Customising the Buttons
    Create or re-arrange a L-CO button, a G-CO button, a S-CO button, a Terminate button or a Charge button.

◆◆ *Making a call to the private network*

When your PBX is connected to the private network, your extension can access it.

◆ *To call*

PT/SLT/PS			
Off-hook.	Dial **7**.	Dial **private phone number**.	Talk.
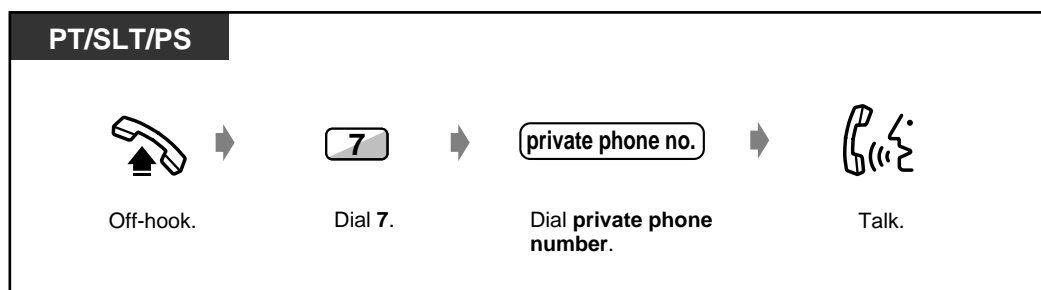
◆◇ *Using an account code (Account Code Entry)*

You may give a specified account code to extension users and check their telephone usage. You can specify an account code to each client and check the call duration.

PT/SLT/PS

Off-hook.

(Account)
OR
✳ 4 9

Press **Account** or enter ✳**49**.

account code

Dial **account code** (max. 10 digits).

#

Press **#**.

C.Tone

outside phone no.

Dial **outside phone number**.

Seize outside line before entering outside phone number.
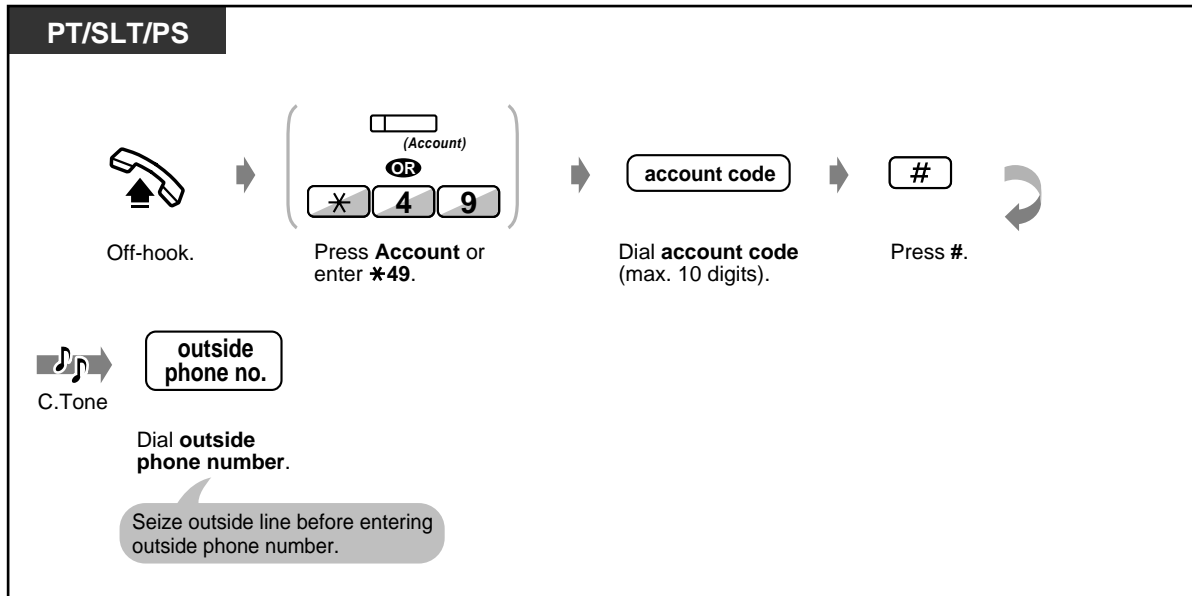
- **A Panasonic proprietary telephone extension user** can enter an account code during a conversation and when hearing a reorder tone after the other party hangs up.
- Account code are "0" through "9".
- **If you enter the wrong code,** press the "✳" key while entering the account code and then re-enter the code.

- You may not be able to make an outside call without an account code entry. A mode is assigned to each user. Ask your manager for your mode.
- **For your convenience,** you can store the code with the phone number in the memory (e.g. Speed Dialling).

Customising Your Phone
- 3.1.3   Customising the Buttons
  Create or re-arrange an Account button.

1.2.2 Easy Dialling

This is convenient for frequently dialled phone numbers.
— With a one touch button (One-touch Dialling)
— Using numbers stored at your extension (Personal Speed Dialling)
— Using numbers stored in the PBX (System Speed Dialling)
— To a pre-programmed party by going off-hook (Pickup Dialling)
— Using a pre-programmed number (Quick Dialling)

◆◆ With a one touch button (One-touch Dialling)

You can store the phone number into the flexible button for one-touch operation.

PT/PS

Off-hook. Press **One-touch Dialling**.
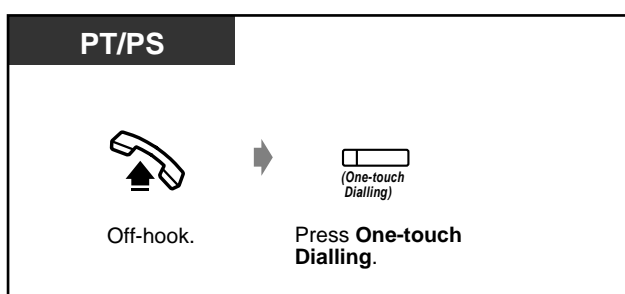
(One-touch Dialling)

☞ **Customising Your Phone**
• 3.1.3 Customising the Buttons
Create or re-arrange a One-touch Dialling button and store the desired number, phone number or feature number, etc.

◆◆ Using numbers stored at your extension (Personal Speed Dialling)

You can store up to the pre-set numbers at your extension for your personal use. (Default: 10 numbers)

◆ To store a phone number

PT/SLT/PS

Off-hook. Enter **✻30**. Enter **station speed dial number** (2 digits). Enter **desired phone number** (max. 32 digits). Enter **#**. C.Tone On-hook.

Enter outside line number before outside phone number.

◆ *To dial*

PT/SLT/PS

AUTO DIAL / STORE
OR
✳ ✳

✳

station speed
dial no.

Off-hook. | Press **AUTO DIAL** or enter ✳✳. | Enter ✳. | Dial **station speed dial number** (00-99).
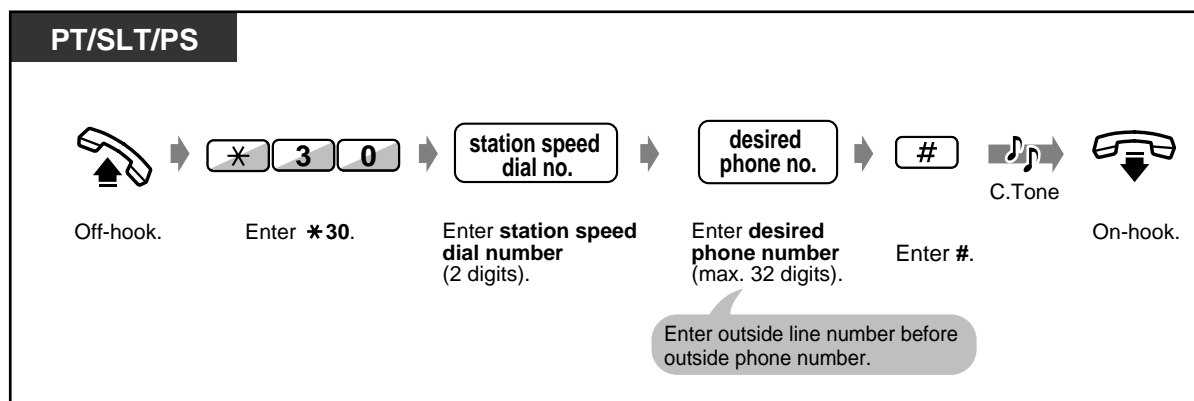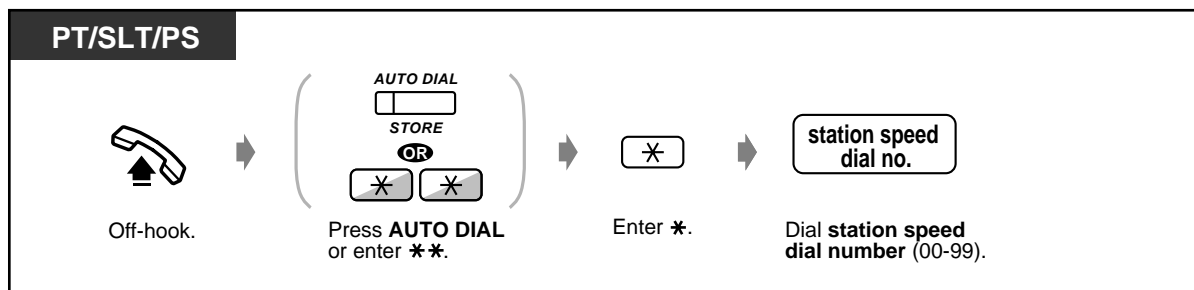
- "✳" and PAUSE can also be stored as digits.

◆◆ *Using numbers stored in the PBX (System Speed Dialling)*

PT/SLT/PS

AUTO DIAL / STORE
OR
✳ ✳

system speed
dial no.

Off-hook. | Press **AUTO DIAL** or enter ✳✳. | Enter **system speed dial number** (3 digits).
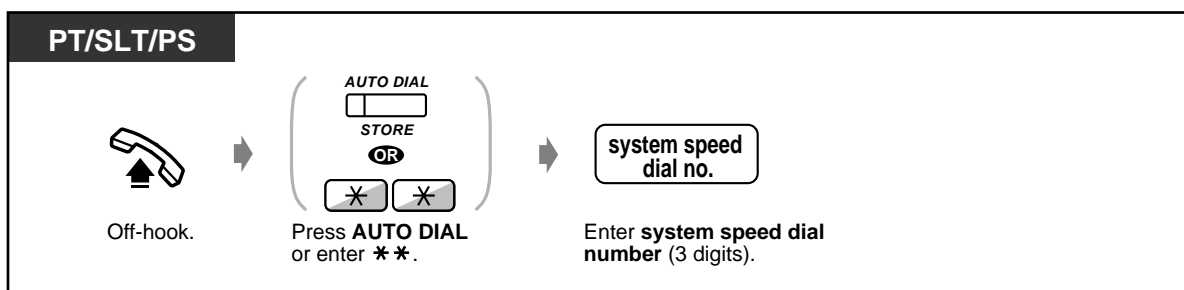
◆◆ *To a pre-set party by going off-hook (Pickup Dialling)*

You can make an outside call simply by going off-hook if you have pre-set.

◆ *To store a phone number*

PT/SLT/PS

✳ 7 4 0 → 2 → desired phone no. → # → C.Tone → On-hook.

Off-hook. | Enter ✳**740**. | Enter **2**. | Enter **desired phone number** (max. 32 digits). | Dial **#**. | | On-hook.

Enter outside line number before outside phone number.

|

◆ *To set/cancel*

PT/SLT/PS

🖐 ➡ [✱] [7] [4] [0] ➡ ([1] Set **OR** [0] Cancel) ➡🎵➡ 📞

Off-hook.   Dial ✱**740**.   Dial **1** to set   C.Tone   On-hook.
                                 or **0** to cancel.

◆ *To dial*

PT/SLT/PS

🖐
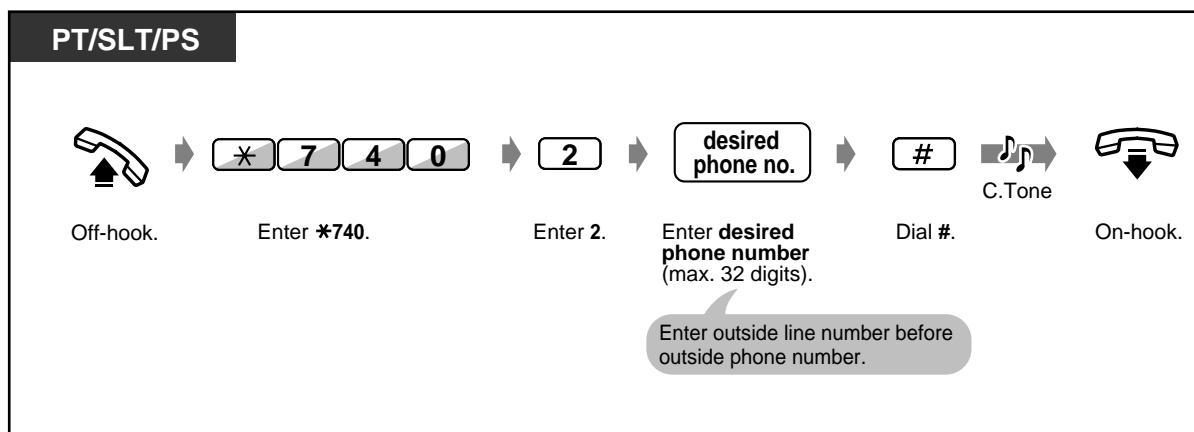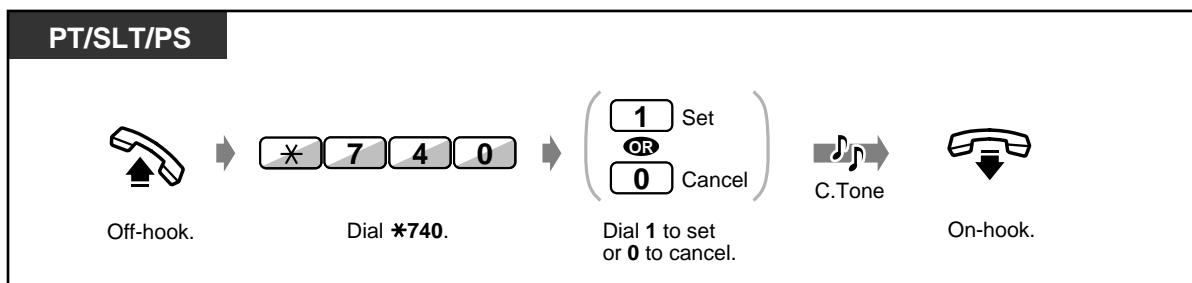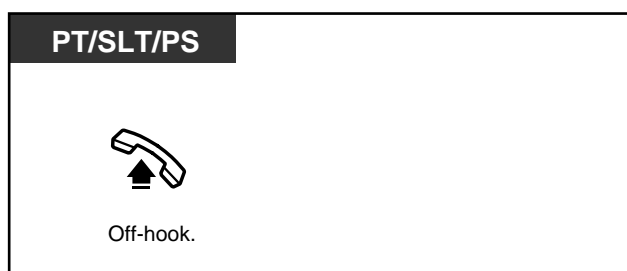
Off-hook.

• **To call another party**, dial the desired party's phone number before the pre-programmed line is connected. (Default: 1 second)
• You should assign the intercom line as the seized line when going off-hook. (Preferred Line Assignment— Outgoing)

☞ **Customising Your Phone**
• 3.1.2   Initial Settings — **Preferred Line Assignment — Outgoing**
Select the seized line when going off-hook.

◆◆ *Using a pre-programmed number (Quick Dialling)*

You can make a call simply by pressing the pre-programmed number for quick dialling. For details, consult your manager or dealer.

PT/SLT/PS

🖐 ➡ (quick dial no.)

Off-hook.   Dial **quick dial**
              number (1-4 digits).
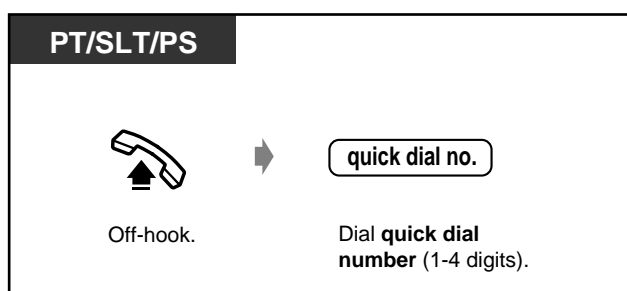
‼ • It is useful for Hotel features.
For example, to dial the Room Service, dial one digit "3", not to dial the extension number.

1.2.3 Redial

This is convenient when calling the same outside party again.
— Redialling the last number you dialled

◆◆ *Redialling the last number you dialled (Last Number Redial)*

PT/SLT/PS

REDIAL

OR

#

Off-hook.   Press **REDIAL** or dial **#**.
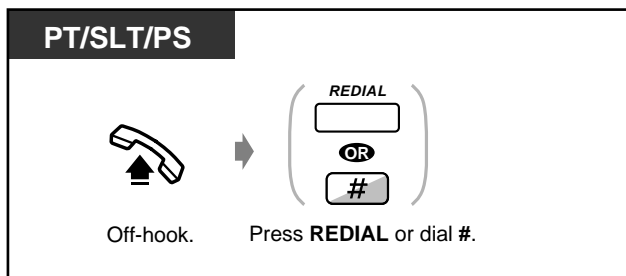
- Maximum 32 digits can be stored and redialled.
- After pressing REDIAL, if you hear a busy tone again, press REDIAL to retry. (Intercept Redial)

- **To redial automatically,** press the SP-PHONE button and then the REDIAL button, or press the REDIAL button directly. It will keep trying the busy number until the called party answers within a specified time (Automatic Redial). You can perform other tasks during dialling. To cancel, perform another operation.
  Some outside line may be restricted from performing this function.

Customising Your Phone
- 3.1.2   Initial Settings—**Full One-Touch Dialling Assignment**
  Allow or cancel the one-touch operation while in on-hook.

1.2.4 When the Dialled Line is Busy or There is No Answer

— Reserving a busy line (Automatic Callback Busy)

— Reserving a call to a busy party on an ISDN line (Completion of Call to Busy Subscriber [CCBS])

— Sending a call waiting tone (Busy Station Signalling [BSS])

— Leaving a message waiting indication/Calling back the caller which left an indication (Message Waiting)

— Joining an existing call (Executive Busy Override)

— To an extension refusing the call (DND Override)

◆◆ *Reserving a busy line (Automatic Callback Busy)*

You can set the telephone to receive callback ringing when a dialled line becomes idle.
When you answer the callback ringing, the called party starts ringing automatically.
If you hear a busy tone before dialling, you just seize an outside line after hearing the callback ringing.
You can have two methods to answer according to the setting conditions.

◆ *To set*

PT/SLT/PS

While hearing a busy tone

6	C.Tone	On-hook.
Enter **6**.		On-hook.
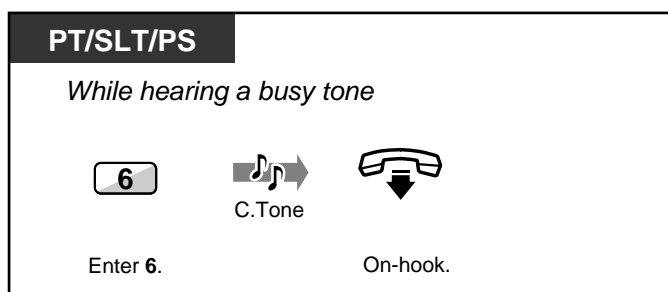
◆ *To answer (if set after dialling)*

PT/SLT/PS

While hearing a callback ringing

Off-hook.	R.B.Tone	Talk.
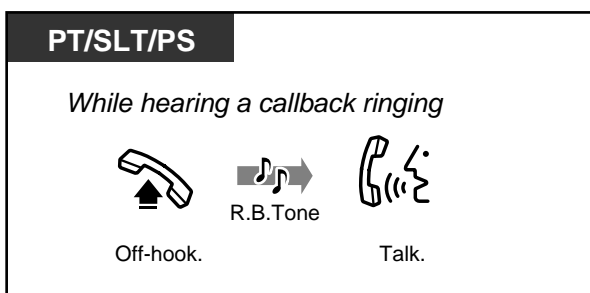
◆ *To answer (if set when seizing an outside line)*

PT/SLT/PS

While hearing a callback ringing

Off-hook.	outside phone no.	Talk.
Off-hook.	Dial **outside phone number**.	Talk.
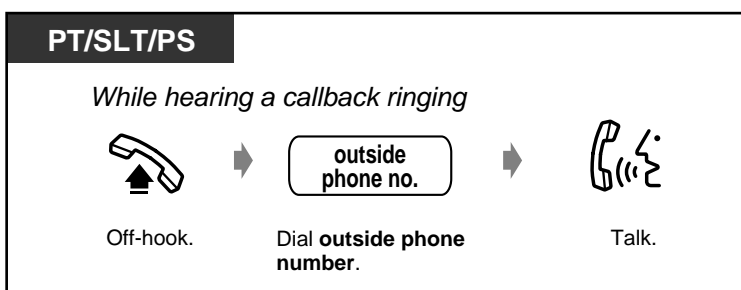
◆ *To cancel a callback ringing*

PT/SLT

📞➡ ⟶ ✳ 4 6 ♪➡ 📞⬇
　　　　　　　　　　　C.Tone

Off-hook.　　　　Enter ✳**46**.　　　　On-hook.
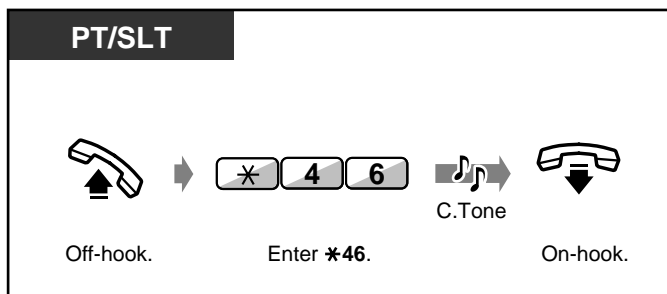
> • If you do not answer within a specified time period, this feature will be cancelled. (Default: 10 seconds)

◆◆ *Reserving a call to a busy party on an ISDN line (Completion of Call to Busy Subscriber [CCBS])*

You can set the telephone to receive callback ringing when a busy called party on an ISDN line becomes free.
When you answer the callback ringing, the called party's telephone number is automatically dialled.

PT/SLT/PS

While hearing a busy tone

6 ♪➡ 📞⬇
　　　C.Tone

Enter **6**.　　　On-hook.
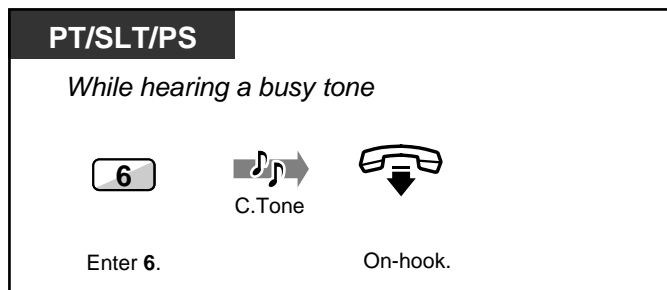
◆ *To answer while hearing a callback ringing*

PT/SLT/PS

📞➡

Off-hook.

◆ *To cancel*

PT/SLT/PS

Off-hook.   Enter ✱46.   On-hook.

C.Tone
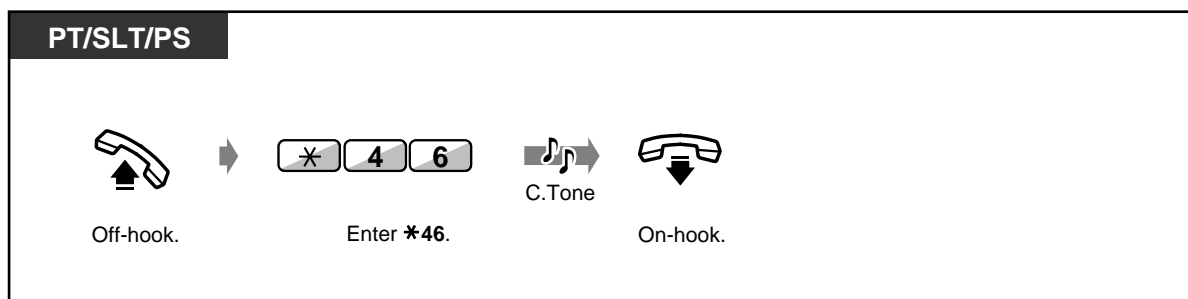
- If you do not answer within a specified time period, this feature will be cancelled.
- Availability of this feature depends on the ISDN service of your telephone company.

◆◆ *Sending a call waiting tone (Busy Station Signalling [BSS])*

You can inform the called party that your call is waiting.
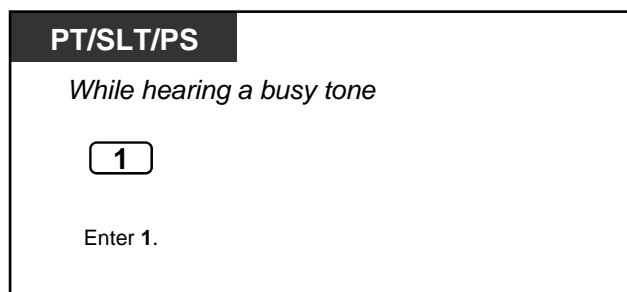
PT/SLT/PS

While hearing a busy tone

[1]

Enter **1**.

- **Depending on the other party's telephone**, the "Off-Hook Call Announcement (OHCA)" and the "Whisper OHCA" functions can be applied. You can talk to the other party through the speaker and the microphone (OHCA) or you only send a call announcement through the handset (Whisper OHCA), while they are having another conversation using the handset.
  Refer to "1.7.3 Receiving a Call Waiting (Call Waiting/Off-Hook Call Announcement [OHCA]/Whisper OHCA)".

◆◆ *Leaving a message waiting indication/Calling back the caller which left an indication (Message Waiting)*

— *For a caller*
When the called extension is busy or does not answer
your call, you can leave a notification so that the called
party may call you back.
— *For a called extension*
As a message receiver, the MESSAGE button light lets
you notice that a call has been received. If you receive
notification, you can call back the caller by a simple
operation.

No Picture Available
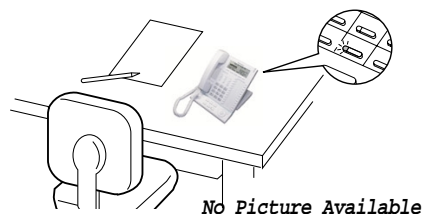
— *For a caller*

◆ *To leave a message waiting indication*

PT/SLT/PS
When the called extension is busy or does not answer

MESSAGE
OR
4
Press **MESSAGE**
or enter **4**.

C.Tone
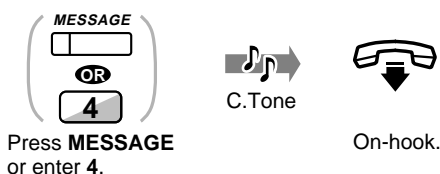
On-hook.

◆ *To leave/cancel a message waiting indication*

PT/SLT/PS

Off-hook.

Enter ✳**70**.

1 Leave
OR
0 Cancel
Enter **1** to leave
or **0** to cancel.

**desired
extension no.**
Enter **desired
extension number**.

C.Tone
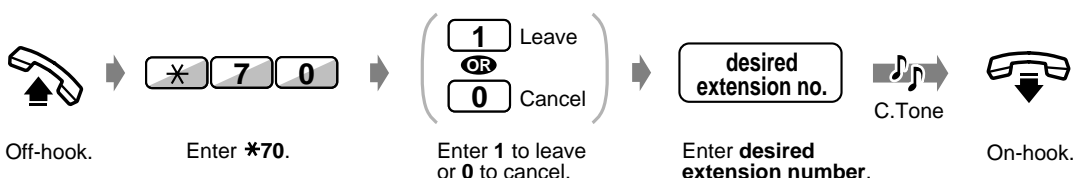
On-hook.

— *For a called extension*

◆ *To check the left message and call back*

PT/PS
While in on-hook

MESSAGE
Press **MESSAGE**
until the desired
extension appears.

Off-hook.

Talk.

◆ To call back

PT/SLT/PS

Off-hook.   Press **MESSAGE** or enter **✱70** and then **2**.   Talk.
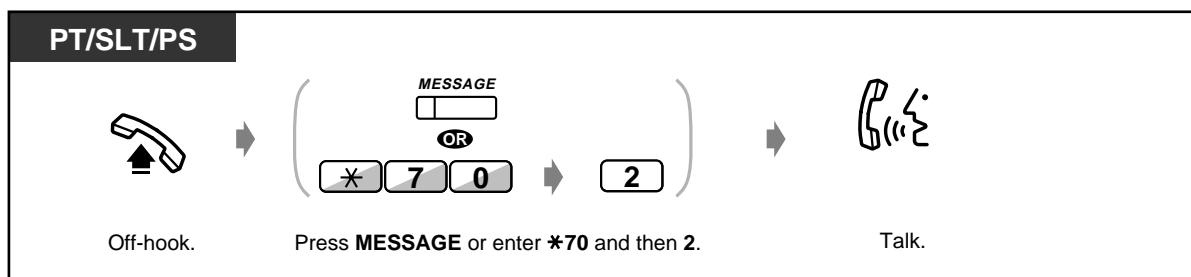
- The MESSAGE button light shows the current status as follows:
  Off: No message
  Red on: You have a message.
- The display shows the messages starting with the most recent call.
- You can also have a Message button of another extension or your receiving group, so that you can handle the message as a substitute.
- This feature is also available for single line telephone extension users with a message waiting light. Even if they don't have a message waiting light, they may hear a special ring tone as notification while in on-hook, if required.

Customising Your Phone
- 3.1.3   Customising the Buttons
  Create or re-arrange a Message button.

◆◆ Joining an existing call (Executive Busy Override)

You can call the party who is talking with another on the telephone and then establish a three-party conversation.

◆ To join

PT/PS

● *Outside call*

Off-hook.   Press corresponding **CO**.   Busy Tone   Enter **2**.   C.Tone   Talk.
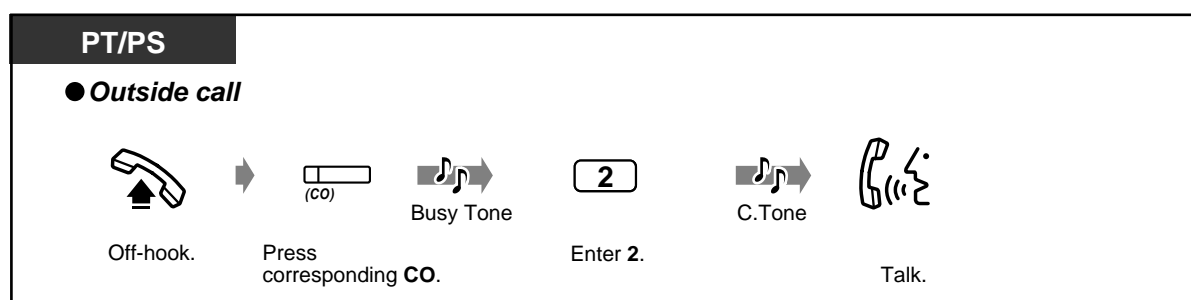
PT/SLT/PS

● *Intercom call*

While hearing a busy tone

2	♪♪➡ C.Tone	☎(((≶
Enter **2**.		Talk.

◆ *To disconnect one party and talk with another when one of these parties is an outside call*

PT/PS

⬜ *(CO)* **OR** ⬜ *INTERCOM*	♪♪➡ C.Tone	☎(((≶
Press desired **CO** or **INTERCOM**.		Talk.

‼️ • You can also deny others the possibility of joining your conversation (Default: Allow). Refer to "1.7 Setting the Telephone According to Your Needs".

• It depends on the condition of the extension during a conversation if you can join an existing call or not.

◆◆ *To an extension refusing the call (DND Override)*

PT/SLT/PS
While hearing the DND tone
⬚ 1 ⬚
Enter **1**.

1.2.5 Calling without Restrictions

— Using your calling privilege at another extension or on an outside line (Walking COS)

◆◆ *Changing the restriction to make a call*

The extension assigned as a manager can change the restriction to make a call for the extension who has a conversation.

PT/PS

During a conversation

(Toll Change)   C.Tone

Press **Toll Change**.   On-hook.

Other party can near the dial tone and then make a call.
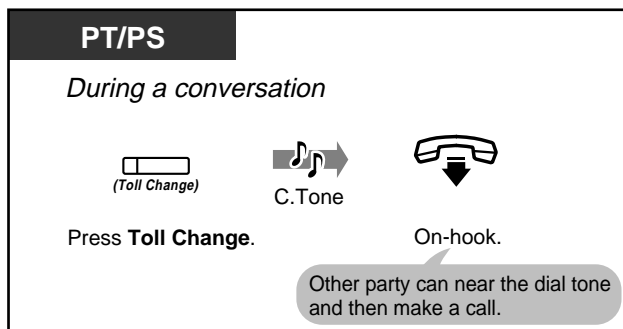
☞ **Customising Your Phone**
- 3.1.3 Customising the Buttons
  Create or re-arrange a Toll Change button.

◆◆ *Using your calling privilege at another extension or on an outside line (Walking COS)*

You can use your calling privileges (Class of Service) at another extension or on an outside line. You may override restrictions which have been set. To perform this feature, an original extension number and a password is required. Also, you can make a call by entering a verify code and its password. For the available verify code, ask your manager.

◆ *To call (Regular)*

PT/SLT/PS

Off-hook.	Enter **✳47**.	Dial **your extension number**.	Enter **password** (max. 10 digits).	D.Tone	Dial **desired phone number.**

✳ 4 7 → your extension no. → password → D.Tone → desired phone no.

If a wrong password is entered, you hear an alarm tone.

Seize outside line before entering outside phone number.
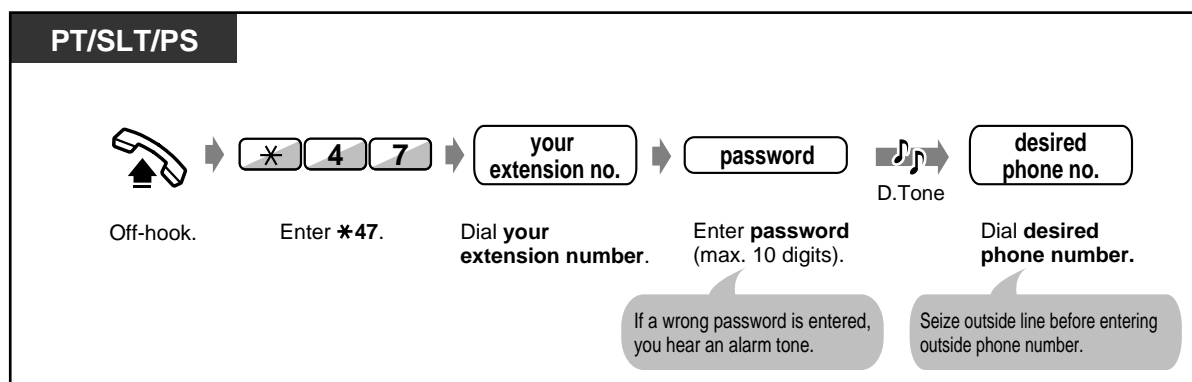
◆ *To call with a verify code (Verify Code Entry)*

PT/SLT/PS

✳ 4 7 → ✳ → verify code

Off-hook. Enter **✳47**. Etner **✳**. Enter **verify code** (max. 4 digits).

password → D.Tone → desired phone no.

Enter **password** (max. 10 digits). Dial **desired phone number.**

If a wrong password is entered, you hear an alarm tone.

Seize outside line before entering outside phone number.
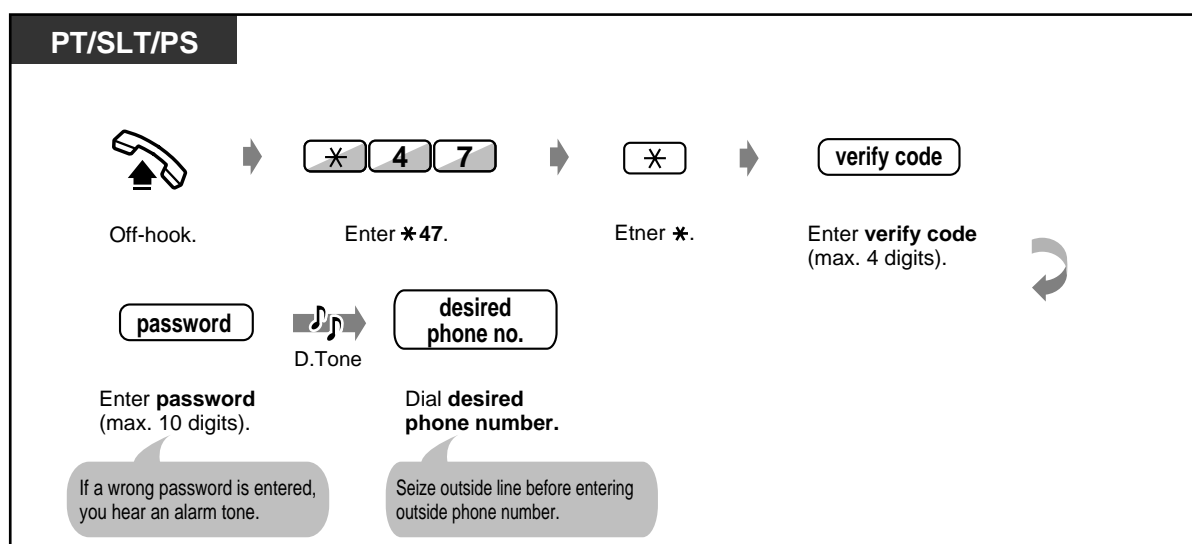
1.2.6 Changing the dialling mode (Pulse to Tone Conversion)

To access services such as computer telephone services, Voice Mail, etc., that require a tone, you can temporarily change the dialling mode from Pulse to Tone.

PT/SLT/PS

While dialling an outside line

[✳][#] ➡ (**desired no.**)

Enter ✳#.   Enter **desired number**.
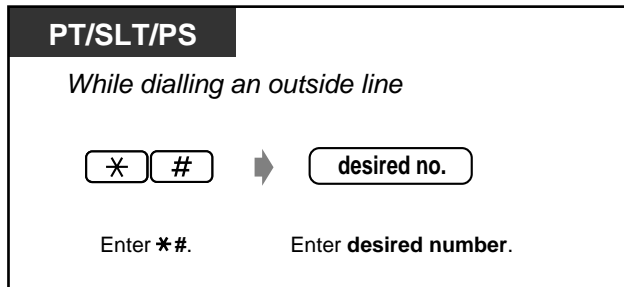
1.2.7   Accessing the ISDN Service (ISDN Service Access)

You can access a service which is provided from the ISDN.

◆ *To access*
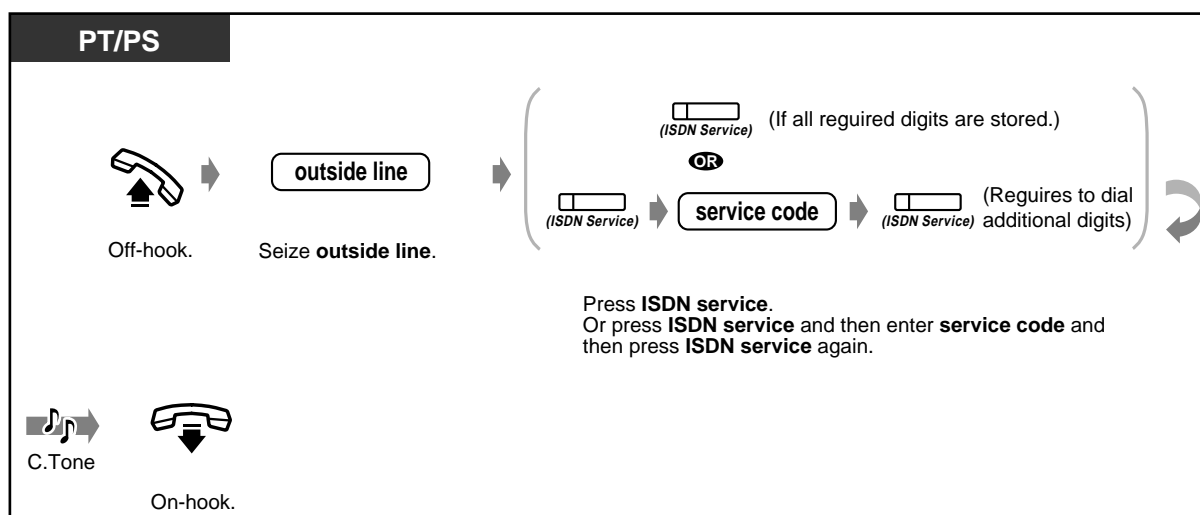
- Availability of this feature depends on the ISDN service of your telephone company.

Customising Your Phone
- 3.1.3   Customising the Buttons
  Create or re-arrange an ISDN Service button.

1.2.8 Alternating the Calling Method (Alternate Calling — Ring/Voice)

The caller can alternate the calling method, either ring or voice, to make an intercom call.
On the other hand, any extension can set the notifying method, either ring or voice, to receive an intercom call.

Ring-Calling (Default): You can call the other party with a ring tone.

Voice-Calling: You can talk to the other party immediately after a confirmation tone.

Ring
Ring **OR** Hello

No Picture Available

◆ *To change the method*

PT/SLT/PS

After dialling

✳
C.Tone

Press ✳.   Talk.
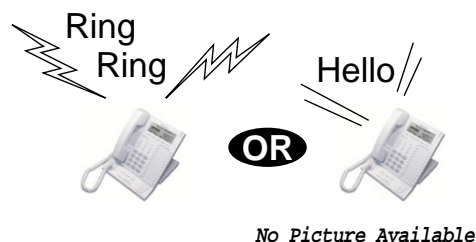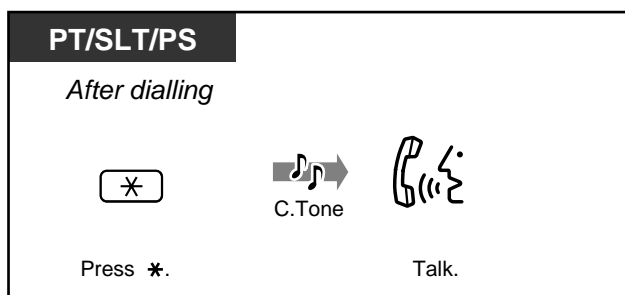
- If the called party uses a single line telephone, only Ring-Calling is available.
- This feature is not available when the called party's telephone is in the Tone mode or Voice Call Deny mode.

Customising Your Phone

- 3.1.2 Initial Settings—**Intercom Alarm Assignment**
  Select the notifying method, either ring or the other party's voice.

1.2.9 To Access Another Party Directly from Outside (Direct Inward System Access [DISA])

When outside calling parties access extensions in the PBX, the pre-recorded message greets the caller and gives information about how to access an extension. You do not need the operator's assistance.

You may be able to access the features or call an outside party with the password depending on the security mode. Ask your manager for the mode assigned to your PBX.

◆ *To call an extension*

Any Telephone

● *In Non Security Model/Trunk Security Mode*

| Off-hook. | Dial **DISA phone number**. | R.B.Tone and DISA message | Dial **extension number**. |

● *In All Security Mode*

| Off-hook. | Dial **DISA phone number**. | R.B.Tone and DISA message | Enter ✳**47**. | Enter ✳ and then **verify code**. Or dial **your extension number**. |

| Dial **password** (max.10 digits). | Dial **extension number**. |

◆ *To call an outside party*

Any Telephone

● *In Non Security Mode*

Off-hook.	**DISA phone no.** Dial **DISA phone number**.	♪♪➔ R.B.Tone and DISA message	**outside phone no.** Dial **outside phone number**.

Seize outside line before dialling outside phone number.

● *In Trunk Security Mode/All Security Mode*

Off-hook.	**DISA phone no.** Dial **DISA phone number**.	♪♪➔ R.B.Tone and DISA message	✳ 4 7 Dial ✳ 47.	✳ verify code **OR** your extension no. Dial ✳ and then **verify code**. Or dial **your extension Number**.

password
Dial **password** (max. 10 digits).

outside phone no.
Dial **outside phone number**.

Seize outside line before dialling outside phone number.

◆ *To re-try*

Any telephone

To dial a different number during a conversation with an outside party or while hearing the ringback, reorder, or busy tone

✳ Dial ✳.	♪♪➔ D.Tone	**phone no.** Dial phone number.

Dial a line access number as the first digit when calling an outside party.

- **Time limit**
  Both parties will hear an alarm tone fifteen seconds before a specified time period. (Default: 10 minutes) The originating extension will hear an alarm tone fifty seconds before the time. The call is disconnected when the time runs out unless the originating extension returns to the conference.
- **If Built-in Automated Attendant service is set**, you can access the desired extension simply by pressing one digit number (0-9) according to the pre-recorded message.

1.3 Receiving Calls

1.3.1 Answering Calls

PT/SLT/PS

Off-hook. → Talk.

Select one of the following methods:
· Lift the handset to receive the preferred line.
  (Default: Ringing line is selected.)
· Press the SP-PHONE button.
· Press the flashing CO, INTERCOM or G-DN button directly.
· Press the ANSWER button.

- The G-DN button light shows the current status as follows:
  Off: Idle
  Green on: The line is in use. (You are using the line.)
  Red on: Your extension is in the Log-out mode from the receiving group.

Customising Your Phone
- 3.1.2 Initial Settings—
  Preferred Line Assignment - Incoming
  Select the seized line when going off hook.
  Intercom Alarm Assignment
  Select the Calling method, either ring or the other party's voice.
- 3.1.3 Customising the Buttons
  Create or re-arrange a G-DN button.

1.3.2   Answering Hands-free (Hands-free Answerback)

You can answer a call without going off-hook when your extension receives. In this case, though the intercom call is received without the phone ringing, the outside call is received after the phone ringing of the pre-programmed times.

◆ *To set/cancel*

PT
While in on-hook
AUTO ANSWER / MUTE
Press **AUTO ANSWER**.

• The AUTO ANSWER button light shows the current status as follows:
  Off: Not set.
  On: Set.

• **Automatic Answer Mode set (PS only)**
  If "AUTO ANSWER MODE" is set on your PS, you can answer a call without going off-hook. For details, refer to "Operating Instructions".

Customising Your Phone
• 3.1.2   Initial Settings
  Hands-free Answerback Selection
  Select the answering method, either answer with going off-hook or without going off-hook.

1.3.3 Answering a Call Ringing at Another Telephone (Call Pickup)

You can answer an incoming call that is ringing at another extension or group from your phone without leaving your desk.
The following types are available:

Group Call Pickup: Picks up a call within the specified picking up group.
Directed Call Pickup: Picks up a specified extension's call.

PT/SLT/PS

Off-hook.	✳ 4 0 group no.	Group	
	OR		D.Tone
	✳ 4 1 extension no.	Directed	Talk.

Press **DSS/G-DSS**.
Enter ✳**40** and then **group number** (2 digits).
Or enter ✳**41** and then **extension number**.

- **If you receive a call waiting tone,** you can ask a third party to pick up your second call with Directed Call Pickup.
- If there are multiple incoming calls for the same group, the longest waiting call is received first.

- You can also deny other people the possibility of picking up your calls. Refer to "1.7 Setting the Telephone According to Your Needs".
- You can also pick up a call by pressing the flashing DSS or G-DSS button.

1.3.4 Answering a Call via an External Speaker or an External Ringer (Trunk Answer From Any Station [TAFAS])

You can answer an incoming outside call paged through an external speaker or an external ringer from any extension.

◆ Through an external speaker

PT/SLT/PS

While hearing a tone

Off-hook. → Dial ✳42. → Dial **speaker number** (1 digit). → C.Tone → Talk.

◆ Through an external ringer

PT/SLT/PS

While hearing a tone

Off-hook. → Dial ✳44. → Dial **ringer number** (2 digit). → C.Tone → Talk.
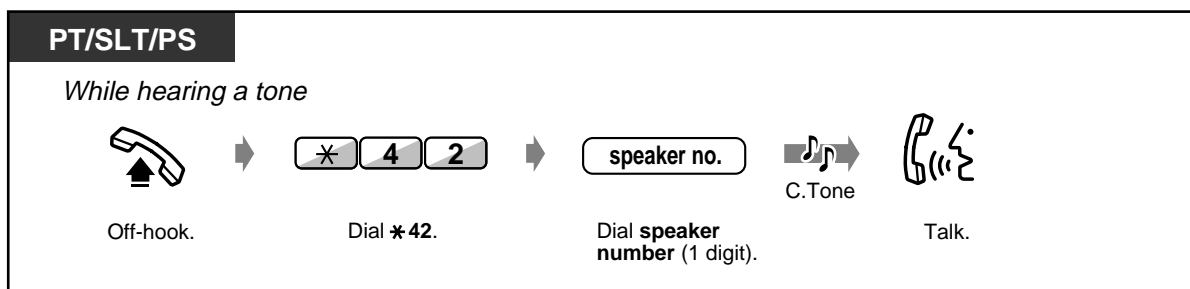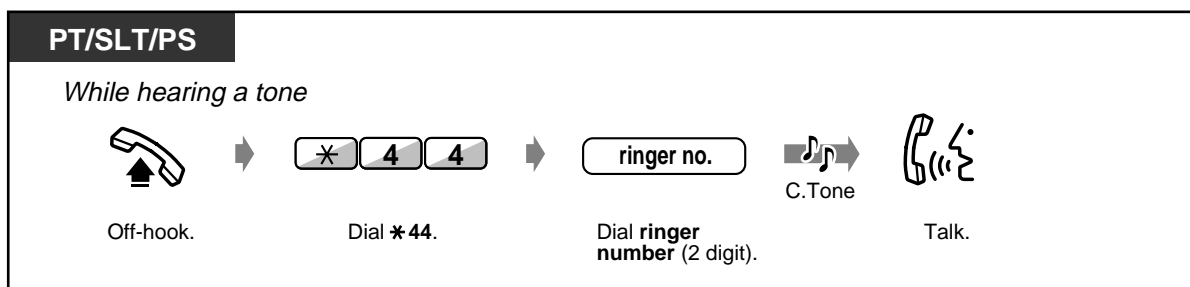
• You can also receive a paged announcement via a speaker with this operation.

1.3.5   Using the ANSWER/RELEASE Button

The ANSWER and RELEASE buttons are convenient for operators using headsets.
With the ANSWER button, you can answer all incoming calls to the paired telephone.
With the RELEASE button, you can disconnect the line during or after a conversation, or complete transferring a call.

◆ To answer

PT & Console

ANSWER

Press **ANSWER**.   Talk.

◆ To transfer a call

PT & Console

During a conversation

TRANSFER   (DSS) / (G-DSS)   The called party answers.   RELEASE

OR

desired phone no.

Press **TRANSFER**.   Press **RELEASE.**

Press **DSS**/**G-DSS** or enter **desired phone number**.

Seize outside line before dialling outside phone number.
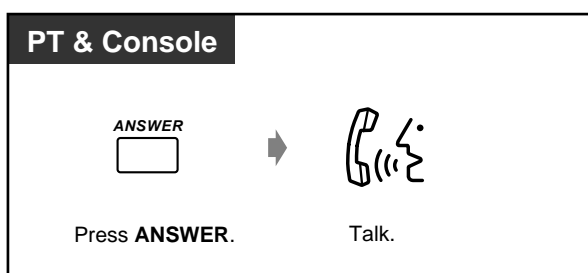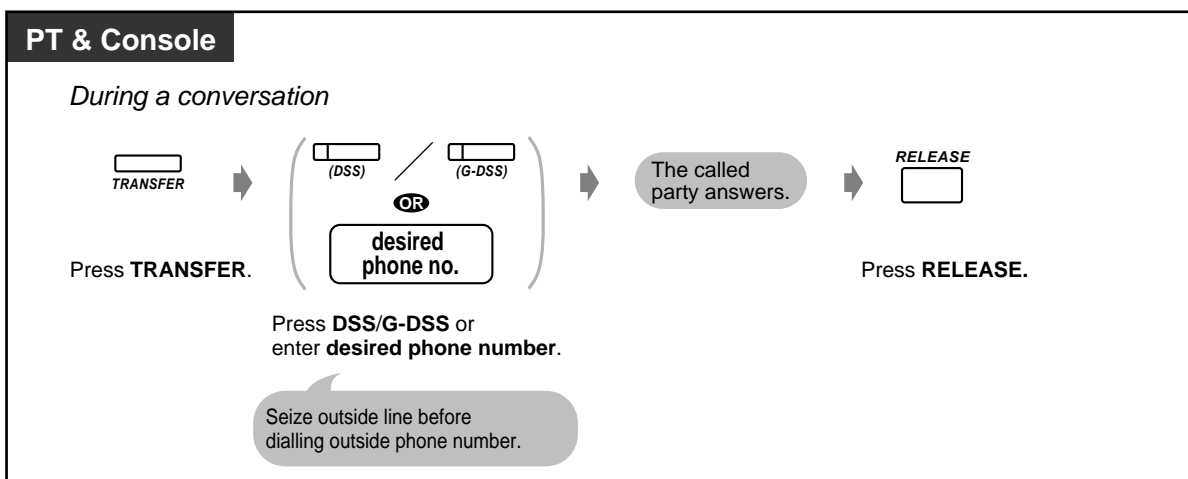
◆ To talk to the new party is waiting

PT & Console

While hearing a tone

ANSWER

Press **ANSWER**.   Talk.
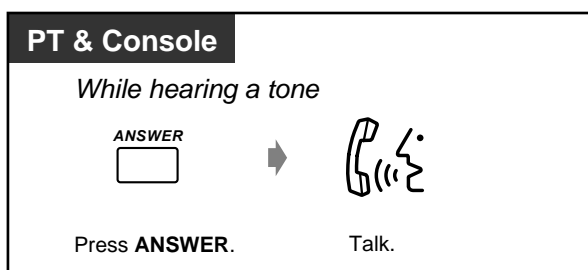
◆ *To transfer an outside line call to an extension with a one-touch operation*
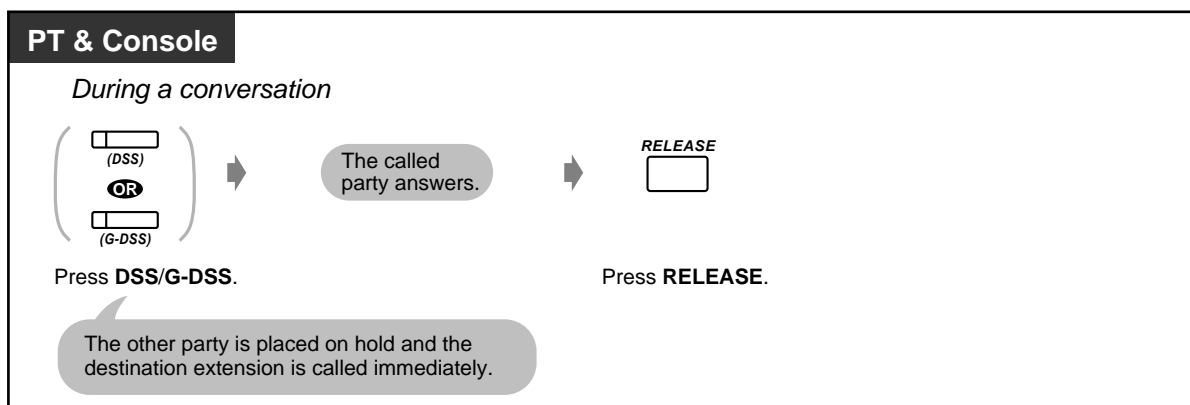
PT & Console

During a conversation

((DSS) **OR** (G-DSS)) ➡ The called party answers. ➡ *RELEASE*

Press **DSS**/**G-DSS**.   Press **RELEASE**.

The other party is placed on hold and the destination extension is called immediately.

◆ *To end a conversation*

PT & Console

During a conversation

RELEASE

Press **RELEASE**.
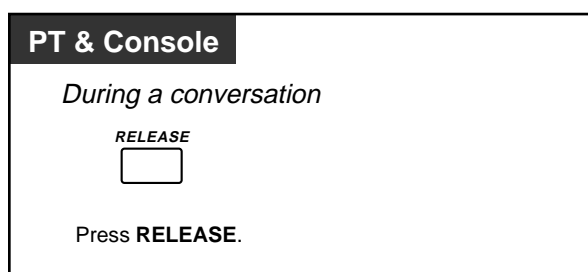
☞ **Customising Your Phone**
- 3.1.3   Customising the Buttons
  Create or re-arrange an Answer button or a Release button.

1.3.6 Identifying Malicious Calling Parties (Malicious Call Identification [MCID])

You can ask your telephone company to trace a malicious calling party during a conversation or after the calling party hangs up.
You will receive the information on the malicious call later on.

◆ *To request MCID*

PT/SLT/PS

During a conversation or when hearing a reorder tone after the calling party hangs up.

TRANSFER
OR

➡ ✱ 7 ✱ 3 ➡ C.Tone ➡ **OR**

Press **TRANSFER** or **hookswitch**.   Dial ✱**7**✱**3**.   Talk or on-hook.
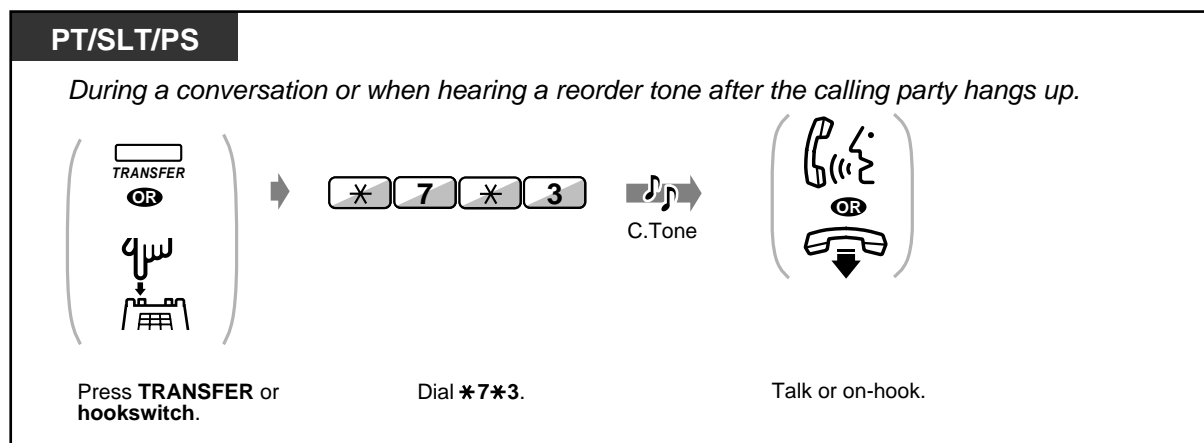
- Availability of this feature depends on the ISDN service of your telephone company.

1.4 During a Conversation

1.4.1 Transferring a Call

— Transferring to an extension

— Transferring to an outside party

— Transferring a call on ISDN service to an outside party

- You can transfer a held call without talking by going on-hook.
  If a call is not retrieved within a specified time, you will hear an alarm as a reminder. And, if an outside call is not answered within a specified time, it is automatically disconnected.
- **If you hear an alarm tone,** the destination extension did not answer the call. Answer the call.

◆◆ *Transferring to an extension in the PBX*

PT/SLT/PS

During a conversation

TRANSFER
OR

C.Tone

(DSS) / (G-DSS)
OR
extension no.

Talk.

On-hook.

The destination is confirmed before sending. This can be disregarded.

Press **TRANSFER** or **hookswitch**.

Press **DSS**/**G-DSS** or dial **extension number**.
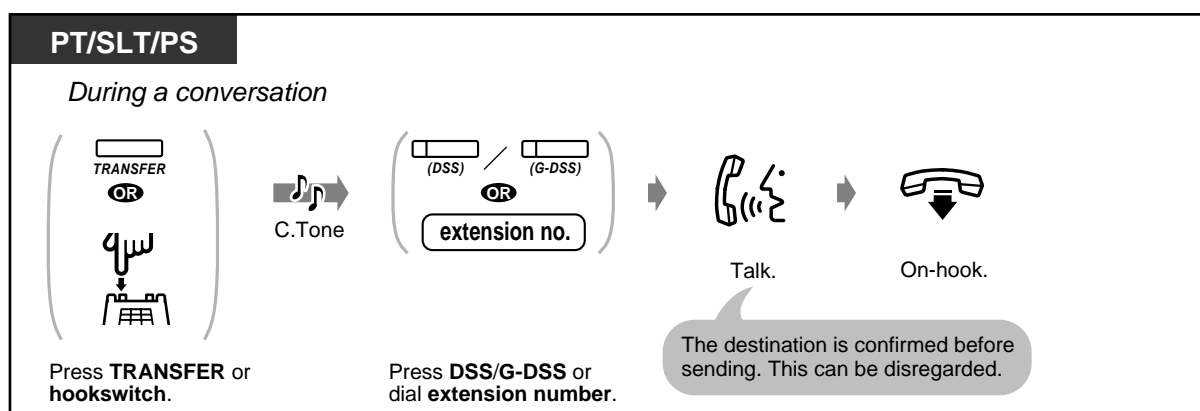
◆ *To transfer with one-touch (One-touch Transfer)*

PT/PS

During a conversation

(DSS) / (G-DSS)

Press **DSS/G-DSS**.
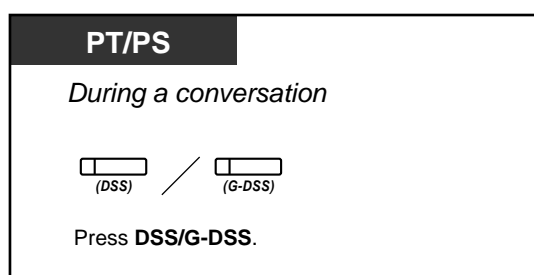
◆◆ *Transferring to an outside party in the PBX*

Some extensions may be restricted from performing this function.
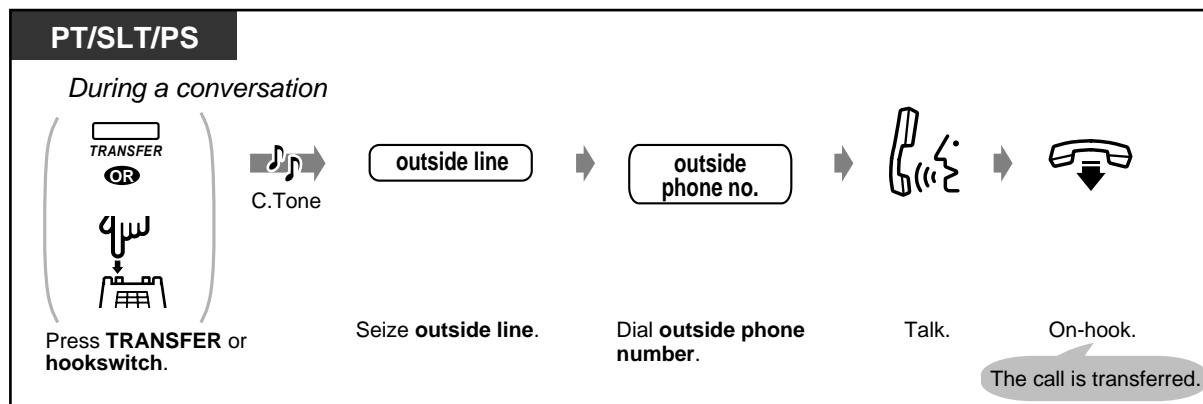
PT/SLT/PS

During a conversation

TRANSFER OR hookswitch	C.Tone	outside line	outside phone no.	Talk.	On-hook.
Press **TRANSFER** or **hookswitch**.		Seize **outside line**.	Dial **outside phone number**.		The call is transferred.

• **Time limit**
Both parties will hear an alarm tone fifteen seconds before a specified time period (Default: 10 minutes).

• **To return to the held call before the destination answers,** press the TRANSFER button, corresponding CO, G-DN or INTERCOM button, or the hookswitch.

Customising Your Phone

• 3.1.3   Customising the Buttons
Create or re-arrange a DSS button or a G-DSS button.

◆◆ *Transferring a call on the ISDN Telephone Company*

PT

During a conversation

TRANSFER OR hookswitch	C.Tone	✳ 6 2	phone no.	Talk.	On-hook.
Press **TRANSFER** or **hookswitch**.		Dial ✳**62**.	Dial **phone number**.	The destination is confirmed before sending. This can be disregarded.	
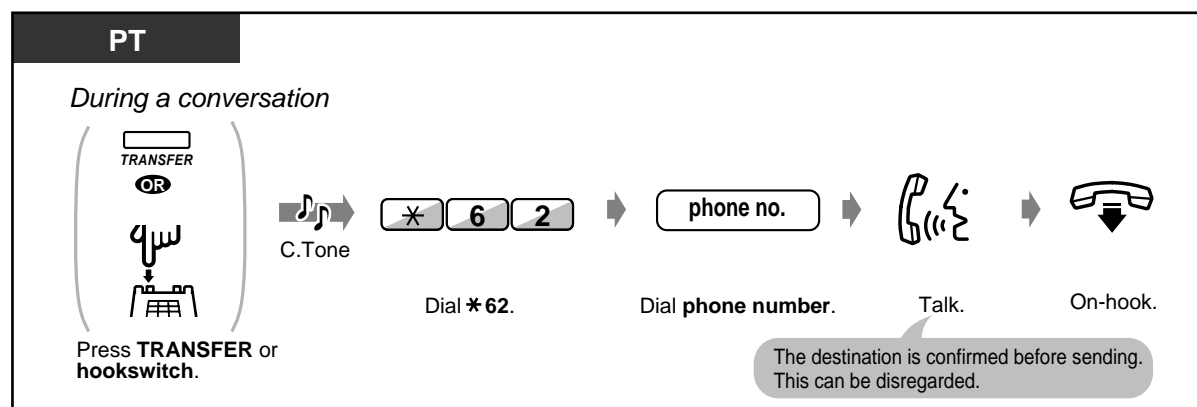
• To retrieve the held call, press the TRANSFER button or the hookswitch.

• Even if you go on-hook while transferring a call, it is transferred.

• After the call is transferred, the line becomes idle.

User Manual

1.4.2 Holding a Call

— Holding
— Holding an outside call on ISDN line
— Holding in a system parking zone (Call Park)

• **If a call is not retrieved within a specified time**, you will hear an alarm as a reminder. And, if an outside call is not answered within a specified time, it is automatically disconnected.

◆ *Holding*

There are two types of holding. The difference in them is that other people can retrieve your held call (Regular Hold) or not (Exclusive Call Hold). As they can be alternated, ask the current mode to your manager.

PT/PS

During a conversation

HOLD

OR

TRANSFER

C.Tone

✳ 5 0

C.Tone

On-hook.

Press **HOLD**. Or press **TRANSFER** and then enter ✳**50**.

SLT

During a conversation

Press **hookswitch**.

Enter ✳**50**.

✳ 5 0

C.Tone

On-hook.

◆ *To retrieve a call*

PT/SLT/PS

● *At the holding extension*

Off-hook.   Press flashing **CO/INTERCOM/G-DN**.   Talk.
                 Or enter ✳**50**.

● *For an outside call from another extension (only Regular Hold)*

Off-hook.   Press **CO.**   C.Tone   Talk.
                 Or enter ✳**53** and then dial **held line number**
                 (3 digits).

● *For an intercom call from another extension (only Regular Hold)*

Off-hook.   Enter ✳**51**.   C.Tone   Talk.

Press **DSS** or dial
**holding extension
number**.

• The CO, G-DN or INTERCOM button light shows the current status as follows:
— Regular Hold mode
Flashing green slowly: Your held call
Flashing red: Another extension's held call
— Exclusive Call Hold mode
Flashing green rapidly: Your held call
Red on: Another extension's held call

• **Hold Mode Change (PT only)**
After pressing a HOLD button, if you press the HOLD button again, the status switches from
the Regular Hold mode to the Exclusive Call Hold mode or from the Exclusive Call Hold
mode to the Regular Hold mode.

• **For simple operation,** you can automatically hold a call by pressing another CO, G-DN or
INTERCOM button only if pre-programmed. **(Automatic Call Hold)** Consult your dealer.

• You can hold and page a call with one-touch. Refer to "Holding and paging a call with one-
touch".

◆◇ *Holding an outside call on ISDN line*

The call is held on ISDN, not in your PBX.

◆ *To hold*

PT/SLT/PS

During a conversation

TRANSFER
OR

➡🎵 C.Tone   ✳ 6 2   ➡🎵 C.Tone   ☎ On-hook.

Press **TRANSFER** or **hookswitch**.   Enter ✳**62**.

◆ *To retrieve*

PT/SLT/PS

While hearing a dial tone from the telephone company

TRANSFER
OR

➡ 📞 Talk.

Press **TRANSFER** or **hookswitch**.
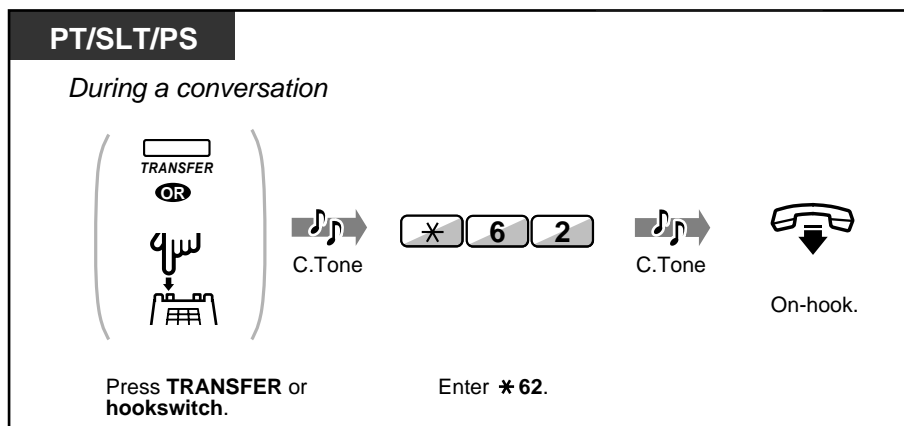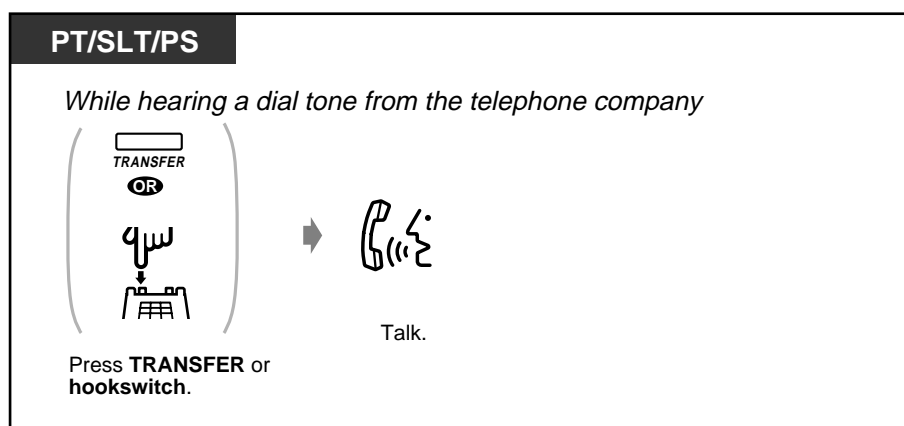
◆◆ *Holding in a system parking zone (Call Park)*

You can put a call on hold in a common parking zone of the PBX. You can select to put a call in the specified parking zone or automatically. Any extension can retrieve the parked call. You can use this as one of transferring features.

◆ *To set*

PT/PS

During a conversation

▭
(Call Park)

Press **Call Park**.

PT/PS

During a conversation

▭ → ✳ 5 2 → (parking zone no.) Specified → ♪♫ → ☎
TRANSFER   **OR**   C.Tone   On-hook.
                                             ✳   Auto

Press **TRANSFER**.   Dial ✳**52**.   Enter a specified **parking zone number** (2 digits) or press ✳ to park at an idle park area automatically.

If you hear a busy tone, enter another parking zone number or press ✳ again.

SLT

During a conversation

☎ → ✳ 5 2 → (parking zone no.) → ♪♫ → ☎
                                        C.Tone   On-hook.

Press **hookswitch**.   Dial ✳**52**.   Enter a specified **parking zone number** (2 digits).

If you hear a busy tone, enter another parking zone number.

◆ *To retrieve*

PT/SLT/PS

Off-hook.	Enter ✱**52**.	Dial **stored parking zone number** (2 digits).	C.Tone	Talk.

PT/PS

During a conversation

(Call Park)

Press a flashing **Call Park**.
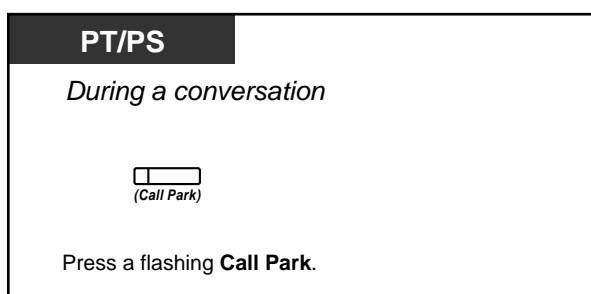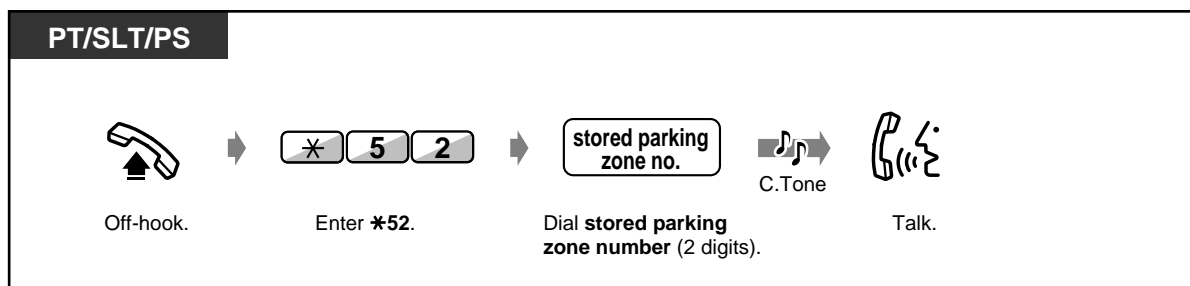
- • If a call is parked automatically, confirm the parking zone number on the display.

- • **If you hear a reorder tone when retrieving a parked call,** there is no held call. Confirm the stored parking zone number.
- • After you park a call, you can perform other operations.
- • There are two kinds of the Call Park button, for Automatic or for Specified parking zone. The only call held in the specified parking zone can be retrieved by pressing the Call Park button.

Customising Your Phone
- • 3.1.3 Customising the Buttons
  Create or re-arrange a Call Park button.

1.4.3 Talking to Two Parties Alternately (Call Splitting)

When talking to one party while the other party is on hold, you can swap the calls back and forth (alternately).

◆ *To alternate the call between the parties while having a call on hold temporarily*

PT/PS	SLT
During a conversation with a held call	*During a conversation with a held call*
⬜ TRANSFER	📞
Press **TRANSFER**.	Press **hookswitch**.

◆ *To alternate the call between the parties while having a call on Hold mode*

PT

During a conversation

Press desired **CO**, **G-DN** or **INTERCOM**. ➡ Talk to the other party. ➡ Press the held **CO**, **G-DN** or **INTERCOM**. ➡ Talk to the original party.
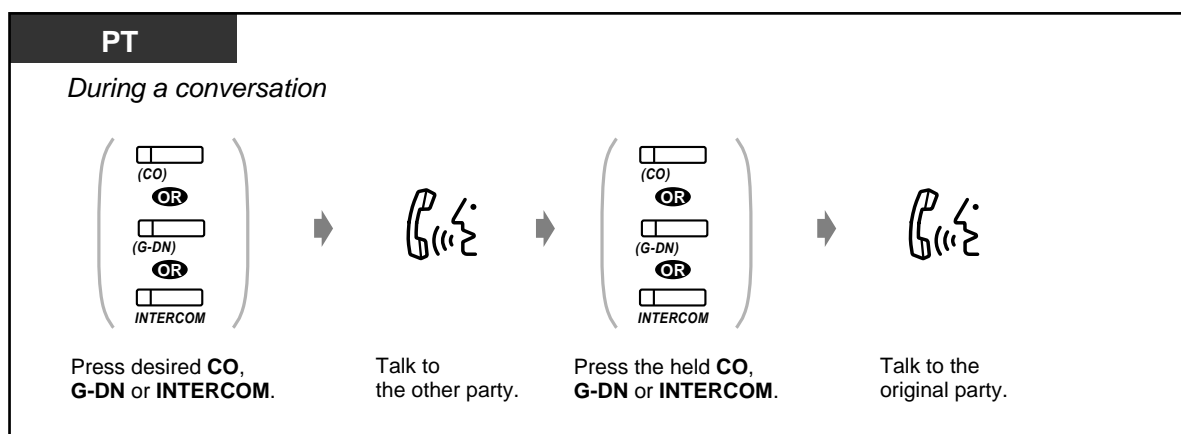
◆ *To alternate the call between the parties while having a call on Call Hold mode*

PT

During a conversation
● *When both parties are extension parties*

HOLD
⬜

Press **HOLD**.

1.4.4 Answering a Call Waiting

— Answering a call waiting in the PBX

— Answering a call waiting from the telephone company

◆◆ *Answering a call waiting in the PBX*

During a conversation, a call waiting tone or voice announcement through the speaker or the handset occurs when an outside call is received or another extension is letting you know another call is waiting. To activate this feature, set to "On". (Default: No tone) You can answer the second call by disconnecting the current call or placing it on hold.

◆ *To hold the current call and then talk to the new party*
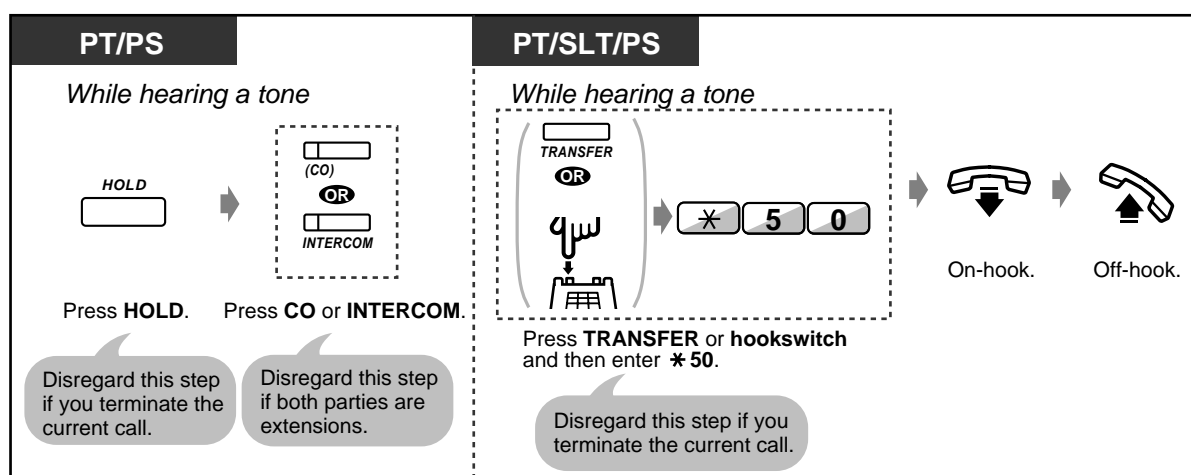
PT/PS

While hearing a tone

HOLD → (CO) **OR** INTERCOM

Press **HOLD**.   Press **CO** or **INTERCOM**.

Disregard this step if you terminate the current call.

Disregard this step if both parties are extensions.

PT/SLT/PS

While hearing a tone

TRANSFER **OR** hookswitch → ✳ 5 0 → On-hook. → Off-hook.

Press **TRANSFER** or **hookswitch** and then enter ✳ **50**.

Disregard this step if you terminate the current call.

> • **Depending on the other party's telephone,** the "Off-Hook Call Announcement (OHCA)" and the "Whisper OHCA" functions can be applied. You can talk to the other party through the speaker and the microphone (OHCA) or you only receive a call announcement through the handset (Whisper OHCA), while they are having another conversation using the handset.
>
> • The caller's name or number is displayed for five seconds in ten second intervals before answering a call.

Customising Your Phone

• 3.1.2   Initial Settings—**Call Waiting Tone Type Selection**
Determine the tone depending on the second party, either an outside call or an extension.

Default

15 s

5 s

Special Tones

OR
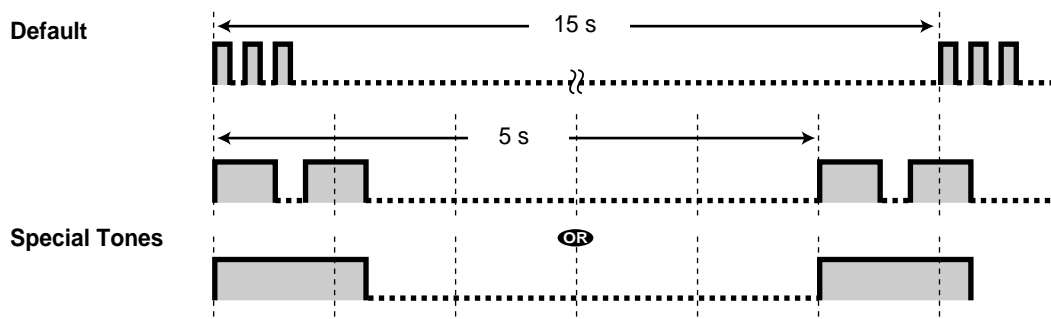
◆◇ *Answering a call waiting from the telephone company*

This is an optional telephone company service. You can receive a call waiting tone and a caller's information. For details, consult your telephone company.

PT/PS	PT/SLT/PS
While hearing a tone	*While hearing a tone*
FLASH	TRANSFER **OR** hookswitch ➡ ✳ 6 0
Press **FLASH**.	Press **TRANSFER** or **hookswitch**. Enter ✳**60**.
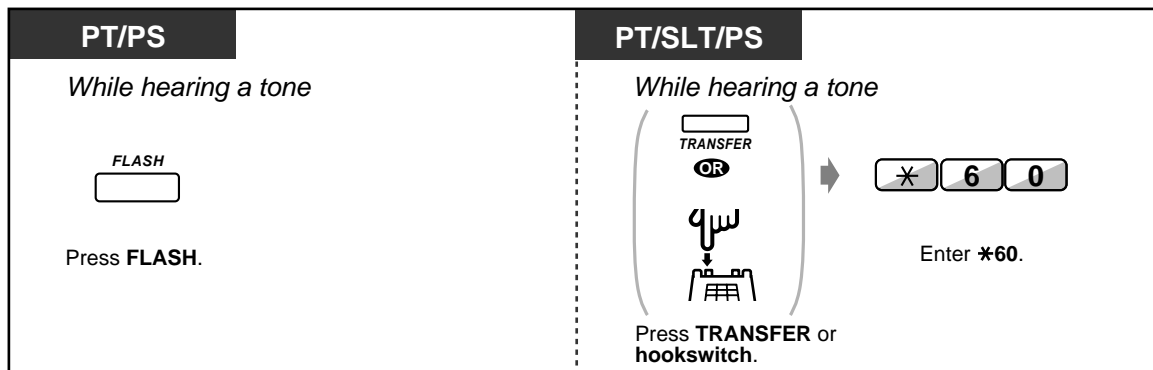
- **To return to the original party,** repeat the operation.
- In this case, FLASH button on a proprietary telephone is in the External Feature Access (EFA) mode.

1.4.5 Multiple Parties Conversation

— Adding other parties during a conversation (Conference)
— Leaving a conference
— Adding a third party during a conversation on ISDN service
— Letting a third party join your call (Privacy Release)

◆◆ *Adding other parties during a conversation (Conference)*

PT/PS

During a conversation

CONF **OR** TRANSFER	→	desired phone no.	→	📞	→	CONF / C.Tone	→	📞
Press **CONF** or **TRANSFER**.		Dial **desired phone number**.		Talk to the new party.		Press **CONF**.		Talk with multiple parties

Seize outside line before dialling outside phone number.

PT/SLT/PS

During a conversation

TRANSFER **OR** ⤓	→	desired phone no.	→	📞	→	TRANSFER **OR** ⤓	→	3 ↻
Press **TRANSFER** or **hookswitch**.		Dial **desired phone number**.		Talk to the new party.		Press **TRANSFER** or **hookswitch**.		Enter **3**.

Seize outside line before dialling outside phone number.

C.Tone 📞

Talk with multiple parties.

◆ *To add four and more parties in conference*

PT/PS

During a conversation

To continue

CONF	desired phone no.		CONF	C.Tone	
Press **CONF**.	Dial **desired phone number**.	Talk.	Press **CONF**.		Talk.

> Seize outside line before dialling outside phone number.
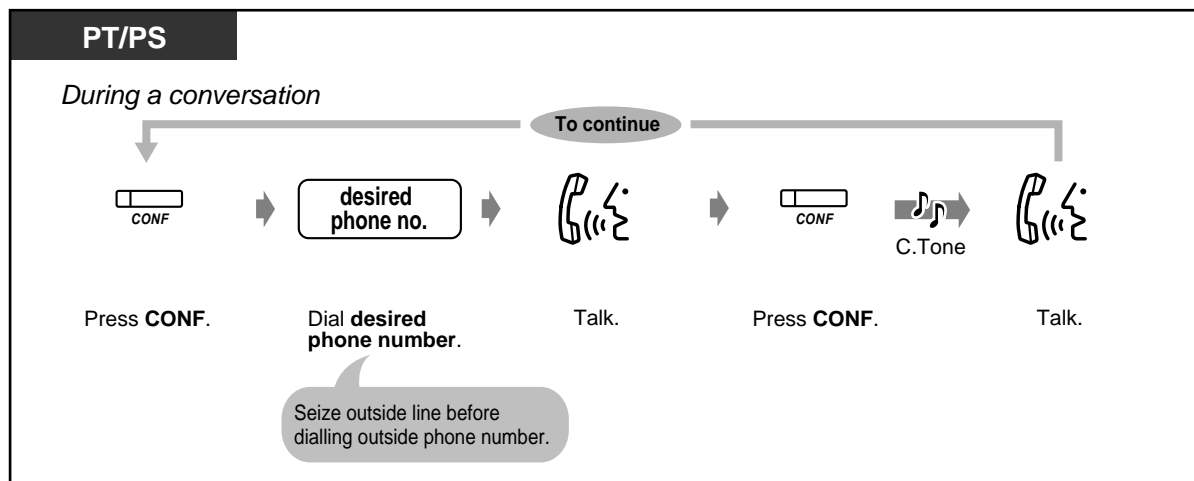
◆ *To talk to one party by disconnecting the other when one of these parties is an outside call*

PT/PS

(CO)
OR
(G-DN)
OR
INTERCOM

C.Tone

Talk.

Press flashing green **CO**, **G-DN** or **INTERCOM**.
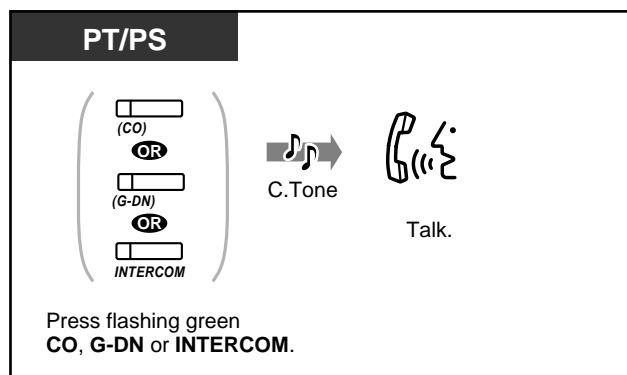
◆ *To talk alternately on three-party conversation*

PT/SLT/PS

During a conversation

TRANSFER
OR

Press **TRANSFER** or **hookswitch**.

User Manual
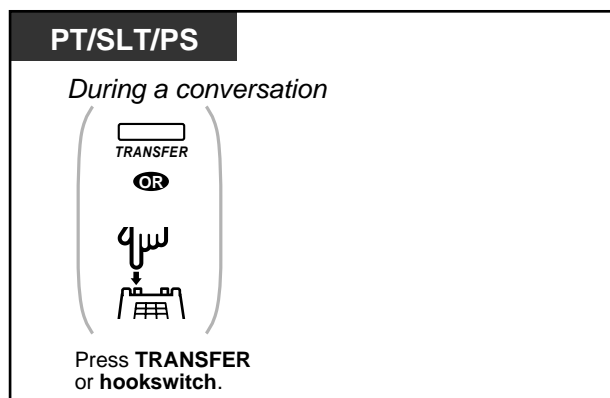
- During a three-party conversation, when you press TRANSFER or hookswitch, you can talk to the party who had a conversation previously. If you want to talk to the third party, press TRANSFER or hookswitch again.
- You can have a conference with maximum eight extensions (including intercom or outside lines) simultaneously.

Customising Your Phone
- 3.1.3   Customising the Buttons
  Create or re-arrange a Conference button.

◆◆ *Leaving a conference*

The other two parties can continue their conversation.

◆ *To leave a conference*

PT
When you are talking with two external parties (Unattended Conference)

CONF — Some extensions may be restricted from performing this function.

Press **CONF**.

◆ *To return while others are talking*

PT

CONF

OR

(CO) / (G-DN) / INTERCOM

Press **CONF** or
flashing green **CO/G-DN/INTERCOM**.

- **Time limit**
  Both parties will hear an alarm tone fifteen seconds before a specified time period. (Default: 10 minutes) The originating extension will hear an alarm tone fifty seconds before the time. The call is disconnected when the time runs out unless the originating extension returns to the conference.
- To complete a conversation, go on-hook.

Customising Your Phone
- 3.1.3   Customising the Buttons
  Create or re-arrange a Conference button.

◆◆ *Adding a third party during a conversation on ISDN line*

PT/PS

During a conversation on ISDN line.

TRANSFER → ✱ 6 1 → desired phone no. → 📞 → CONF **OR** TRANSFER → ✱ 6 1

Press **TRANSFER**. Dial ✱**61**.

Dial **desired phone number**.

Seizing outside line before dialling outside phone number.

Talk.

Press **CONF**. Or press **TRANSFER** and then dial ✱**61**.

Dial ✱**61**.

→ 📞

Talk.

SLT

During a conversation on ISDN line.

Press **hookswitch**. ✱ 6 1 → desired phone no. → 📞 → Press **hookswitch**.

Dial ✱**61**.

Dial **desired phone number**.

Talk.

Seizing outside line before dialling outside phone number.

→ ✱ 6 1 → 📞

Dial ✱**61**.

Talk.

• To leave a conference, go off-hook.

Letting a third party join your call (Privacy Release)

You can let a third party join your current outside call.

To set

PT/PS

During a conversation

(S-CO)

Press green
S-CO.

→ Ask the third party to perform the step below.

(S-CO)

Press flashing green
S-CO within 5 seconds.

To prolong,
press **S-CO** again.

C.Tone

Talk.

A three-party conversation
is now established.
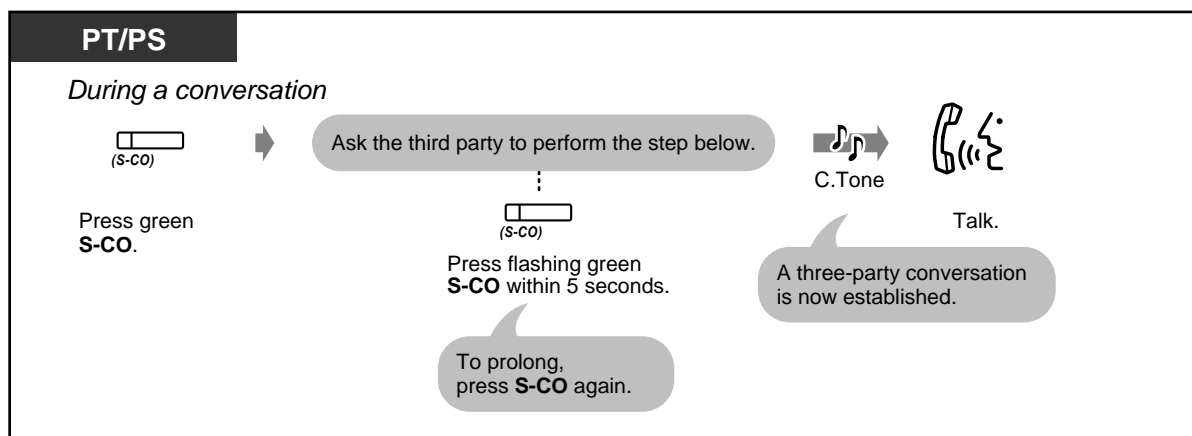
- This feature overrides "Data Line Security" and "Executive Busy Override Deny".
- The only S-CO button is used for this operation.

1.4.6   Mute

You can disable the microphone or the handset to consult privately with others in the room while listening to the other party on the phone through the speaker or the handset.

◆ *To set/cancel*

PT
During a conversation
AUTO ANSWER / **MUTE**
OR
VOICE CALL / **MUTE**
Press **MUTE**.
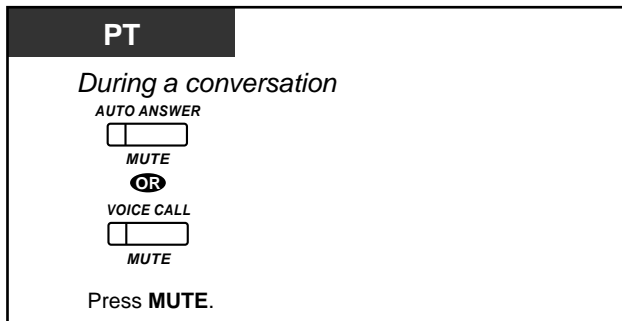
- The AUTO ANSWER/MUTE or VOICE CALL/MUTE button light shows the current status as follows:
  Off: Normal
  Flashing red: Mute
- If a mute is used during OHCA, it will become Handset Mute.

1.4.7 Letting Other People Listen to the Conversation (Off-Hook Monitor)

You can let other people in the room listen to the conversation through the speaker while continuing the conversation using the handset.

◆ *To set/cancel*

D-PT
During a conversation using the handset
SP-PHONE
Press **SP-PHONE**.
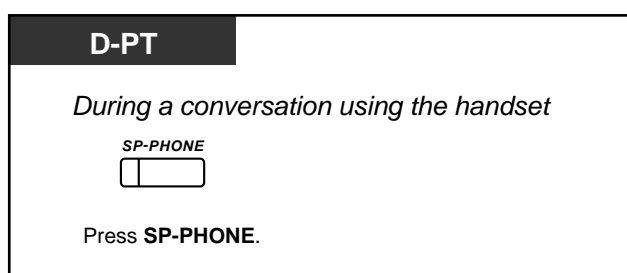
- The SP-PHONE button light shows the current status as follows:
  Off: The voice is heard through the handset.
  On: The voice is heard through the speaker and the handset.
- This feature can work by programming. Ask your manager.

- **Hands-free operation**
  You can have a conversation in the hands-free mode with the SP-PHONE button. You can perform other tasks simultaneously.
  Helpful hints for the hands-free operation
  Use your telephone in a quiet room for best performance.
  If the other party has difficulty hearing you, decrease the volume.
  If you and the other party talk simultaneously, parts of your conversation will be lost. To avoid this, talk alternately.

1.4.8   Saving a Number (Notebook Function)

You can store a desired outside phone number in the memory during a
conversation or while in on-hook. You can dial the stored number easily.

◆ To store

D-PT

During a conversation or while in on-hook

SAVE ➡ phone no. ➡ SAVE

Press **SAVE**.   Enter **phone number**.   Press **SAVE**.

◆ To confirm and dial

PT

SAVE ➡ ➡

Press **SAVE**.   Off-hook.   Talk.
until the desired
party appears.
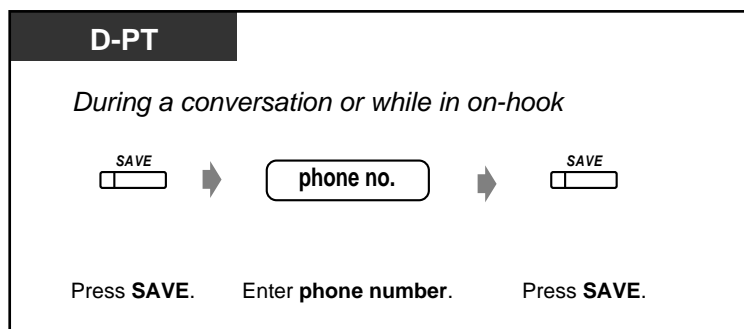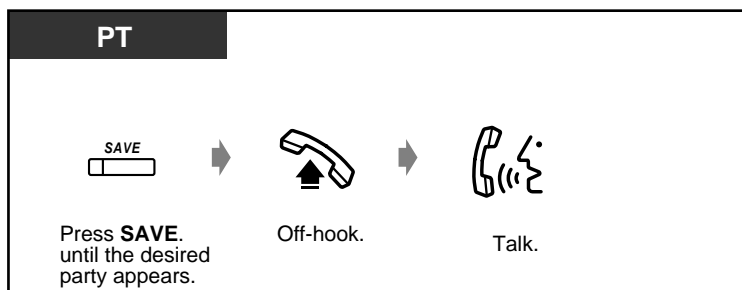
• **To erase the entry**, use "←" to back space.

Customising Your Phone
• 3.1.3   Customising the Buttons
Create or re-arrange a Save button.

1.5   Before Leaving Your Desk

1.5.1   Forwarding Your Calls (Call Forwarding)

— Forwarding your calls (Call Forwarding)

— Forwarding your calls on ISDN line

◆◆ *Forwarding your calls (Call Forwarding)*

You can have your incoming calls forwarded to a
specified destination. According to intercom or outside
incoming calls, you can set different destinations each.

All Calls:
All calls are forwarded. The pre-set extensions also
set their own receiving group.
Busy:
All calls are forwarded when your extension is busy.
No Answer:
All calls are forwarded when you do not answer the
call.
Busy/No Answer (BSY/NA):
All calls are forwarded when you do not answer
within a specified time period or when your
extension is busy.
To Outside Line with Internal Ring:
All calls are forwarded to an outside party. And the
forwarded extension also rings simultaneously.
Some extensions may be restricted from
performing this function.
Follow Me (From):
If you fail to set the above-mentioned "All Calls" to
forward before you leave your desk, you can set the
same functions from the destination extension.

No Picture Available
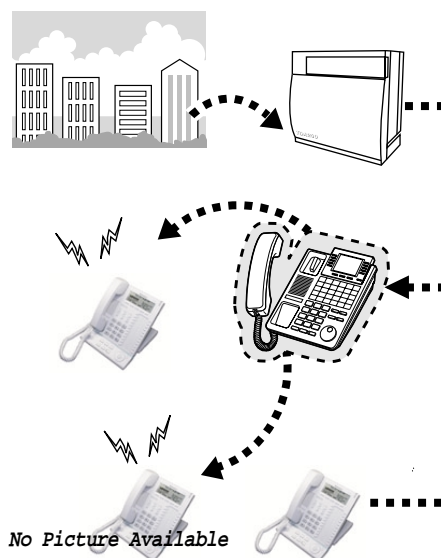
- You can set your mailbox or mobile telephone as the forwarded destination.
- Incoming calls can be forwarded up to four times.
- **Boss-Secretary function**
  The extension which has been set as the destination can call the forwarding extension.

<Example>

Call

*Fowarding
extension*   *Forward
set*   *destination*

◆ *To set/cancel*

PT/SLT/PS

Off-hook.

FWD/DND — All

OR

(FWD/DND -External) — Outside Line

OR

(FWD/DND -Internal) — Intercom

OR

[✱] [7] [1]

[0] All

OR

[1] Outside Line

OR

[2] Intercom

Press **desired button** or enter **✱71** and then **0** to **2** as you desire.

[0] Cancel
[2] All Calls
[3] Busy
[4] No Answer
[5] Busy/No Answer
[6] To Outside Line with Internal Ring*

Enter **required number**.

For "Cancel", go on-hook directly.

/ (DSS) (G-DSS)

OR

destination extension no.

OR

outside line no. → outside phone no.

(Max. 32 digits)

Press **DSS**/**G-DSS** or enter **destination extension number**. Or enter **outside line number** and then **outside phone number**.

[#]

C.Tone

Enter **#**.

On-hook.

!! • * After pressing 6 (for "To Outside Line with Internal Ring"), only outside line number + outside phone number can be entered.

◆ *To set at another extension*

PT/SLT/PS

Off-hook.

FWD/DND — All
OR
(FWD/DND -External) — Outside Line
OR
(FWD/DND -Internal) — Intercom

OR

✻ 7 1

0 All
OR
1 Outside Line
OR
2 Intercom

Press **desired button** or enter ✻**71** and then **0** to **2** as you desire.

7 Follow Me
8 Follow Me Cancel

Enter **7** or **8**.

your extension no.

Enter your extension number.

C.Tone

On-hook.

For "Follow Me Cancel", go on-hook directory.

◆ *To set the time for "No Answer" and "Busy/No Answer"*

PT/SLT

Off-hook.

✻ 7 1 3

Enter ✻**713**.

time

Enter **time** (**seconds** (2 digits)).

C.Tone

On-hook.
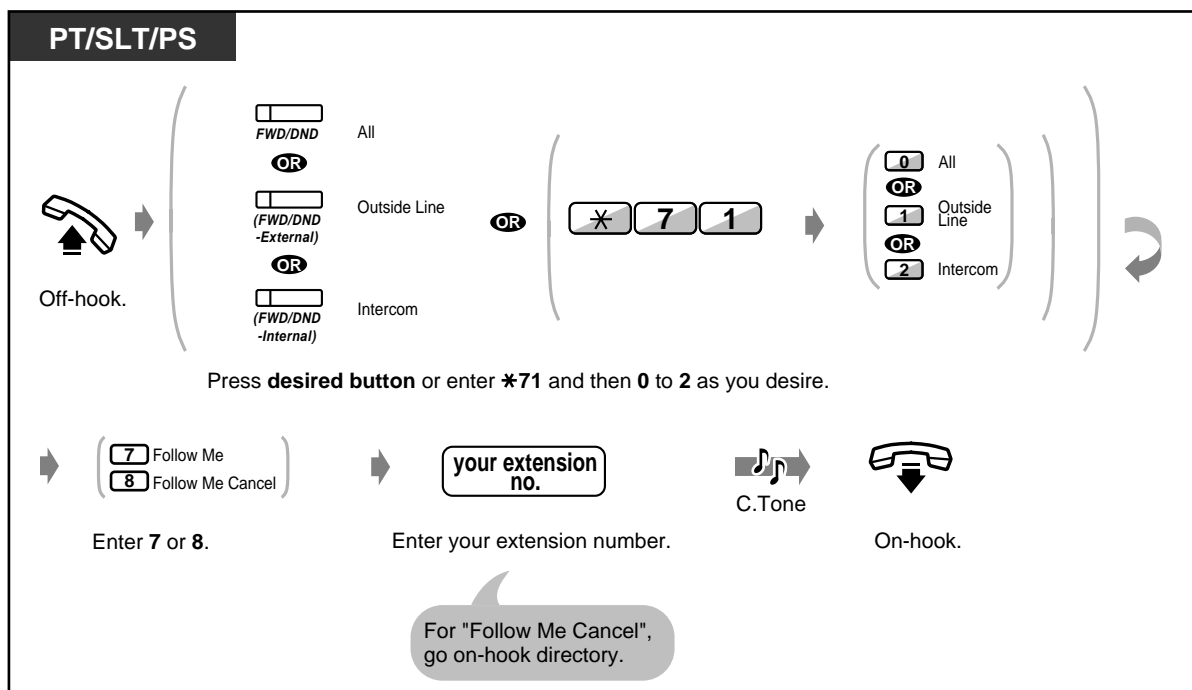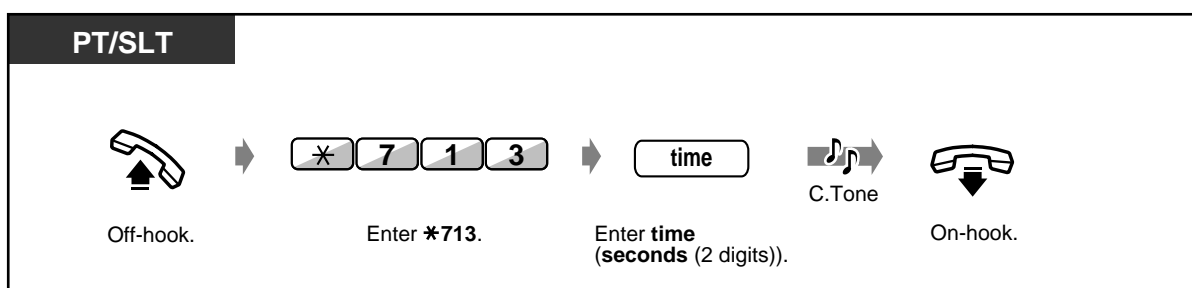
◆ *To set/cancel (Forwarding Calls from a Receiving Group)*
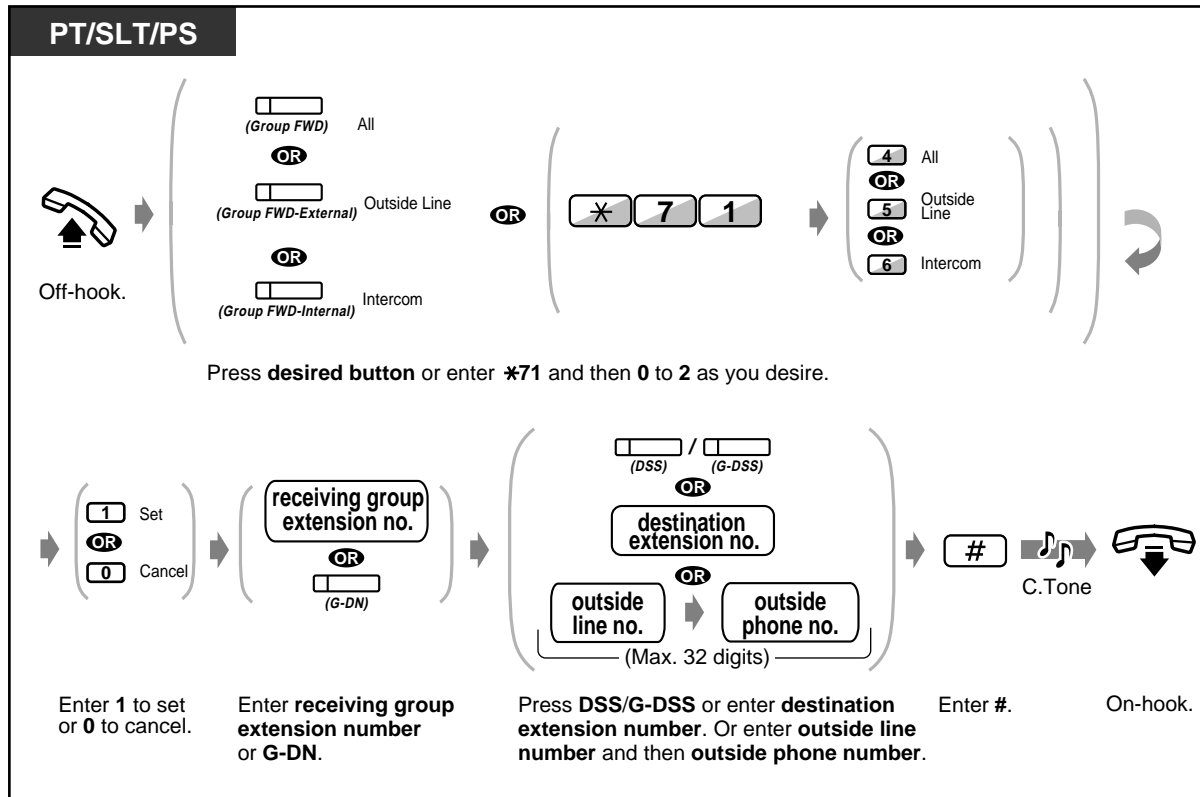
> • The FWD/DND button button light shows the current status as follows:
>   **Off**: Both features are not set.
>   **Red on**: FWD mode
>   **Flashing red**: DND mode
> • The Group FWD button light shows the current status as follows.
>   **Off**: No set
>   **Red on**: FWD mode
> • The transferred outside call is also forwarded to the destination assigned for outside calls.
> • You can change the mode by pressing the FWD/DND button or the Group FWD button while in on-hook.

Customising Your Phone

- 3.1.3   Customising the Buttons
  Create or re-arrange a FWD/DND button or a Group FWD/DND button.

◆◆ *Forwarding your calls on ISDN Service*

All calls are forwarded to an outside party by ISDN line on one of the following conditions. This is the Call Forwarding feature provided by the ISDN service.

— Unconditionally **(Call Forwarding Unconditional [CFU])**
— When your extension is busy **(Call Forwarding Busy [CFB])**
— When you do not answer **(Call Forwarding No Reply [CFNR])**

◆ *To set*

PT/SLT/PS

Off-hook.	Enter ✳7✳5.	Enter **required number**.		Enter your **multiple subscriber number (MSN)**.

2 Unconditional
3 Busy
4 No Reply

your MSN

✳ 7 ✳ 5

#	desired phone no.	#	C.Tone	On-hook.
Enter **#**.	Enter **desired phone number**.	Enter **#**.		On-hook.

◆ *To cancel*

PT/SLT/PS

✳ 7 ✳ 5 → 0 → your MSN → #

Off-hook.	Enter ✳7✳5.	Enter **0**.	Enter **your multiple subscriber number (MSN)**.	Enter **#**.

C.Tone

On-hook.
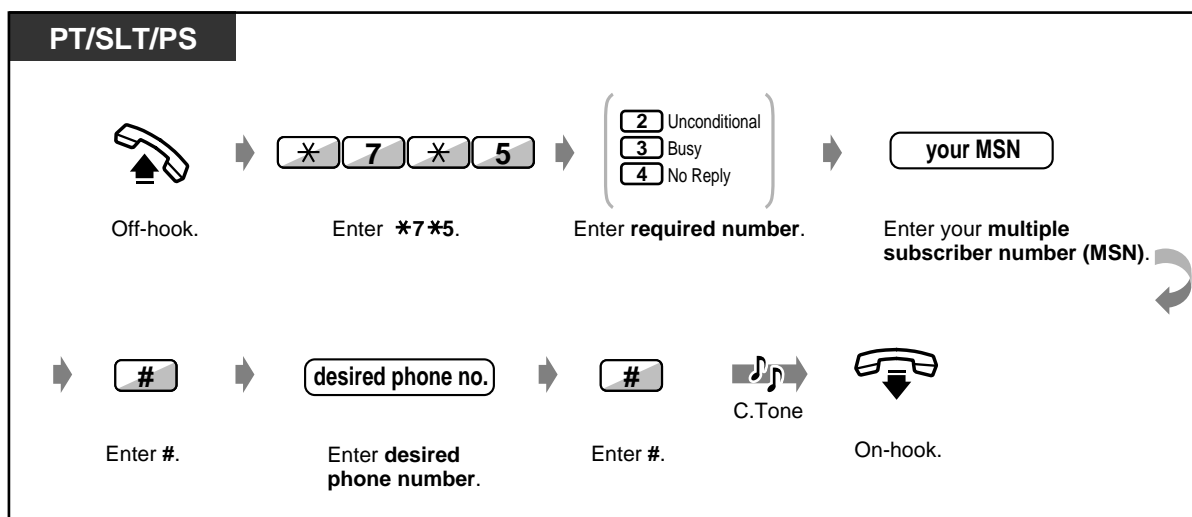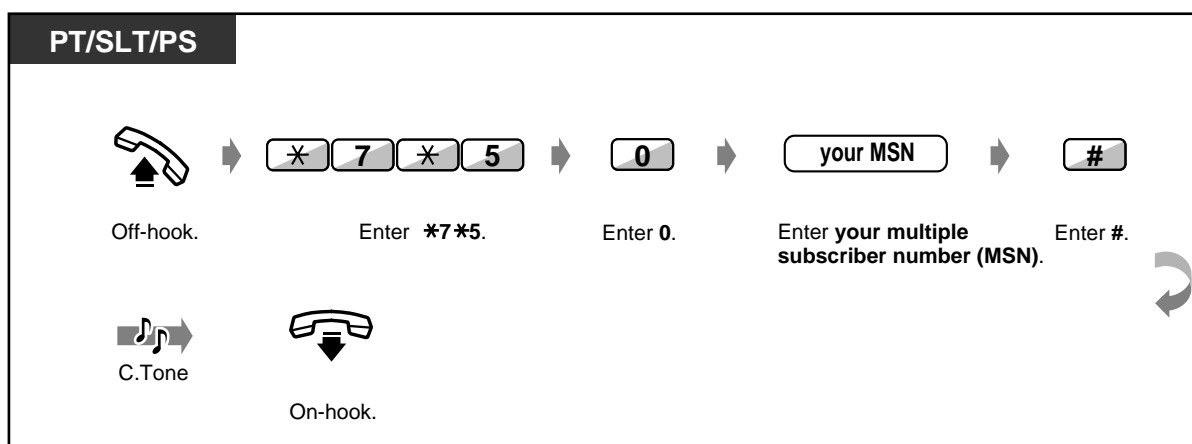
◆ *To confirm the condition*

PT/PS

✳ 7 ✳ 5 → 1 → your MSN → #

Off-hook.	Enter ✳7✳5 .	Dial **1**.	Enter **your multiple subscriber number (MSN)**.	Dial **#**.

C.Tone

On-hook.
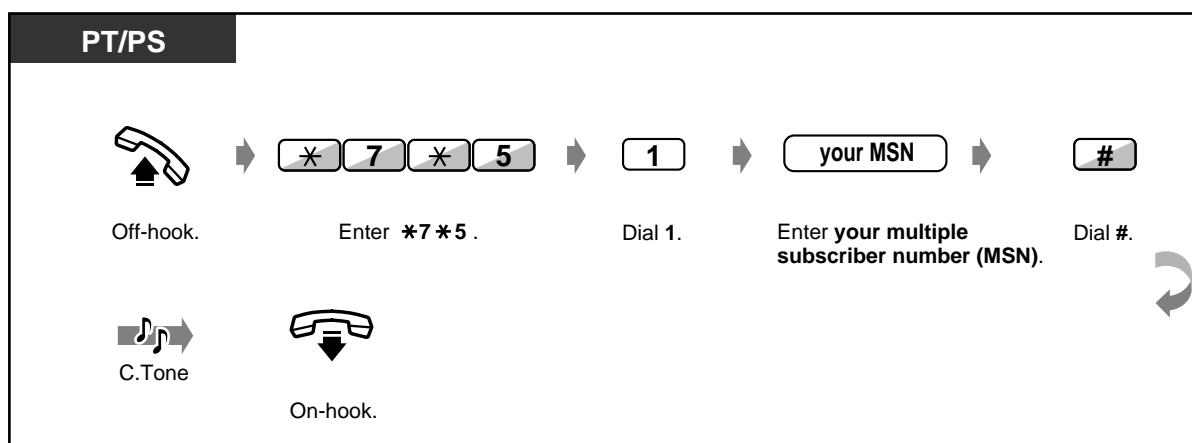
1.5.2 Showing a Message on the Caller's Telephone Display (Absent Message Capability)

You can show the reason for your no-answer, if the caller uses a Panasonic display proprietary telephone. There are eight pre-programmed messages and one for your personal message (16 characters). The selected message is shown on the display of your telephone at any time.

Message no.	Default Message
1	Will Return Soon
2	Gone Home
3	At Ext %%% (Extension number)
4	Back at %%:%% (Hour:Minute)
5	Out until %%/%% (Month/Day)
6	In a Meeting
7	
8	
9	*A message assigned for each extension.*

◆ *To set*
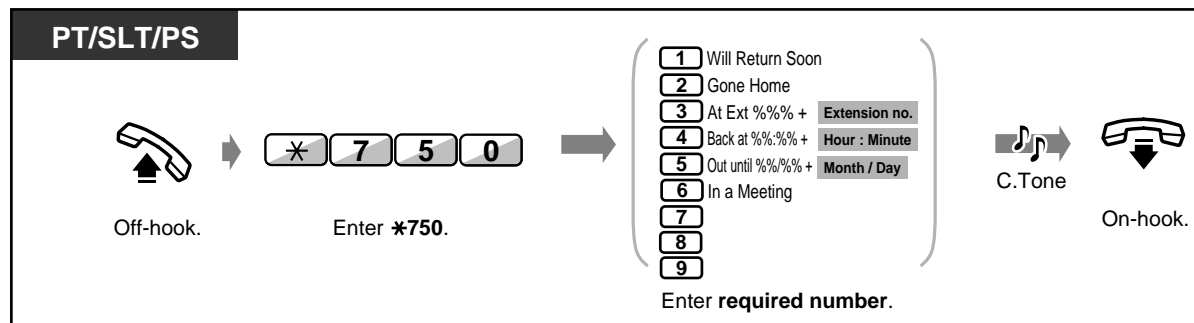
◆ *To cancel*
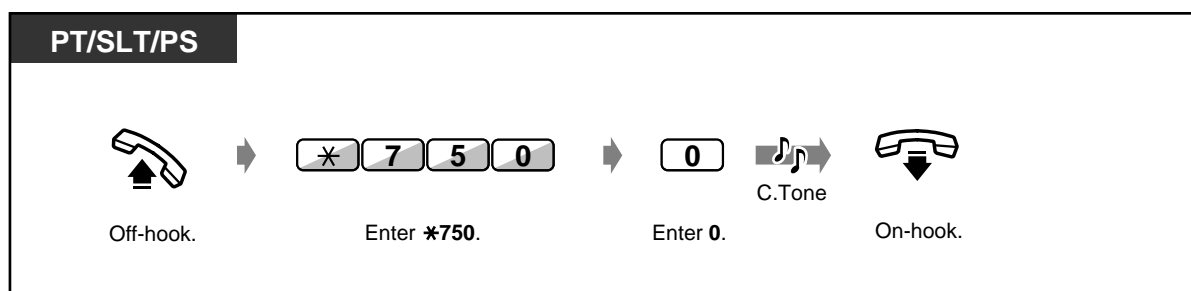
- Enter the desired value in the "%" space.
  You must make your message in all of the "%" using 0 to 9, #, or ✶.
- The default message can be changed. Consult your dealer.

1.5.3 Preventing Other People from Using Your Telephone (Electronic Extension Lockout)

No Picture Available

◆ To lock

PT/SLT/PS

☎ ➡ [✳][7][7] ➡ [1] ➡ (lock code) ➡ [#] ➡ (same lock code)

Off-hook.　　Enter ✳**77**.　　Enter **1**.　　Enter **lock code** (max. 10 digits).　　Enter **#**.　　Enter **same lock code** (max. 10 digits).

➡ [#] ➡ 🎵➡ C.Tone ☎ On-hook.

Enter **#**.　　On-hook.

◆ To unlock

PT/SLT/PS

☎ ➡ [✳][7][7] ➡ [0] ➡ (stored lock code) ➡ [#] 🎵➡ C.Tone ☎
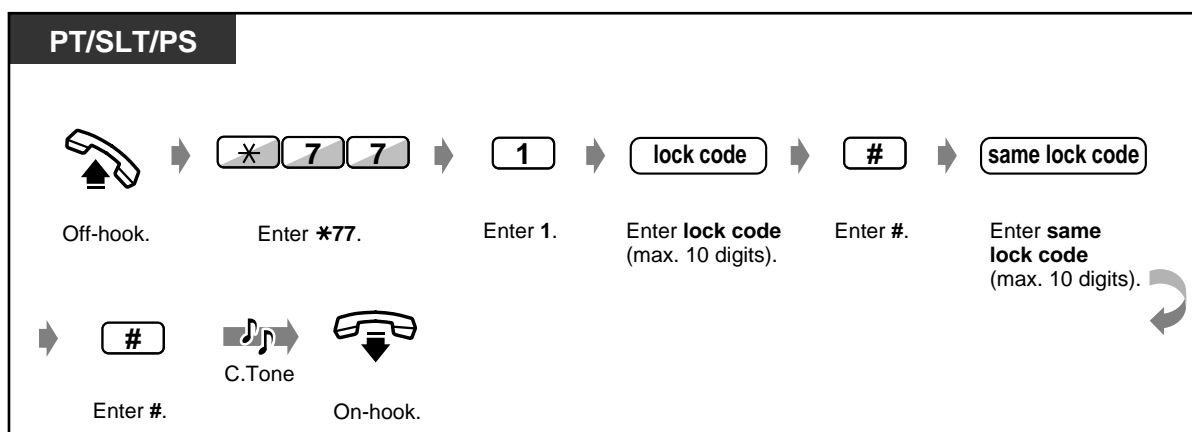
Off-hook.　　Enter ✳**77**.　　Enter **0**.　　Enter **stored lock code** (max. 10 digits).　　Enter **#**.　　On-hook.
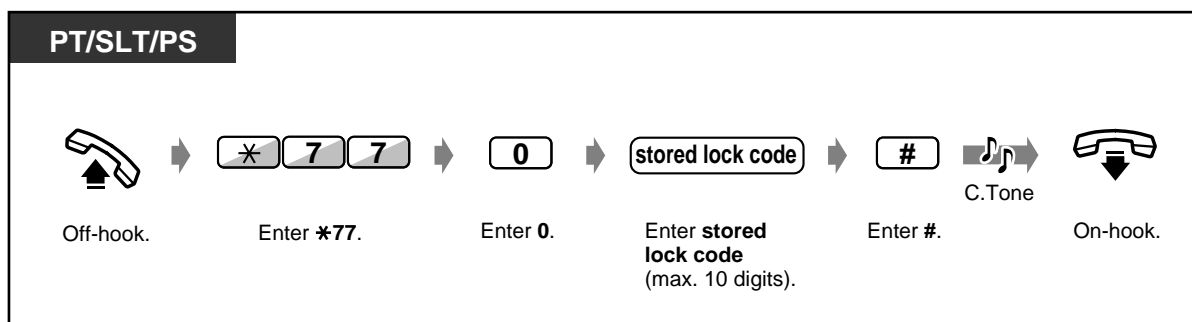
- **If you forget the lock code or cannot unlock your phone,** consult your manager. He can unlock your extension (Remote Extension Lock Control).
- If your extension is locked by this feature, it cannot perform feature as follows:
— Making outside calls
— Changing the FWD/DND assignment

1.6 Making/Answering an Announcement

1.6.1 Paging

— Paging (Regular)

— Holding and paging a call with one-touch

— Parking and paging a call with one-touch

— Paging and then transfering a call

◆◇ Paging (Regular)

You can make a voice announcement to proprietary telephones and/or external speakers in the pre-set group simultaneously.

◆ To set

PT/SLT/PS

Off-hook. → Enter ✱33. → Dial **paging group number** (2 digits). → C.Tone → Announce. → Wait for an answer → Talk.
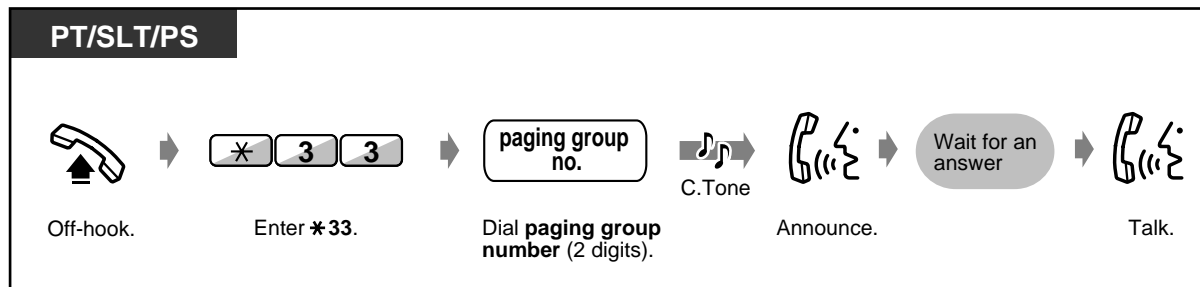
- If the group which you paged has already been used for paging, you hear a busy tone.

◆◆ *Holding and paging a call with one-touch*

You can hold and page a call simultaneously by pressing a pre-set flexible button.

◆ *To hold and page*

PT/PS
During a conversation

(Hold & Paging)   C.Tone

Press **Hold & Paging**.   Announce.   On-hook.
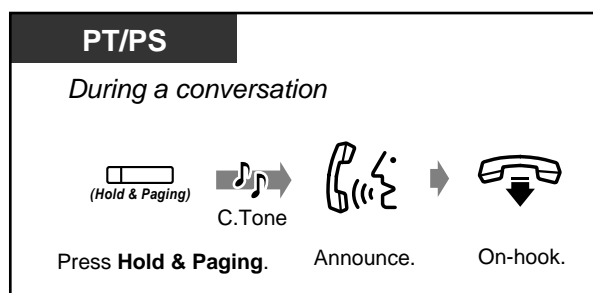
☞ **Customising Your Phone**
  3.1.3   Customising the Buttons
  Create or re-arrange a Hold & Paging button.

◆◆ *Parking and paging a call with one-touch*

You can hold a call in a parking zone and page simultaneously by pressing a pre-set flexible button.

◆ *To park and page*

PT/PS
During a conversation

(Park & Paging)   C.Tone

Press **Park & Paging**.   Announce.   On-hook.
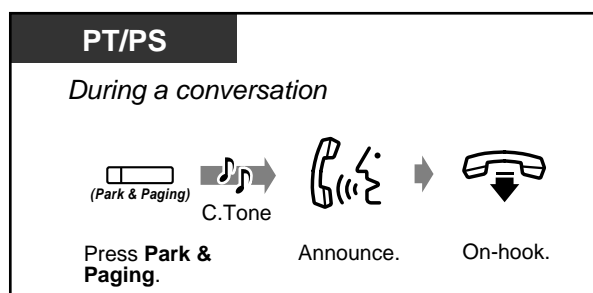
☞ **Customising Your Phone**
  3.1.3   Customising the Buttons
  Create or re-arrange a Park & Paging button.

◆◆ *Paging and then transferring a call*

PT/PS

During a conversation

TRANSFER ➡ ✳ 3 3 ➡ paging group no. ➡ C.Tone ➡ 🎵 ➡ Announce.

Press **TRANSFER**.   Enter **✳33**.   Dial **paging gruop number** .

The other party is placed on hold.

➡ Wait for an answer ➡ Talk. ➡ On-hook.

The held party and the paged extension are connected and start a conversation.
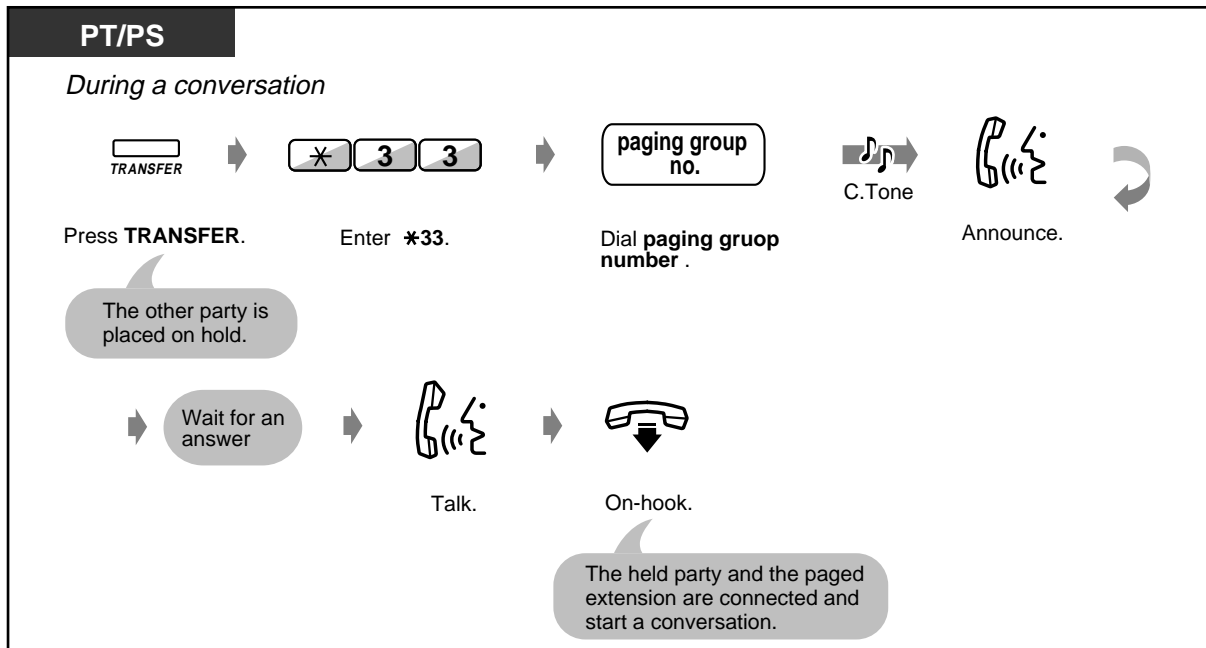
- After you go on-hook, the caller can talk to the person who answers the paging.

1.6.2 Answering/Denying a Paged Announcement

◆ **To answer**

PT/SLT/PS

Off-hook. → Enter ✳43. → C.Tone → Talk.
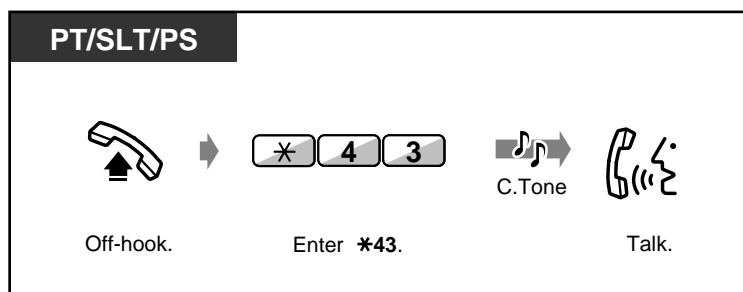
◆ **To set/cancel to deny a paged announcement**

PT/SLT

Off-hook. → Enter ✳721. → Dial **1** or **0**. (**1** Deny OR **0** Allow) → C.Tone → On-hook.
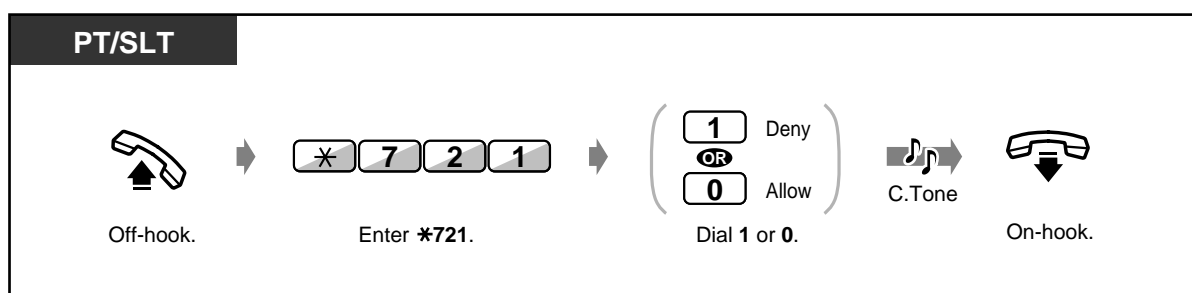
- A ringing or busy extension, an extension which sets DND or denies a paging, or single line telephone cannot receive a paged announcement.
- Even if the announcement is not paged to your extension, you can answer it, if it is paged to your group.

1.7 Setting the Telephone According to Your Needs

1.7.1 Setting the Alarm (Timed Reminder)

You can receive a ringback alarm at your telephone to remind you of a meeting, appointment or as a wake-up call. The setting can be for either once or daily (every day until cancelled) at a pre-set time. When you go off-hook to answer, you can hear the alarm tone or the pre-recorded message.

◆ **To set**

PT/SLT

Off-hook. → Enter ✱760. → Enter **1**.

12 H: hour/minute → **0** AM OR **1** PM

24 H: hour/minute

Enter **hour** (01-12) and **minute** (00-59) and then **0** for AM or **1** for PM.
Or enter **hour** (00-23) and **minute** (00-59).

→ **0** Once OR **1** Daily → C.Tone → On-hook.

Enter **0** for once or **1** for daily.

◆ **To cancel**

PT/SLT

Off-hook. → Enter ✱760. → Enter **0**. → C.Tone → On-hook.
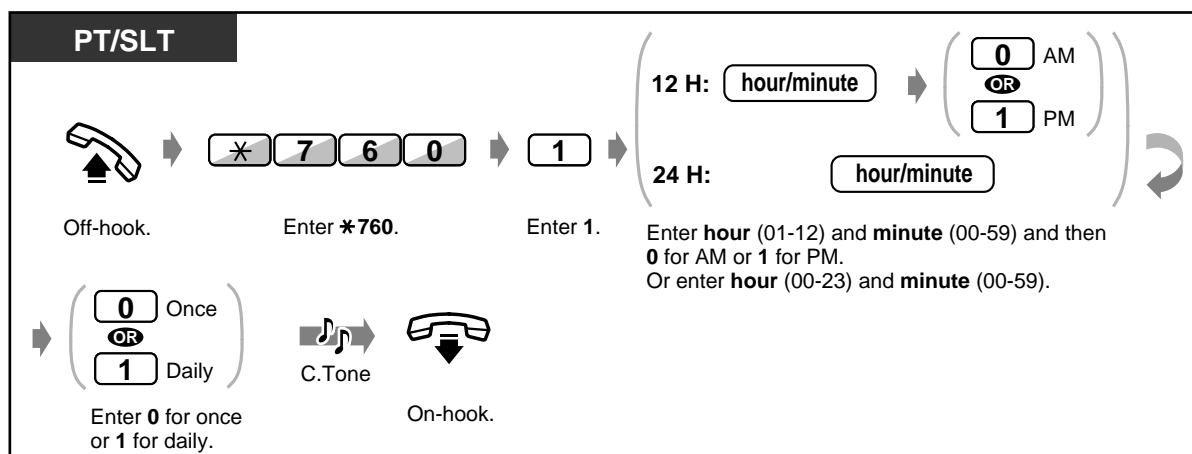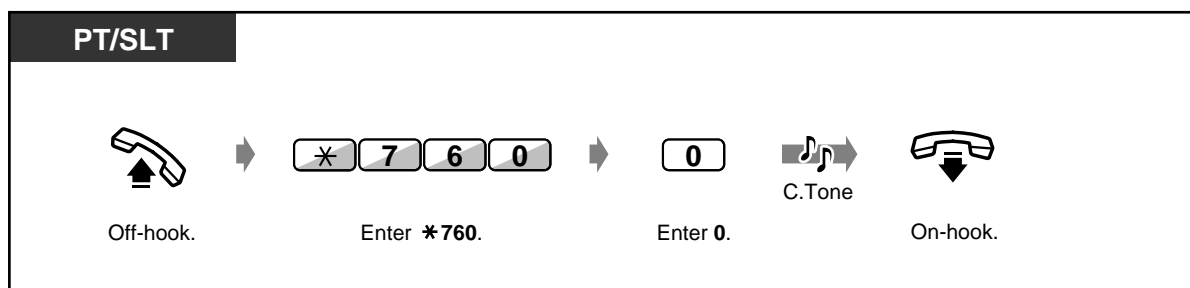
◆ **To stop or answer the ringback**

PT/SLT

INTERCOM
OR

Press **INTERCOM** or off-hook.
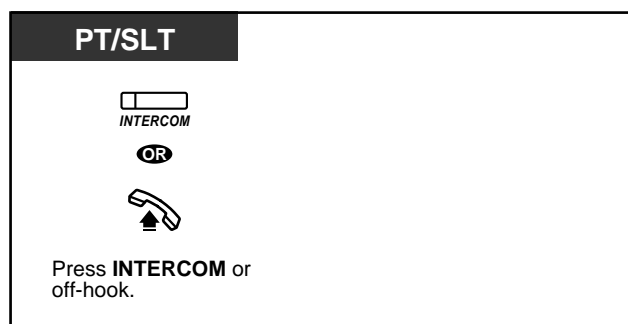
- The alarm keeps ringing for thirty seconds. And it can be set by specified extensions.
- **If you receive an incoming call during ringback,** the ringing starts after the ringback stops.
- **If you are having a conversation exceeding the specified time period,** the ringback will start after your conversation.
- When you go off-hook to answer, you can hear the alarm tone or the message which the operator pre-set.

1.7.2 Refusing Incoming Calls (Do Not Disturb [DND])

You may set this feature when you are in a meeting or busy.

◆ **To set/cancel**

PT/SLT/PS

Off-hook.

Press **desired button** or enter ✱**71** and then **0** to **2** as you desire.
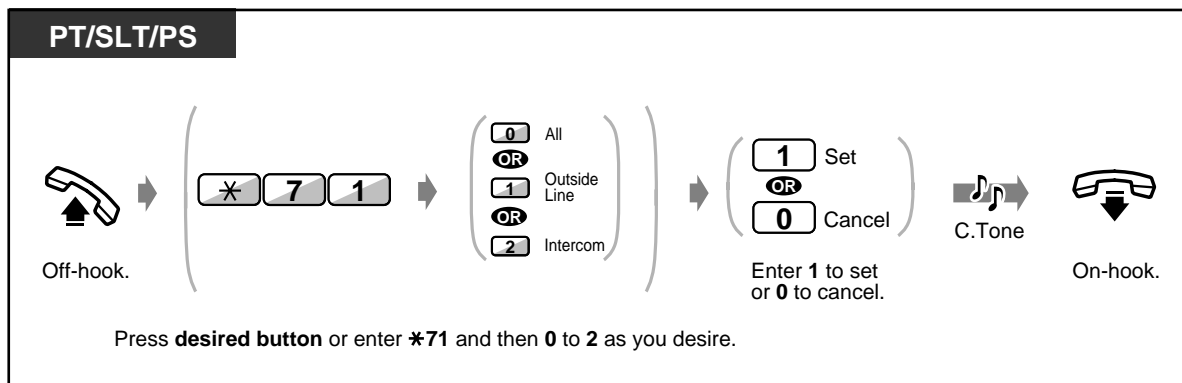
- The FWD/DND button light shows the current status as follows:
  Off: Both features are not set.
  Red on: FWD mode
  Flashing red: DND mode
- Specified extensions can override this setting and call DND extensions (Do Not Disturb Override).
- You can change the mode by pressing the FWD/DND button while in on-hook.

Customising Your Phone
- 3.1.3 Customising the Buttons
  Create or re-arrange a FWD/DND button.

1.7.3 Receiving a Call Waiting (Call Waiting/Off-Hook Call Announcement [OHCA]/Whisper OHCA)

During a conversation, you can be informed of a call waiting with a tone or voice announcement through your built-in speaker or handset. (Default: No tone)

Call waiting tone:
a waiting tone through the handset. To change the tone, refer to "3.1.1 Customising Your Phone (Personal Programming)".

OHCA:
a voice announcement through the built-in speaker without pre-information

Whisper OHCA:
a voice announcement through the handset without pre-information

◆ *To set/cancel for intercom calls*

```
PT/SLT/PS

Off-hook.        Enter ✱731.        0 No tone
                                     OR
                                     1 Tone
                                     OR
                                     2 OHCA     C.Tone        On-hook.
                                     OR
                                     3 Whisper OHCA

                                   Enter 0 to 3 as you desire.
```
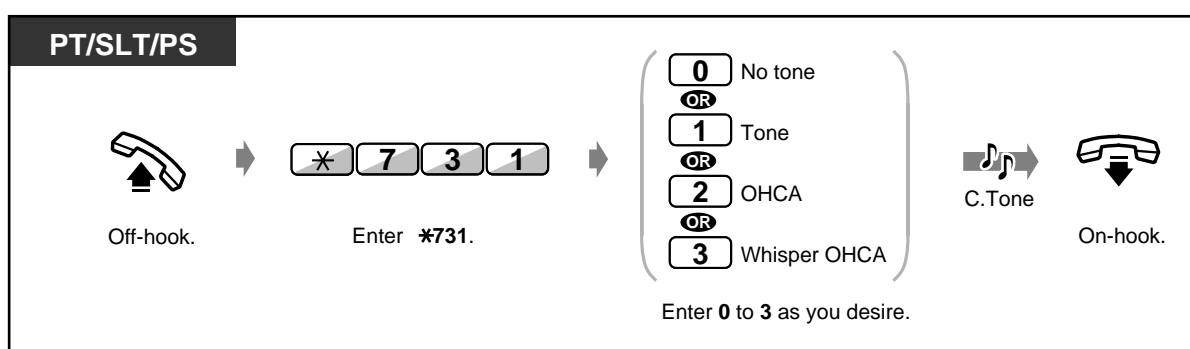
◆ *To set/cancel for outside calls*

```
PT/SLT/PS

Off-hook.        Enter ✱732.        0 No tone
                                     OR
                                     1 Tone      C.Tone        On-hook.

                                   Enter 0 or 1.
```
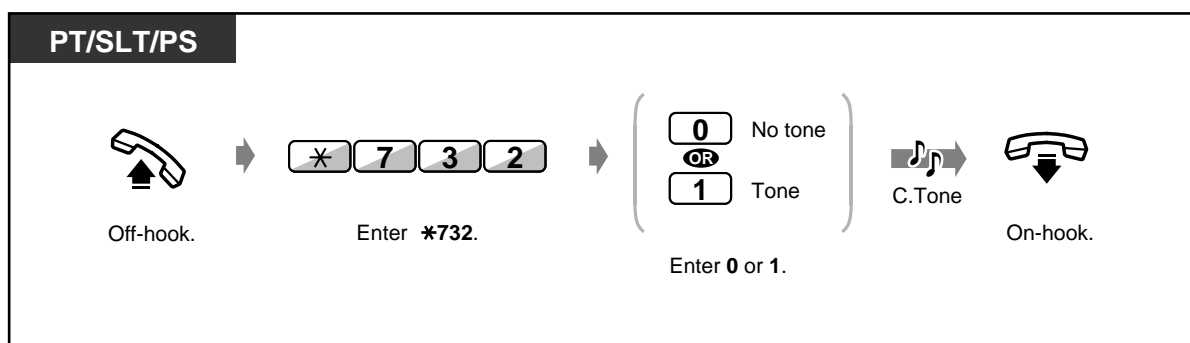
1.7.4 Displaying Your Telephone Number on the Called Party and Caller's Telephone (Calling/Connected Line Identification Presentation [CLIP/COLP])

CLIP:
When making an outside call, you can let the other party show your pre-programmed telephone number.
COLP:
When receiving an outside call, you can let the party calling you show your pre-programmed telephone number.
You can select your telephone number, either the seized outside line number or a number assigned on your extension.
If you select "Public", the calling/called party sees the outside line number you seized (subscriber's number).
If you select "Your extension", they see the telephone number assigned on your extension.

◆ *To show an identification number assigned for an outside line or your extension*

PT/SLT/PS				
Off-hook.	Enter ✱7✱2.	Enter **1** for public or **2** for your extension.	C.Tone	On-hook.
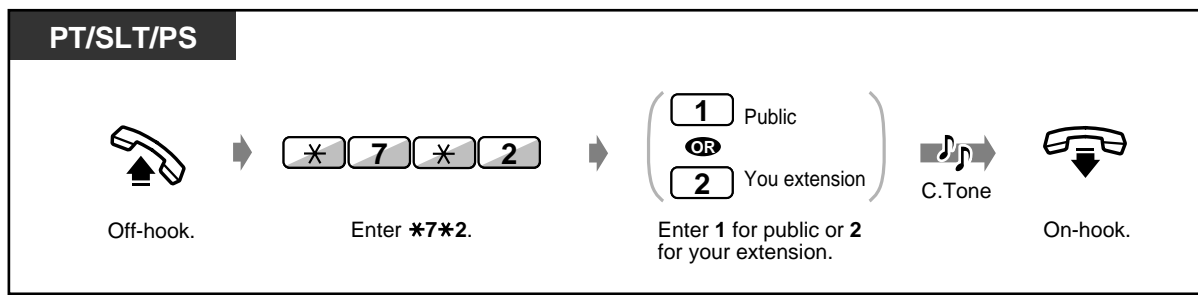
	• If you use the G-DN button to make a call to the other party, the telephone number assigned for it will be notiffied.

1.7.5 Preventing Your Telephone Number Being Displayed on the Caller's Telephone (Connected Line Identification Restriction [COLR])

When receiving an outside call, you can select whether you prevent the caller from seeing your telephone number or not.

◆ *To show/prevent*
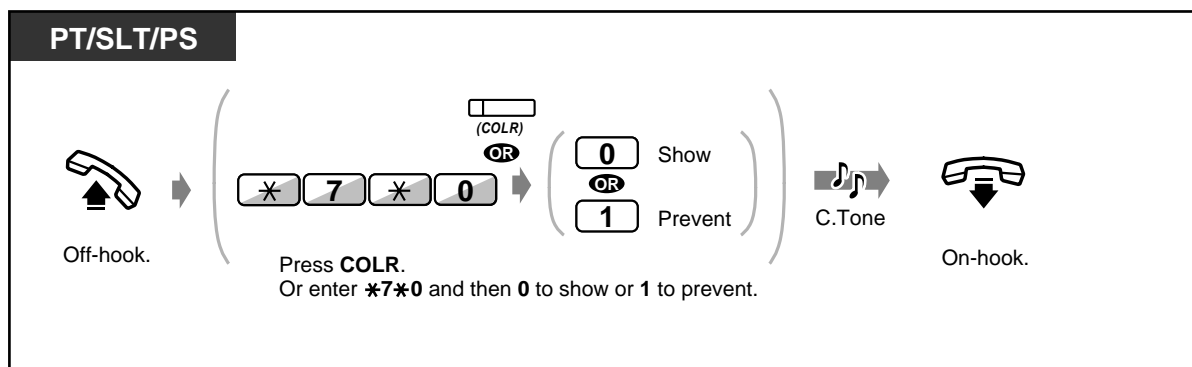
- The COLR button light shows the current status as follows:
  Off: shows your identification number
  Red on: prevents your telephone number being displayed
- Availability of this feature depends on the ISDN service of your telephone company.

Customising Your Phone
- 3.1.3   Customising the Buttons
  Create or re-arrange a Connected Line Identification Restriction (COLR) button.

1.7.6 Preventing Your Number Being Displayed on the Called Party's Telephone (Calling Line Identification Restriction [CLIR])

When making an outside call, you can select whether you prevent the called party from seeing your identification number or not. You can change the setting for a particular call temporarily.

◆ To set/cancel

PT/SLT/PS

Off-hook.

✳ **7** **✳** **1**

Press **CLIR**.
Or enter **✳7✳6** and then **0** to show or **1** to prevent.

0 Show
OR
1 Prevent

C.Tone

On-hook.

◆ To change the setting for a particular call temporarily

PT/SLT/PS

Off-hook.

✳ **7** **✳** **1**
Enter **✳7✳1**.

2
Enter **2**.

phone no.
Dial **phone number**.

Talk.

Seize outside line before dialling outside phone number.
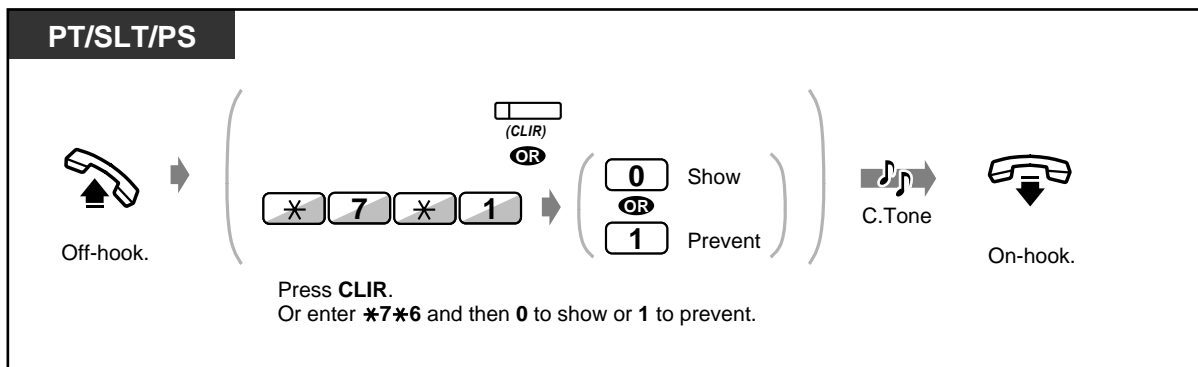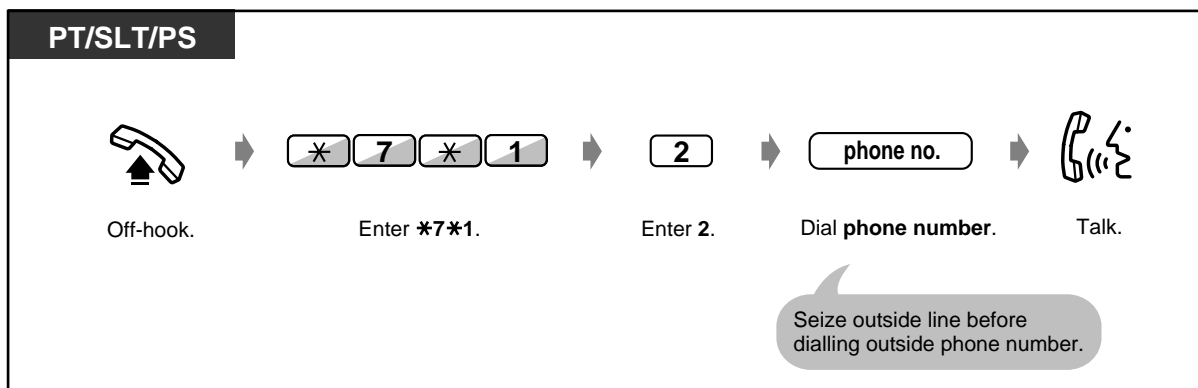
- The CLIR button light shows the current status as follows:
  Off: shows your identification number
  Red on: prevents your identification number being displayed
- Availability of this feature depends on the ISDN service of your telephone company.

Customising Your Phone

- 3.1.3 Customising the Buttons
  Create or re-arrange a Calling Line Identification Restriction (CLIR) button.

1.7.7 Denying Other People the Possibility of Picking up Your Calls (Call Pickup Deny)
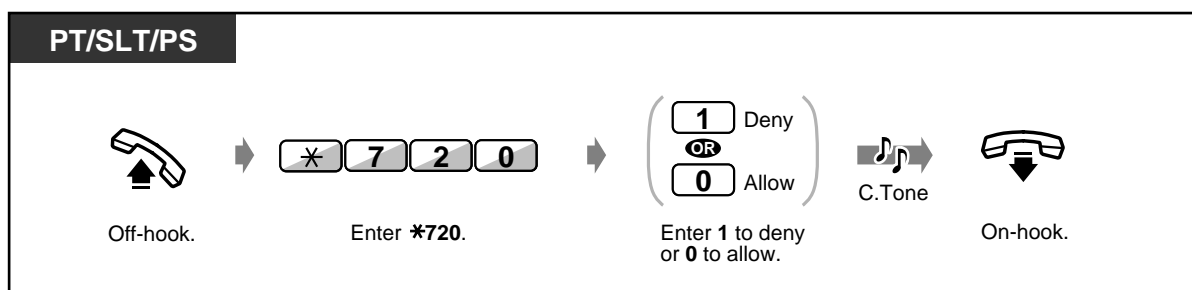
PT/SLT/PS

Off-hook. → Enter ✲**720**. → Enter **1** to deny or **0** to allow. C.Tone On-hook.

1 Deny
OR
0 Allow

1.7.8 Denying Other People the Possibility of Joining Your Conversation (Executive Busy Override Deny)

PT/SLT/PS

Off-hook.	Enter ✱**733**.	Enter **1** to deny or **0** to allow.	On-hook.

✱ 7 3 3

1 Deny
OR
0 Allow

C.Tone
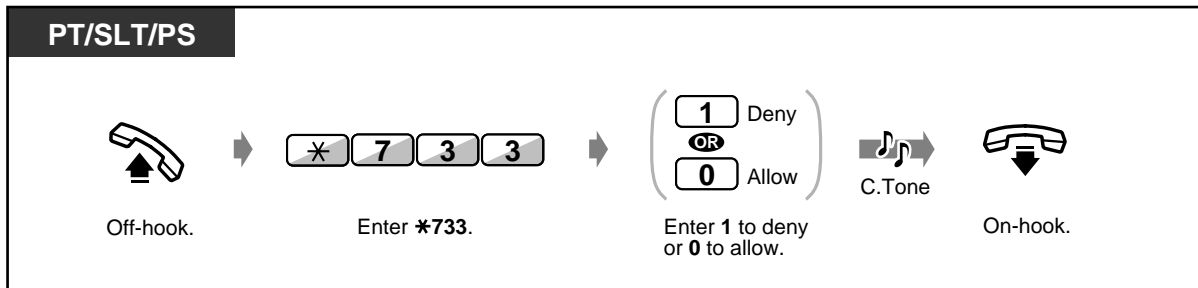
- Some extensions may be restricted from performing this function.

1.7.9 Turning on the Background Music

You can listen to the background music through your telephone speaker while in on-hook. An external music source, such as a radio, must be connected.
If your extension becomes busy (receiving a call or off-hook mode and so on), the music stops temporarily. When it goes back in the on-hook mode, the music starts again.

◆ *To select and set a music/cancel*

PT

Off-hook. → Enter ✱**751**. → Enter **BGM number** (1 digit) or **0** to cancel. → C.Tone → On-hook.
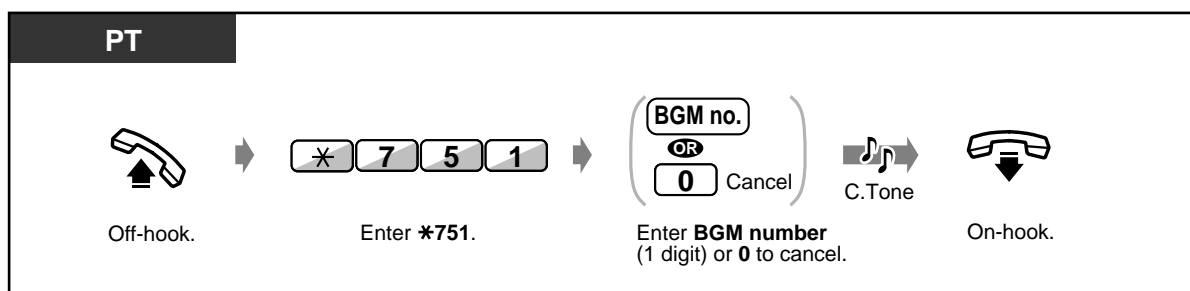
1.7.10 Protecting Your Line against Indication Tones (Data Line Security)

You can protect the line against indication tones, such as a call waiting tone or interruptions (Executive Busy Override) during a conversation. Set this feature if your extension is connected to a data communication device, such as a computer or facsimile, to secure data transmission.

◆ *To set/cancel*

PT/SLT/PS

| Off-hook. | Enter ＊**730**. | Enter **1** to set or **0** to cancel. | C.Tone | On-hook. |

1 Set
OR
0 Cancel

User Manual
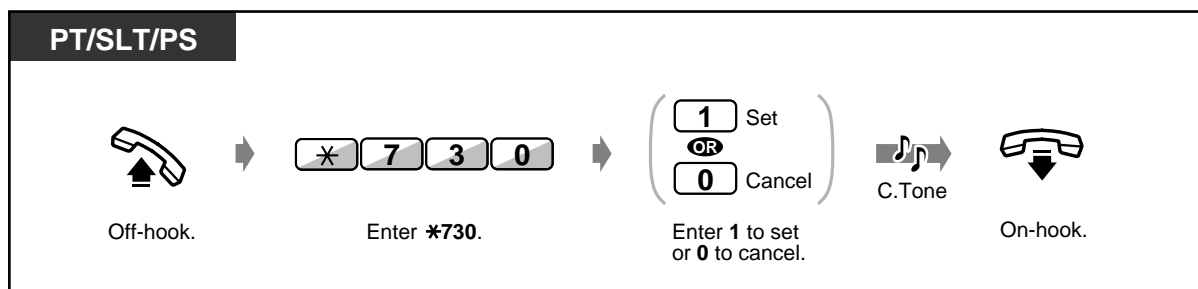
1.7.11 Checking the Time Service Status

You can check the current status of the Time Service on the display.

D-PT/PS

While in on-hook

☐
(Time Service)

Press **Time Service**.

No Picture Available
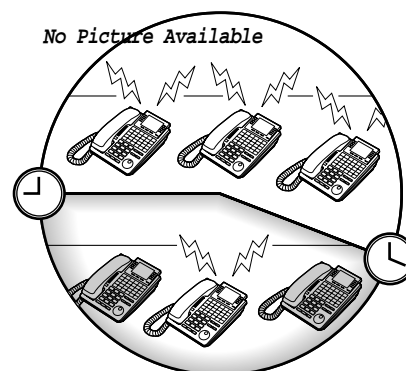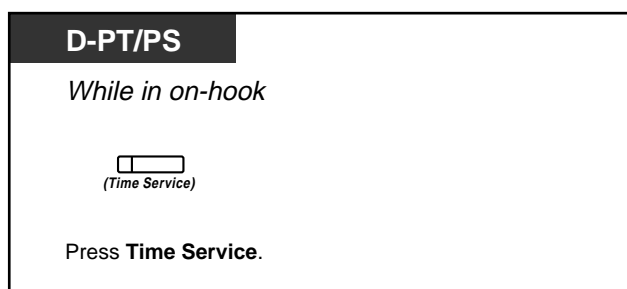
- The Time Service button light always shows the current status as follows:
  Off: Day mode
  Green on: Lunch mode
  Flashing Green: Break mode
  Red on: Night mode
  Flashing Red: Holiday mode
- Only extension users except the managers can check the current status by pressing the Time Service button.

Customising Your Phone
- 3.1.3 Customising the Buttons
  Create or re-arrange a Time Service button.

1.7.12 Setting the Parallel Connected Telephone Ringer (Parallelled Telephone)

A proprietary telephone extension user can choose whether the single line telephone connected in parallel will ring or not, when an incoming call is received.
(Default: Ring)

PT

📞 ➡ [✱] [3] [9] ➡ ([1] Ring / **OR** / [0] No ring) 🎵➡ C.Tone 📞

Off-hook.   Enter ✱**39**.   Enter **1** to ring   On-hook.
                                          or **0** not to ring.
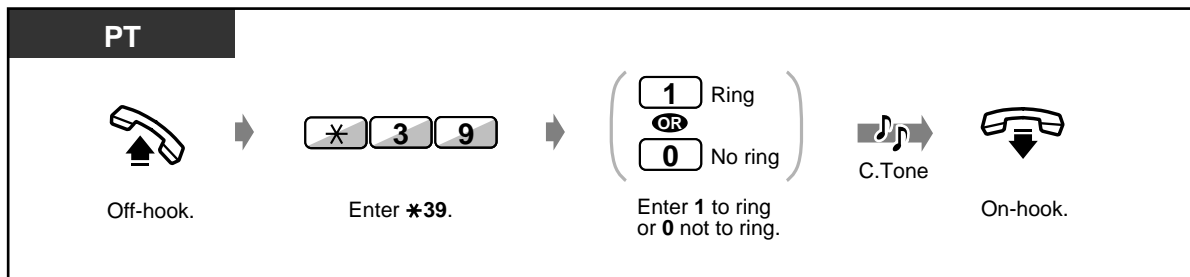
- **Even if "No ring" is selected,** the call can be made and answered with the single line telephone by lifting the handset.
- **If you go off-hook while your parallelled telephone is in use,** the call will switch over to your telephone, and vice versa.

1.7.13 Clearing the Feature Settings at Your Extension (Extension Programme Clear)

You can clear the following features which you have set at your extension.

- Calling a Pre-set Party by Going Off-Hook (Pickup Dialling): The stored number will be cleared. *
- Leaving a Message Waiting Indication (Message Waiting): All messages will be removed.
- Forwarding Your Calls (Call Forwarding) *
- Showing an Absent Message on the Caller's Telephone Display (Absent Message Capability)
- Leaving a Call Distribution Group (Log-in/Log-out)
- Setting the Alarm (Timed Reminder)
- Refusing Incoming Calls (Do Not Disturb [DND]) *
- Receiving a Call Waiting for Intercom Calls (Call Waiting/Off-Hook Call Announcement [OHCA] /Whisper OHCA)
- Receiving a Call Waiting for outside calls*
- Denying Other People the Possibility of Picking up Your Calls (Call Pickup Deny)
- Denying Other People the Possibility of Joining Your Conversation (Executive Busy Override Deny)
- Turning on the Background Music
- Protecting Your Line against Indication Tones (Data Line Security)
- Setting the Parallel Connected Telephone Ringer (Parallelled Telephone): The single line telephone will ring.
- Receiving a busy line (Automatic Callback Busy)
- Denying a voice announcement (Paging Deny)

PT/SLT/PS

| Off-hook. | Enter ✱790. | C.Tone | On-hook. |
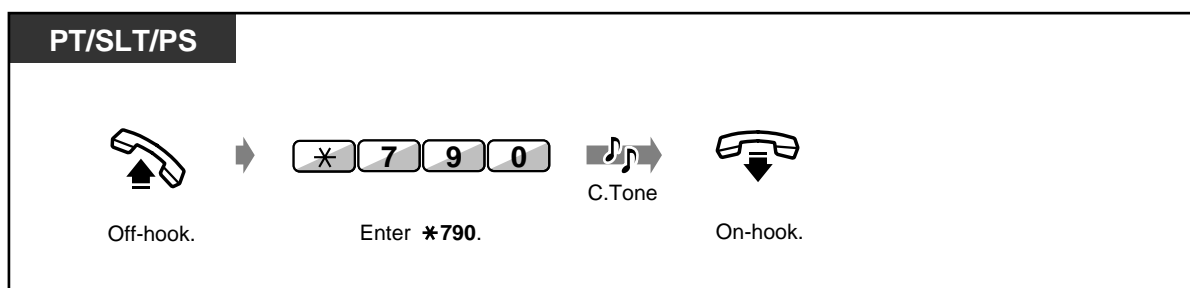
- * These features may not be cleared according to the system programming.

1.8 Utilizing the Call Center

1.8.1 Leaving a Call Distribution Group (Log-in/Log-out, Wrap-up)

You can set your status in a receiving group. Set the Log-out mode when you leave the office so that incoming calls will skip your extension in the receiving order. When you return, set Log-in so that calls will reach your extension. (Default: Log-in)
Even if your extension is in the Log-in mode, you can have a specified time period (wrap-up time) not to receive a next call automatically after having a conversation. This time is used for you to write a report and so on.
And you can also select in manual if you leave a call distribution group for a while (Not Ready mode).

No Picture Available

◆ To set Log-in/Log-out

PT/SLT/PS

Off-hook.

C.Tone

On-hook.

|✱||7||3||6|

0 Log-out
OR
1 Log-in

Press **Log-in**/**Log-out**.
Or enter ✱**736** and then **0** or **1**.

receiving group extension no. Specified
OR
(G-DN) Specified
OR
✱ All

Enter **receiving group extension number** or press **G-DN** or ✱.

PT/PS

While in on-hook

	(Log-in/Log-out)	➤	receiving group extension no.	Specified

OR

(G-DN) — Specified

OR

✱ — All
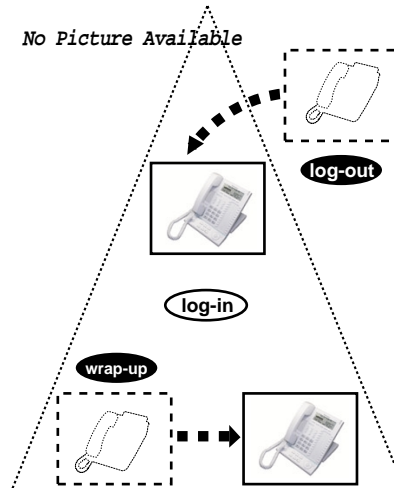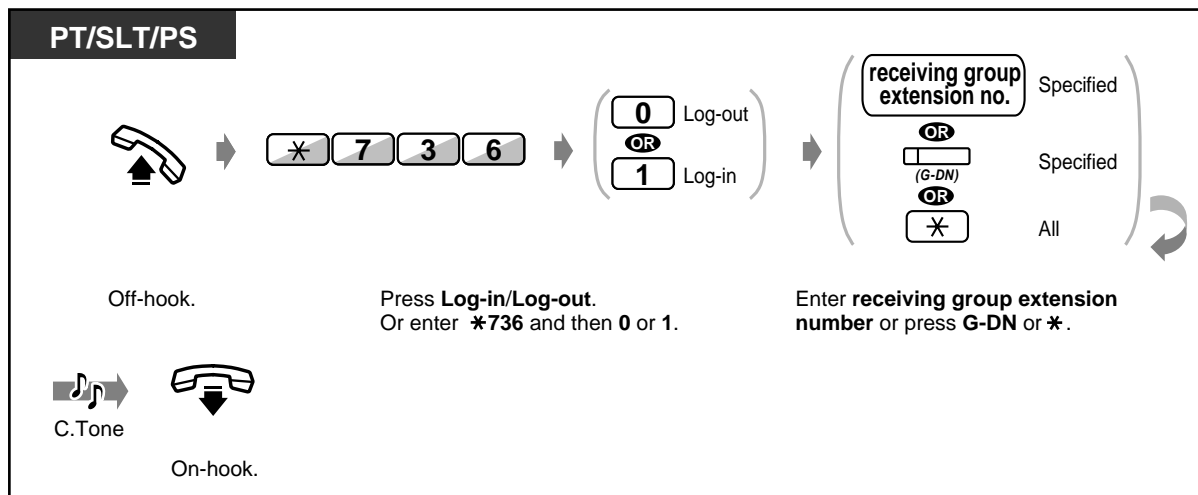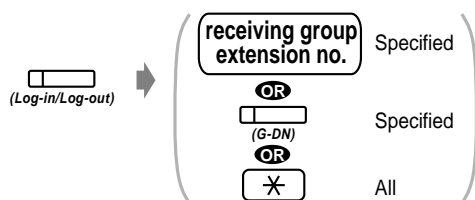
Press **Log-in/Log-out** and then enter **receiving group extension number** or press **G-DN** or ✱ .

PT/PS

While in on-hook

(Log-in/Log-out
with Receovong Group)

Press **Log-in/Log-out**
with Receiving Group.

◆ *To enter/leave the Not Ready mode*

PT/SLT

While hearing a dial tone after a conversation

☎ ➤ ✱ 7 3 5 ➤ (**0** Log-out **OR** **1** Log-in) 🎵➤ ☎

C.Tone

Off-hook.   On-hook.
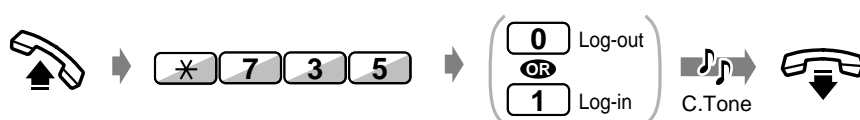
◆ *To leave the Not Ready mode/Wrap-up mode*

PT/PS

While in on-hook

(Wrap-up)

Press red or flashing red **Wrap-up.**

- The Log-in/Log-out with Receiving Group button shows the current status as follows:
  Off: Log-in mode
  Red on: Log-out mode
- The Wrap-up button alternates the setting of Wrap-up mode, Not Ready mode or Ready mode.
  The Wrap-up button light shows the current status as follows:
  Off: Ready mode
  Red on: Not Ready mode
  Flashing red: Wrap-up mode
- In Wrap-up mode/Not Ready mode, your extension does not receive a call through any group, even if it belongs to multiple groups.
- There may be at least one extension in the receiving group that is in the Log-in mode.
- The Supervisor extension can control the Log-in/Log-out status of other extension.

Customising Your Phone

3.1.3   Customising the Buttons
Create or re-arrange a Log-in/Log-out button, a Log-in/Log-out with Receiving Group button or a Wrap-up button.

1.8.2 Monitoring and Controlling the Call Status of a Receiving Group

— Monitoring the status of waiting calls

— Monitoring and changing the status of Log-in/Log-out mode

The extension assigned as a Supervisor extension can monitor and control the call status of other extensions in a receiving group. It should have a PT with 6-line display. The display and DSS button show as follows:
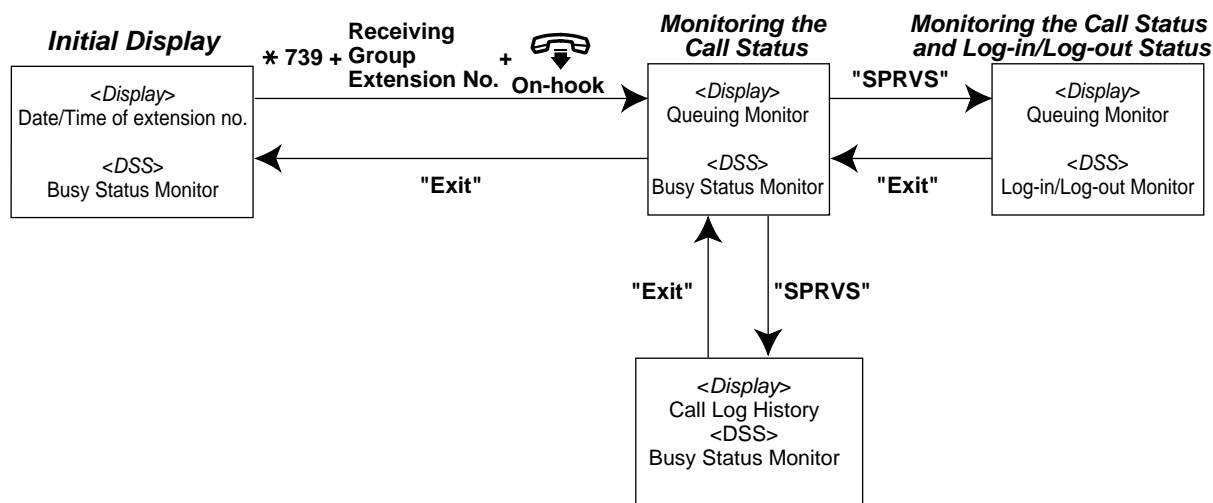
◆ Monitoring the status of waiting calls

The Supervisor extension can monitor the status of calls waiting to be answered in the queue. If a receiving group has an overflowed call, the display shows the status automatically.
The display shows as follows.

<Queing Monitor>

```
 31 JAN.  08:13AM  FRI    - The current day/time
001:Sales Section         - The receiving group no. /name
Waiting Calls Now :00006  - The no. of waiting calls
Max. Waiting Time :05'10  - The longest waiting time
```

<Call Log History>

```
  Since 29 JAN. 09:10AM   - The day/time when cleared at the lest time
Total Calls               - The total no. of received calls
Overflow Calls            - The no. of overflowed calls
Average Waiting           - The no. of unanswered calls
  EXIT                    - The average waiting time of queuing calls
```

◆ *To monitor*

D-PT

Off-hook.	Enter ＊**739**.	Enter **receiving group extension number**.		On-hook.

C.Tone

◆ *To clear data*

D-PT

Clear

Press "**Clear**".
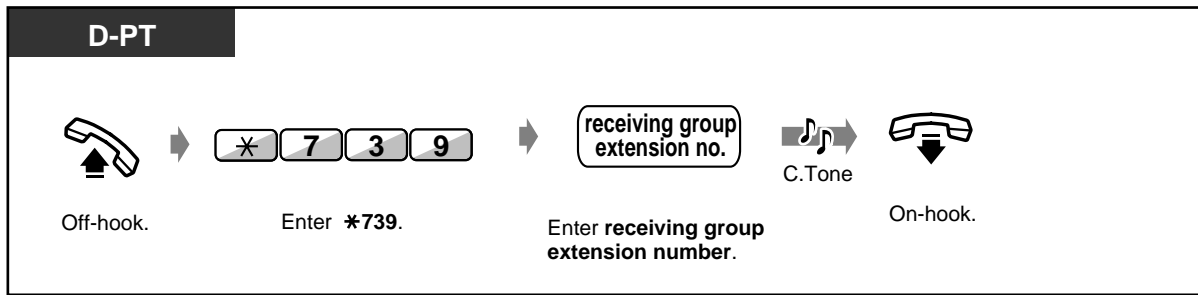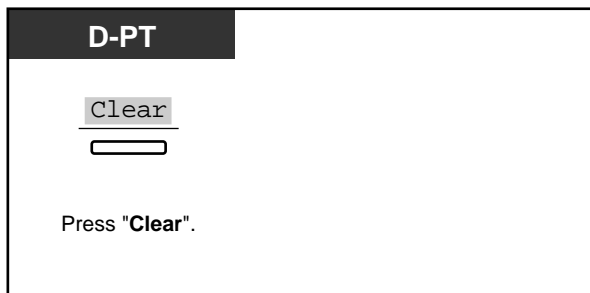
• The accumulated data is cleared. And the day/time when cleared is stored. "＊＊＊＊" shows if the digits to be displayed exceed the displayable digits.

◆◆ *Monitoring and changing the status of Log-in/Log-out mode*

The Supervisor extension can monitor the Log-in/Log-out status of the receiving group members by the DSS button light. He can also change their mode if needed.
After monitoring the status of waiting calls, he can keep monitoring the Log-in/Log-out mode.

◆ *To monitor*

D-PT
After showing the status of waiting calls
Sprvs ▭
Press "**Sprvs**".
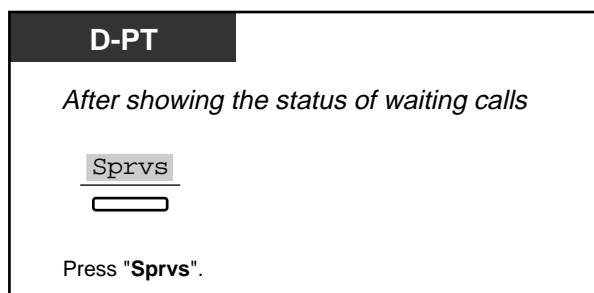
◆ *To change the Log-in/Log-out mode*

D-PT
▭ *(DSS)*
Press desired **DSS**.
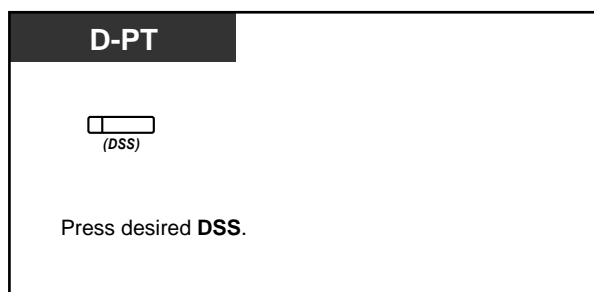
- The DSS button light shows the current status as follows:
  Off: There are extensions which are not monitored.
  Green on: Log-in (Ready) mode
  Flashing green: Log-in (Not Ready/Wrap-up) mode
  Red on: Log-out mode

1.8.3 Forwarding a Waiting Call (Hurry-up Transfer)

When your receiving group is busy and then other outside calls come in directly, those calls are put in a waiting queue.
Any extensions can check the status of the waiting queue with the Hurry-up button light, and forward the first waiting call in the waiting queue to a pre-set destination manually.

◆ *To forward the waiting call*

PT/PS

(Hurry-up)

Press red or
flashing red
Hurry-up.
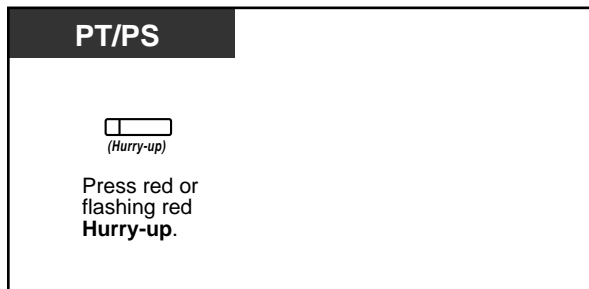
• The Hurry-up button light shows the current status as follows:
Off: No waiting call
Red on: Some calls within the assigned limit are waiting
Flashing red: The number of calls exceeds the assigned limit.

Customising Your Phone
• 3.1.3 Customising the Buttons
Create or re-arrange a Hurry-up button.

1.9 Using User-supplied Equipment

1.9.1 If a Doorphone/Door Opener is Connected

You can talk to a person at outside door through the doorphone. The pre-programmed extension or outside party can receive the call. You can let the door open.
— Doorphone call
— Opening the door

◆◆ Doorphone call

◆ To call from the doorphone

Doorphone

Press **doorphone** button.

C.Tone

Talk.
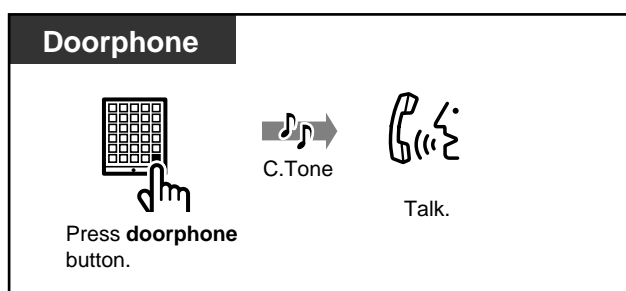
◆ To answer a call from the doorphone

PT/SLT/PS

Off-hook.

◆ To call the doorphone

PT/SLT/PS

Off-hook. | Enter ✱31. | Dial **doorphone number** (2 digits). | C.Tone | Talk.
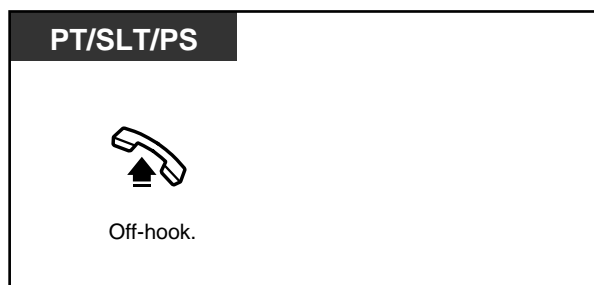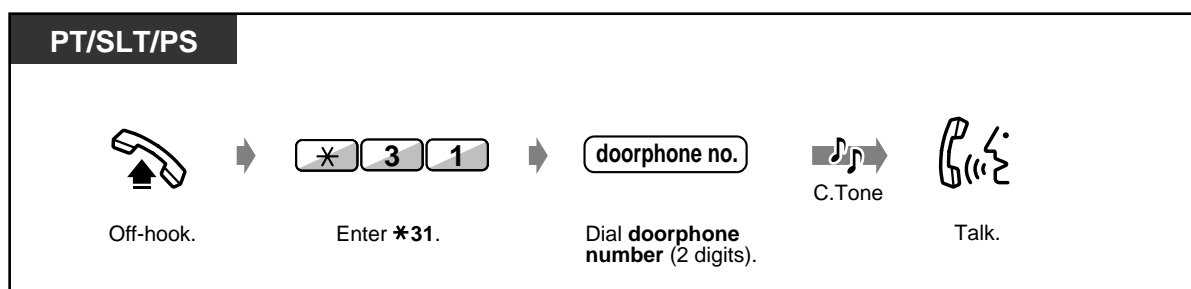
✱ 3 1 | doorphone no.

• If no one answers a doorphone call within a specified time period, the call is cancelled. (Default: 30 seconds)
To prolong the time, press the doorphone button while calling.

◆◇ *Opening the door*

Some extensions may be restricted from performing this function.

◆ *From a specified extension*

PT/SLT/PS

Off-hook.	Enter ✱**55**.	Enter **door opener number** (2 digits).	C.Tone	On-hook.
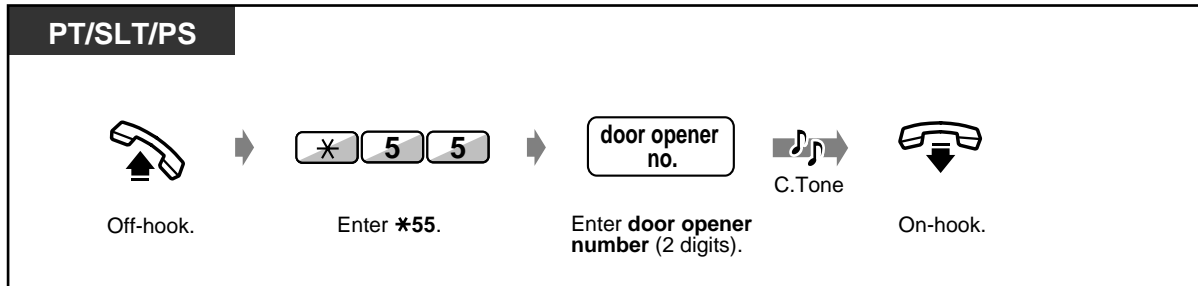
◆ *From any extension while talking to the doorphone*

PT/SLT/PS

Enter **5**.	C.Tone	On-hook.
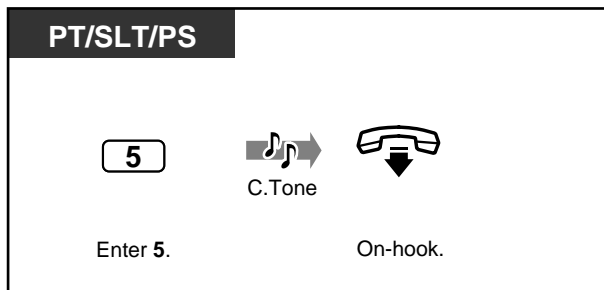
- The door will be left open during a specified time period. (Default: 5 seconds)
- **To keep the door open for another duration,** dial 5 again. (Default: 5 seconds)

1.9.2 If an External Sensor is Connected

There are two kinds of sensors. One is that the pre-recorded message is broadcasted to a specified paged group. The other is that a call with the pre-recorded message or alarm tone is sent to the specified extension or outside party (your mobile phone, etc.). The pre-recorded message for emergency is also sent to all extensions.

◆ *To answer from any extension*

PT/SLT/PS

During ringing

Off-hook. → You hear an alarm tone or the pre-recorded message. → On-hook.

◆ *To answer on the outside line*

PT/SLT/PS

During ringing

Off-hook. → You hear an alarm tone or the pre-recorded message. → **password**
Enter **password** (max. 10 digits). → On-hook.

If you enter a wrong password, you can hear an alarm tone and then re-enter the correct password.
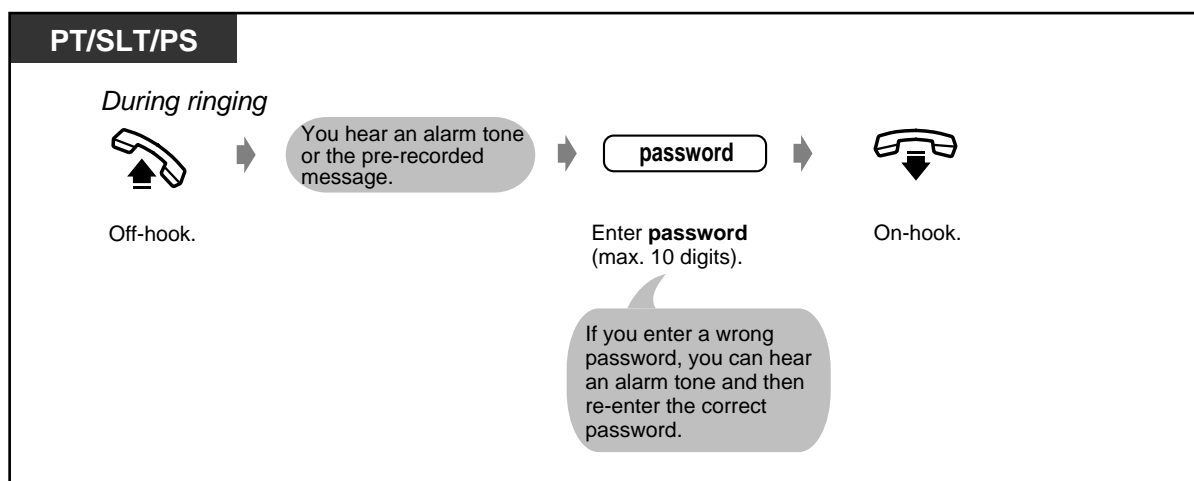
- If you do not answer the alarm tone within a specified time period, it will automatically stop ringing.
- If you are engaged in a call when the external sensor sends an alarm, the alarm will start ringing after you finish the call.
- If the outside party who is sent the alarm does not answer or enters the wrong password, the external sensor will re-sent the alarm at the pre-programmed times.

1.9.3   If an External Relay is Connected

The pre-programmed extension users can switch on a relay (electronic equipment) connected to the PBX.

◆ *To switch on*

PT/SLT/PS

Off-hook.	Enter ✳56.	Enter **relay number** (2 digits).	C.Tone	On-hook.
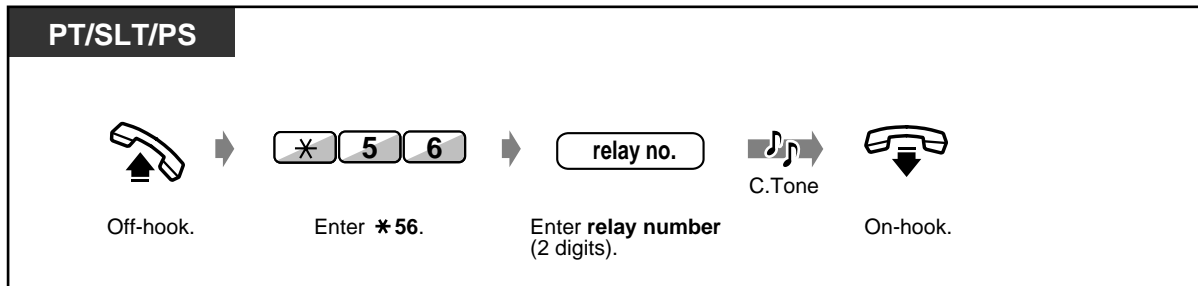
- The relay will be switched on during a specified time period.

1.9.4 If a Host PBX is Connected

— Accessing external services (External Feature Access)

◆ *Accessing external services (External Feature Access)*

You can access special features (e.g. Call Waiting) offered by a host PBX or telephone company. This feature is only effective with an outside call.
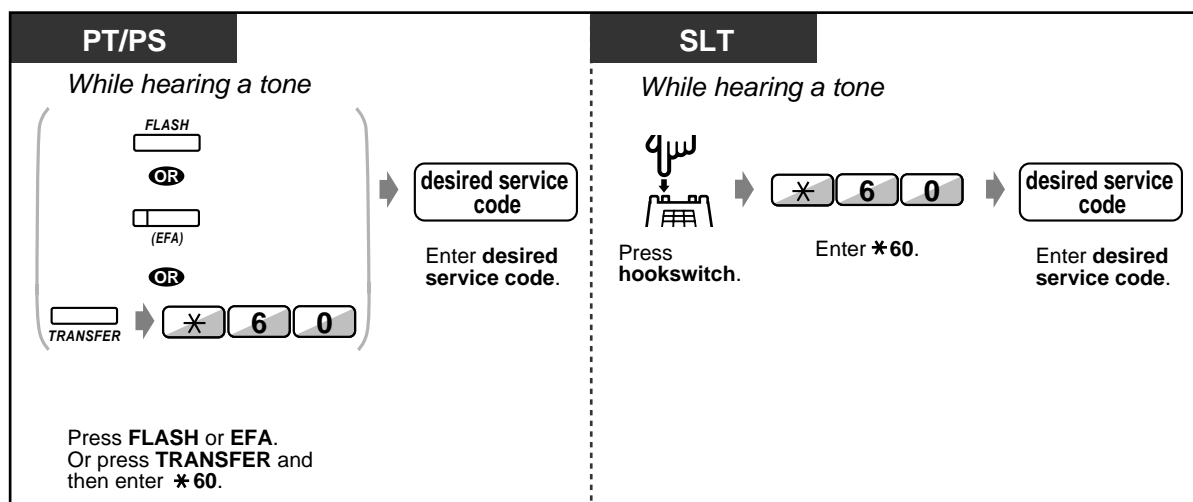
• In this case, FLASH button on a proprietary telephone is in the External Feature Access (EFA) mode.

Customising Your Phone
• 3.1.3   Customising the Buttons
Create or re-arrange an External Feature Access (EFA) button.

1.9.5 If a Voice Processing System is Connected

You or an outside party can access a Voice Processing System from your telephone just like an extension.

— Voice mail integration

If your PBX is connected to a Panasonic Voice Processing System (e.g. KX-TVP/KX-TVS series) which can be used with a digital proprietary telephone, the following functions are also available:

— Screening calls (Live Call Screening [LCS])

— Recording a conversation (Two-way Recording)

◆◆ *Voice mail integration*

— To forward your calls to a mailbox

— To transfer calls

— To listen to a stored message

If you cannot answer calls, you can forward them to your mailbox. You can select a type of incoming calls (Intercom/Outside/All). If your telephone has a MESSAGE button, the MESSAGE light turns on and lets you know you have messages. Even if a MESSAGE button is not provided, you will hear an indication tone* when going off-hook.

You can also transfer received outside calls to a certain mailbox so that calling parties can leave messages. If you create a Voice Mail Transfer button on your phone, the transfer is done easily without confirming the voice mail extension number (Voice Mail Transfer).

The duration for recording depends on the connected voice processing system.

◆ *To forward your calls to a mailbox*

PT/SLT

Off-hook. Enter *71. Enter **0** to **2** as you desired. Enter **required number**. Enter **your voice mail extension number.** C.Tone. On-hook.

0 All / **1** Outside Line / **2** Intercom

0 Cancel / **2** All Calls / **3** Busy / **4** No Answer / **5** Busy/No Answer

◆ *To transfer a call to a mailbox*

PT

During a conversation

Press **Voice Mail Transfer**. Press **DSS**/**G-DSS** or enter **extension number**.

(DSS) / (G-DSS) OR extension no.

User Manual

◆ *To listen to a stored message*

```
PT/SLT
```


Off-hook.	Press **MESSAGE** or enter **voice mail extension number**.

*Indication tone

1 s

• You can access a voice mail with one-touch.

Customising Your Phone

• 3.1.3   Customising the Buttons
   Create or re-arrange a Voice Mail (VM) Transfer button or a Message button.

◆◆ *Screening calls (Live Call Screening [LCS])*

While a caller is leaving a message in your mailbox, you can monitor the call without answering. If you so desire, you can answer the call while monitoring. There are two methods available (Default: Hands-free mode) as follows. In both modes, if you are currently having a conversation, you will hear a call waiting tone.

Hands-free mode:
You can monitor the message automatically through the telephone speaker simultaneously.
Private mode:
You will hear an alarm tone while the caller is leaving a message.

Before operating

• Create a Live Call Screening (LCS) button (Personal Programming).
• Select the mode, either Hands-free or Private (Personal Programming).
• Set the Personal Password.
• Set the Live Call Screening feature.

◆ *To set Live Call Screening*

```
PT
```


Press **Live Call Screening**.	Enter **password** (max. 10 digits).

User Manual
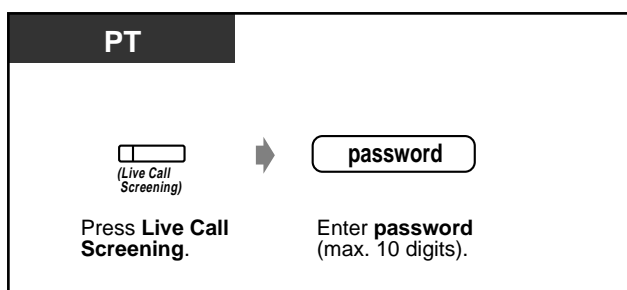
◆ To cancel Live Call Screening

PT

☐☐
(Live Call Screening)

Press red **Live Call Screening**.
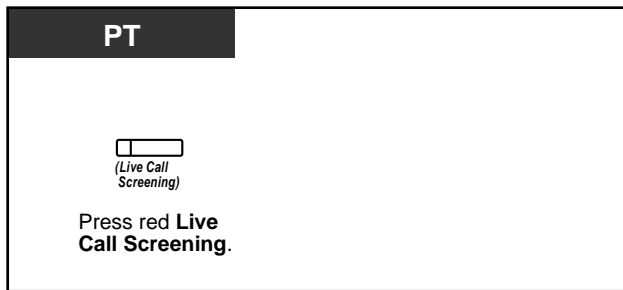
Operation Flowchart

The operations in the shaded areas can be done hands-free.

PT

Hands-free Mode   **Private Mode**

(Alarm Tone)

Monitoring (Hands-free)   *Monitoring (Handset)*

Monitoring

| No operation |

SP-PHONE OR **MONITOR** OR ☐☐ *(Live Call Screening)*
Press **SP-PHONE, MONITOR** or **Live Call Screening**.

Off-hook.

Stop monitoring   *Answering*

SP-PHONE
OR
MONITOR

Press **SP-PHONE** or **MONITOR**.

☐☐ *(Live Call Screening)*
Press **Live Call Screening**.

Off-hook.

Stop monitoring

On-hook.

Answering the call

Off-hook.

Stop monitoring

On-hook.

Answering the call

☐☐ *(Lcs)*

- The Live call Screening (LCS) button light shows the feature status as follows:
  Off: LCS is off.
  Flashing green rapidly: Alarm ringing in the Private mode
  Flashing green slowly: In monitoring.
  Red on: LCS is on.
- The operator extension can clear a password at any extension.
- This feature is available for a single line telephone if it is connected to a proprietary telephone in parallel. (Private Mode only)
  To answer the call while monitoring, go off-hook.

Customising Your Phone

- 3.1.2 Initial Settings—**Live Call Screening Mode Set**
  Select the mode, either monitoring the message automatically or receiving alarm ringing, when the caller leaves a message.
- 3.1.3 Customising the Buttons
  Create or re-arrange a Live Call Screening button.

◆◆ *Recording a conversation (Two-way Record)*

You can record a conversation into a mailbox while talking on the phone.
You can select a mailbox each time you record a conversation.

◆ *To record into your voice mailbox*

PT	
During a conversation	
▭▭ *(Two-way Record)*	To stop recording, press this button again.
Press **Two-way Record**.	
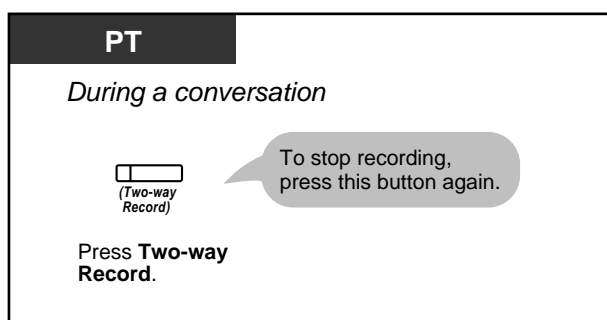
◆ *To record into another voice mailbox*

PT	
During a conversation	**▭▭** *(DSS)* / **▭▭** *(G-DSS)* **OR** **voice mail extension no.**
▭▭ *(Two-way Transfer)* ➡	
Press **Two-way Transfer**.	Press **DSS/G-DSS** or enter **voice mail extension number**.
To stop recording, press this button again.	
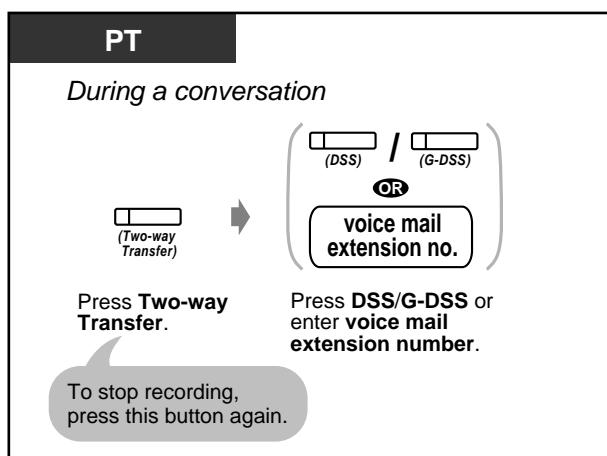
◆ *To record into another mailbox with one-touch*

PT
During a conversation
▭━
(One-touch Two-way Transfer)
Press **One-touch Two-way Transfer**.
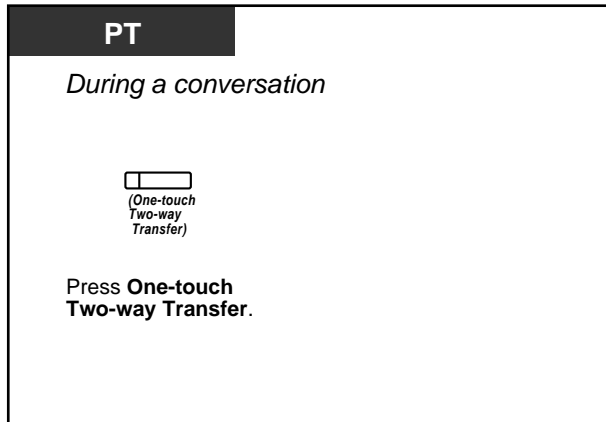
• The Two-way Record button, Two-way Transfer button or One-touch Two-way Transfer button light shows the current status as follows:
  Off: Not recording.
  On: Recording the conversation.

• When you record Two-way telephone conversations, you should inform the other party that the conversation is being recorded.

Customising Your Phone

• 3.1.3   Customising the Buttons
  Create or re-arrange a Two-Way Record button, a Two-Way Transfer button and a One-Touch Two-Way Transfer button.

1.10 After Moving to a New Location in the Office

1.10.1 Using the Same Assignment as Your Previous Extension (Walking Extension)

You can use the same functions assigned on your previous extension even if you move to another extension in the office.
You can retain the assignment such as an extension number or One-Touch Dialling memory etc. on the new extension.

◆ **To set**

PT/SLT

Off-hook.   Dial ✱**727**.   Enter **your previous extension number.**   Enter **password** (max. 10 digits).

C.Tone

On-hook.
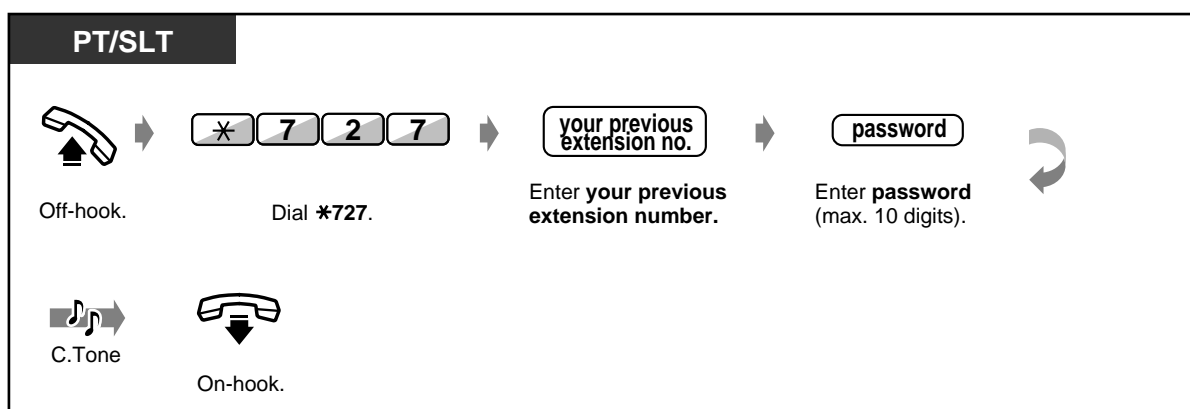
- This feature is available for the movement between a single line telephone (SLT) and SLT, a proprietary telephone (PT) and PT or SLT and PT.
- For more information, refer to "Assigning a password at your extension (Personal Password)".

Operation

1.11 Using the Proprietary Telephone (KX-T7XXX Services) or the Porgtable Station (KX-TD7690)

1.11.1 Using the Call Log

– Calling with the Incoming Call Log
– Calling with the Outgoing Call Log

◆◆ Calling with the Incoming Call Log

When you receive an outside call, the caller's information is recorded automatically in the incoming call log. The pre-programmed number of it can be logged per extension. (Default: 30 calls)
When a call which is over the pre-programmed number of calls comes in, the oldest call is deleted. You can modify the logged number.
When the Call Log button light turns on, there is a call which you do not answer.
The information shows as follows:

Information sample (KX-T7636)

TAKAHAMA KAORI	Caller's Name
0924771458	Caller's Phone Number
01 JAN. 08:00AM MON	Date & Time of a call received
Old	??
No Answer	??

◆ To confirm the log information with the Call Log button

D-PT/PS

(Call Log)

Press **Call Log**.
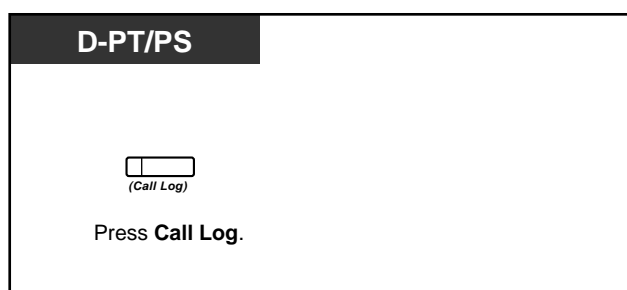
◆ To confirm the log information with the Navi key

T76XX

Initial Display ➡ ◀ ENTER ▶ ➡ ENTER

Press **Navigator** until **Incoming Call Log** appears.   Press **ENTER**.

```
┌─────────────────────────────────────────────────────────┐
│ ███ T7690 ████                                          │
│                                                          │
│                                         ▲                │
│  ┌────────┐                                              │
│  │Initial │   ▶   ◀  ◯R  ▶    ▶    ◯R                   │
│  │Display │                                              │
│  └────────┘                             ▼                │
│                                                          │
│                  Press Navigator    Press Navigator      │
│                  until Incoming Call to confirm.         │
│                  Log appears.                            │
└─────────────────────────────────────────────────────────┘
```
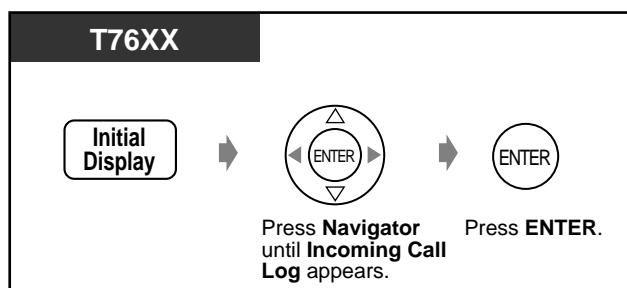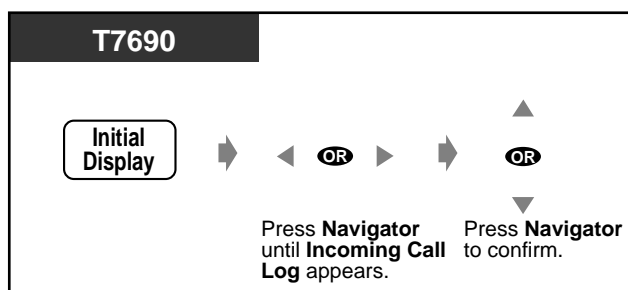
◆ *To clear the log information*

```
┌─────────────────────────────────────────┐
│ ███ D-PT ████                            │
│                                          │
│                                          │
│         ┌──────────┐                     │
│         │  CLEAR   │                     │
│         ├──────────┤                     │
│         │ ▭        │                     │
│         └──────────┘                     │
│      Press "CLR".                        │
│                                          │
└─────────────────────────────────────────┘
```

◆ *To call*

```
┌─────────────────────────────────────────┐
│ ███ D-PT ████                            │
│                                          │
│  When the desired party is displayed     │
│                                          │
│      ☎                                   │
│      ▲                                   │
│      Off-hook.                           │
│                                          │
└─────────────────────────────────────────┘
```
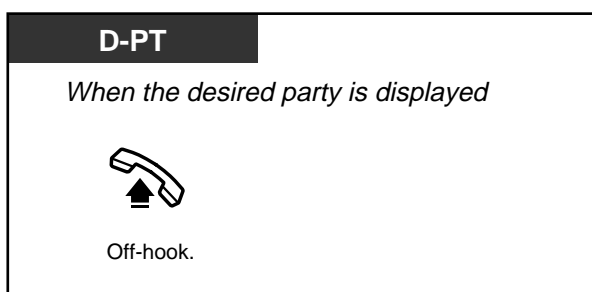
◆ *To store the caller's information for personal speed dialling*

```
┌─────────────────────────────────────────┐
│ ███ D-PT ████                            │
│                                          │
│  When the desired party is displayed     │
│                                          │
│      AUTO DIAL                           │
│      ┌──────┐                            │
│      │▭     │                            │
│      └──────┘                            │
│       STORE                              │
│                                          │
│      Press "STORE".                      │
│                                          │
└─────────────────────────────────────────┘
```
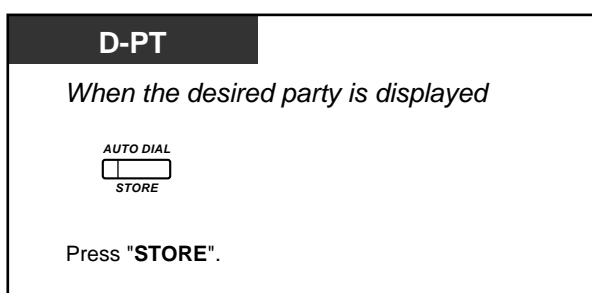
- The Call Log button light shows the current status as follows:
  Off: No incoming calls. Or you have already confirmed/received the call log.
  Red on: You have never confirmed/received it yet.
- If a call is forwarded, the caller's information is recorded on the displays of both forwarding and forwarded extensions.
- You can lock your call log by using a password, so that you can deny showing your call log information. Refer to "3.1.2   Initial Settings".
- You can also have the Call Log button of the other extension.
- Telephone number and name on the display are stored on the idle youngest personal speed dialling number automatically.

- To modify the phone number, press the "✳" key to erase and then enter the number. The number is modified from the first digit. The new number is programmed.
- To confirm the other extension's call log, create the Call Log buttons for their extensions on your telephone.
- To confirm the log information starting with the most recent call, press the Call Log button repeatedly"3.1.2   Initial Settings".

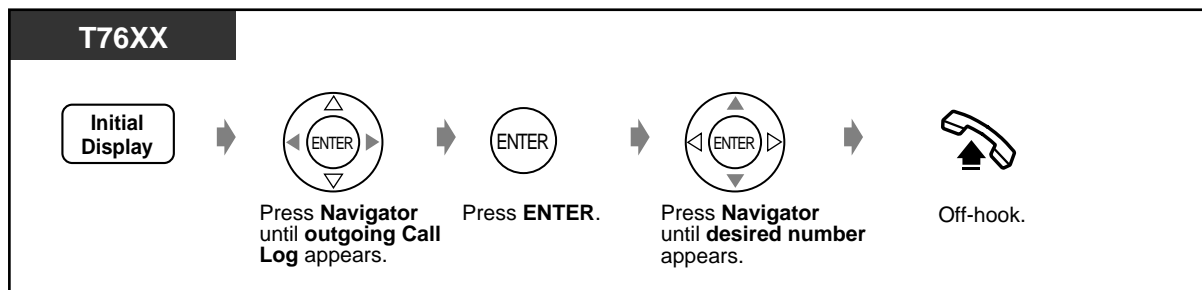**Customising Your Phone**

3.1.3   Customising the Buttons
Create or re-arrange a Call Log button for another extension, your group or your extension.

Calling with the Outgoing Call Log

You can redial with the outgoing call log.

◆ To call

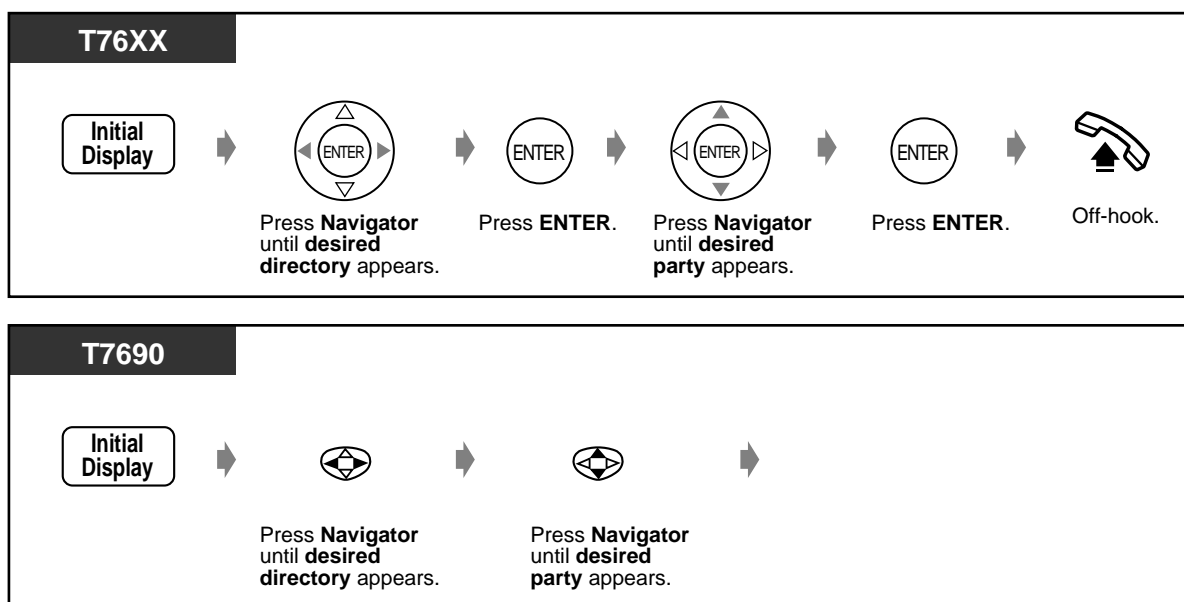| T76XX				
Initial Display	Press **Navigator** until **outgoing Call Log** appears.	Press **ENTER**.	Press **Navigator** until **desired number** appears.	Off-hook.

User Manual

1.11.2 Using the Directories

You can select and call with the directories.
Some directories can be stored, edited or deleted on your extension.

– Calling with the directory

– Storing the names and number

– Entering characters
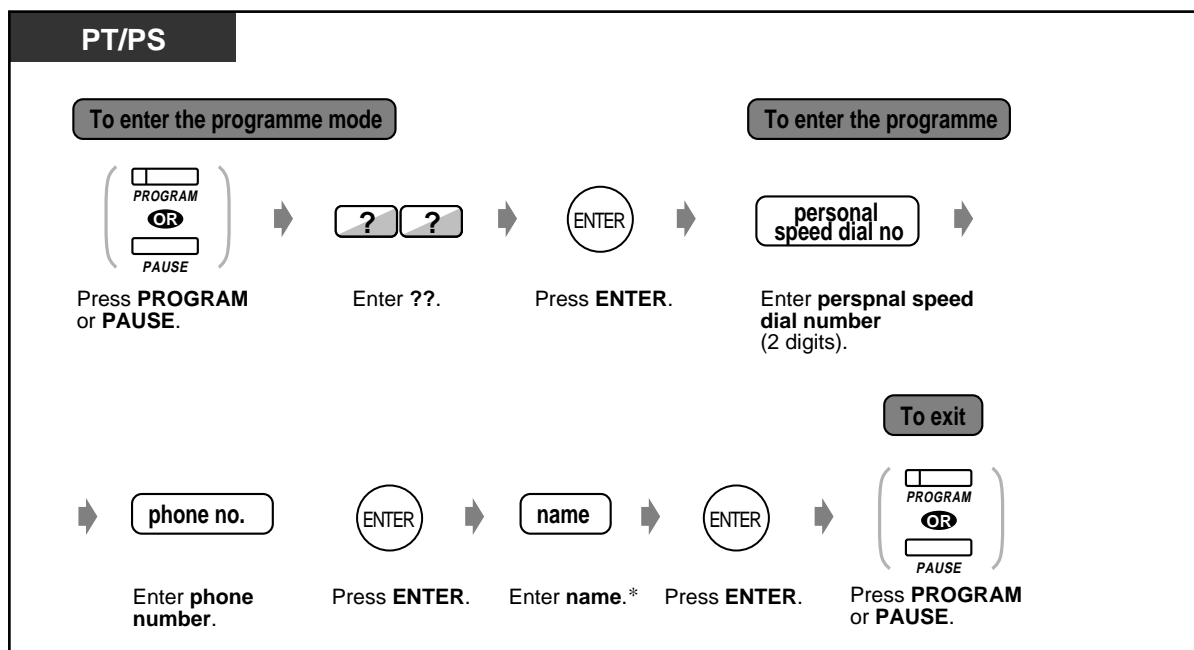
◆◆ *Calling with the directory*

◆ *To select and call*

T76XX

Initial Display → Press **Navigator** until **desired directory** appears. → Press **ENTER**. → Press **Navigator** until **desired party** appears. → Press **ENTER**. → Off-hook.

T7690

Initial Display → Press **Navigator** until **desired directory** appears. → Press **Navigator** until **desired party** appears. →

• To cancel or exit the current display, press EXIT button or "EXIT" on the display.

◆◆ *Storing the names and numbers*

◆ *To store a Personal Speed Dialling Directory item or a PS Dialling Directory item*

PT/PS

To enter the programme mode   **To enter the programme**

PROGRAM
OR
PAUSE

Press **PROGRAM**
or **PAUSE**.

? ?

Enter **??**.

ENTER

Press **ENTER**.

**personal
speed dial no**

Enter **perspnal speed
dial number**
(2 digits).

To exit

phone no.

Enter **phone
number**.

ENTER

Press **ENTER**.

name

Enter **name**.*

ENTER

Press **ENTER**.

PROGRAM
OR
PAUSE

Press **PROGRAM**
or **PAUSE**.

• * To enter characters, refer to "Entering characters".

◆◆ *Entering Characters*

When storing a name or message, enter characters as follows. The table below shows you the characters available for each Button. You can enter characters by pressing Dial Buttons, the Navigator or rotating the Jog Dial on your telephone.
Example: Button 2 can enter A, B, C, a, b, c or 2.

1.11.3 Accessing the System Features (System Feature Access)

You can access the features as follows.

Display (KX-T7436/KX-T7235)	Display (KX-T7433)	Feature Description
Absent MSG Off	ABST MSG Off	Cancel the absent message. Refer to .
Absent MSG On (→1-9)	ABST MSG On 1-9	Set an absent message. Refer to .
C.Pickup Group	C.Pickup GRP	Pick up a call within your extension group. Refer to .
Call Park (→0-9)	Call Park 0-9	Place a call on hold in a system parking area. Refer to .
Extrn BGM On/Off	Ext-BGM On/Off	Turn on/off the background music.* Refer to .
LCS Password (→abcabc)	LCS # abcabc	Assign the password for the Live Call Screening feature. Refer to .
Login/Logout (→1/0)	Login/out 1/0	Join or leave the call receiving group. Refer to .
Message Off (→ext)	MSG Off ext	Cancel a notification. Refer to .
Message On (→ext)	MSG On ext	Leave a notification so that the called party may call you back. Refer to .
Night On/Off (→1/0)	Night Mode 1/0	Change the night service mode; night (On) or day (Off).* Refer to .
OGM Playback (→1-4)	OGM Play 1-4	Playback the outgoing message.* Refer to .
OGM Recording (→1-4)	OGM Record 1-4	Record an outgoing message.* Refer to .
Page-Ext Answer (→1-4)	Page-E ANS 1-4	Answer the paged announcement through a speaker. Refer to and .
Page-GRP Answer	Page-GRP ANS	Answer the paged announcement through a telephone in the same extension group. Refer to .
Paging External (→0-4)	Page Extrn 0-4	Page through the speaker. Refer to .
Paging Group (→0-8)	Page GRP 0-8	Page to all or a particular extension group. Refer to .
Parallel On/Off (→1/0)	Parallel 1/0	Set whether a single line telephone connected in parallel will ring (On) or not (Off) when receiving a call. Refer to .

Section   2

Manager Operation

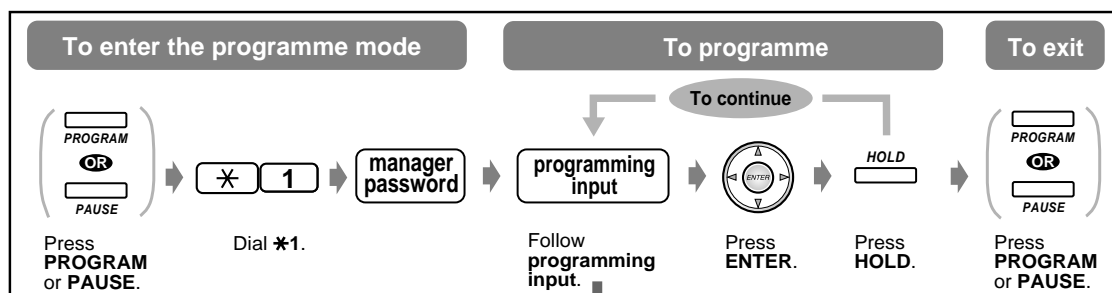This chapter shows the Manager how to control the other extensions or the PBX.

2.1 Extension Control

2.1.1 Controlling Features

The manager extension can control features
– Changing fee and setting managemant
– Changing the settings
– Changing the restriction to make a call.
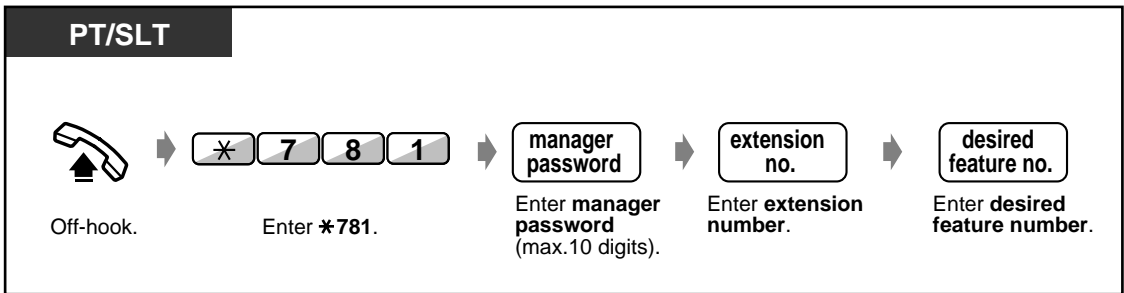
◆◆ *Changing fee and setting management*

To enter the programme mode	To programme	To exit

To continue

PROGRAM **OR** **PAUSE**	✱ 1	**manager password**	**programming input** → ENTER → HOLD		**PROGRAM** **OR** **PAUSE**
Press **PROGRAM** or **PAUSE**.	Dial ✱1.		Follow **programming input**.	Press **ENTER**. Press **HOLD**.	Press **PROGRAM** or **PAUSE**.

Item	Programming Input
Changing a manager password	**0** **0** (ENTER) **Password** (max. 10 digits).
Viewing each extension charge.	**0** **1** (ENTER) **Extension no.**
Clearing each extension charge.	**0** **1** (ENTER) **Extension no.**
Making a budget for each extension charge.	**0** **2** (ENTER) **Charge** *
Viewing each verify code charge.	**0** **3** (ENTER) **Verify code**
Clearing each verify code charge.	**0** **3** (ENTER) **Verify code**
Making a budget for each verify code charge.	**0** **4** (ENTER) **Charge** *
Viewing each outside line charge.	**0** **5** (ENTER) **Outside line group no.**
Assigning a charge rate for each outside line group.	**0** **6** (ENTER) **Outside line group no.** **Charge rate** *
Clearing all charges	**0** **7** (ENTER)
Printing the total charge.	**0** **8** (ENTER)
Locking/unlocking other extensions.	**9** **0** (ENTER) **Extension no.** **1** Lock **OR** **0** Unlock
Clearing a password of each extension.	**9** **1** (ENTER) **Extension no.**
Clearing a password of each verify code.	**9** **2** (ENTER) **Verify code**

• * To enter a decimal point, press ✳ .

◆◆ *Changing the settings*

◆ *To programme features of other extensions*

PT/SLT

☎ ➡ [✳] [7] [8] [1] ➡ [manager password] ➡ [extension no.] ➡ [desired feature no.]

Off-hook.   Enter ✳**781**.   Enter **manager password** (max.10 digits).   Enter **extension number**.   Enter **desired feature number**.

◆ *To lock/unlock other extensions*

PT/SLT

☎ ➡ [✳] [7] [8] ➡ ([2] Lock **OR** [3] Unlock) ➡ [extension no.] ➡ ☎

Off-hook.   Enter ✳**78**.   Enter **2** to lock or **3** to unlock.   Enter **extension number**.   On-hook.
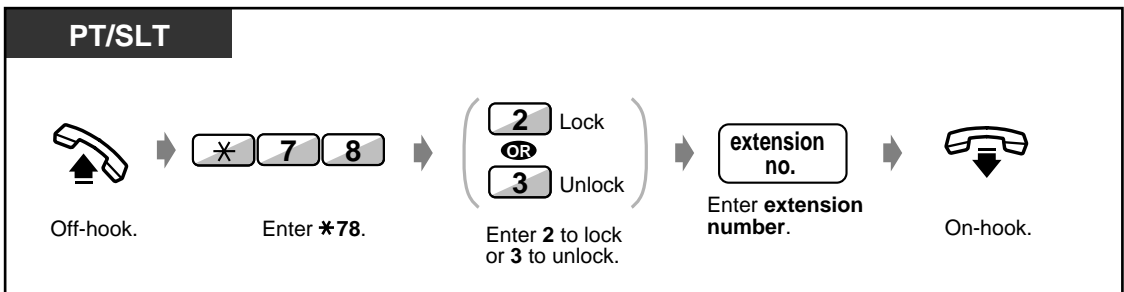
2.2 System Control

2.2.1 Time Service

The manager extension or the pre-programmed extension can change for each time mode (Day, Lunch, Break or Night).
There are two methods (Automatic or Manual) to change the time modes.
Automatic: enables to assign a time mode for each day on a week and perform automatically. Also, enebles to change it in manual temporaly.
Manual: enables to change a mode in manual as follows.

PT/PS

(Time Service)

Press **Time Service** until the desired mode appears.

PT/SLT/PS

✶ 7 8 0

| 0 | Day
| 1 | Night
| 2 | Lunch
| 3 | Break

C.Tone

Off-hook.   Dial ✶**780.**   Dial **0** to **3** as you desire**.**   On-hook.
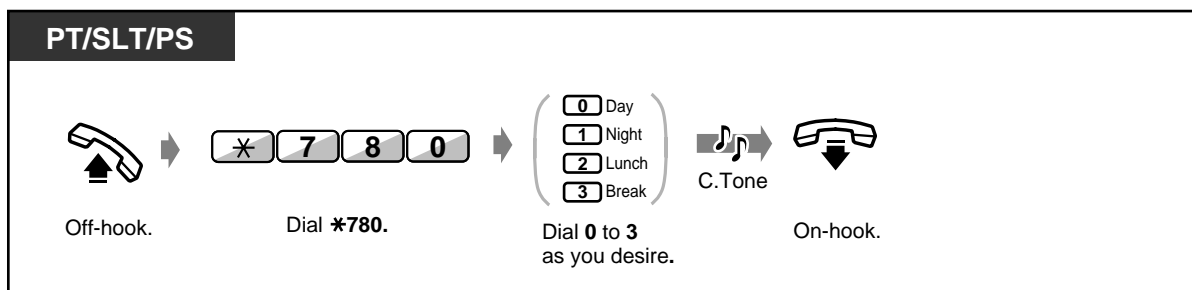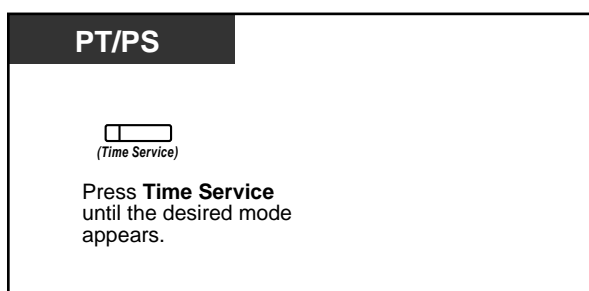
- Besides the time mode, there is the Holiday mode. It performs the same as one of the Day, Lunch, Break or Night mode.
- The Time Service button light shows the current status as follows:

  Off: Day mode
  Green on: Lunch mode
  Flashing Green: Break mode
  Red on: Night mode
  Flashing Red: Holiday mode

Customising Your Phone

- 3.1.3   Customising the Buttons
  Create or re-arrange a Time Service button.

2.2.2 Turning on the External Background Music

The manager extension can select and broadcast a background music in the office through external speakers.

◆ *To select and start/stop the background music*

PT/SLT/PS

Off-hook. → Dial ✳35. →
(**BGM no.**
OR
0 Cancel)
Enter **BGM number** (1 digit) or dial **0** to cancel.
→ C.Tone → On-hook.
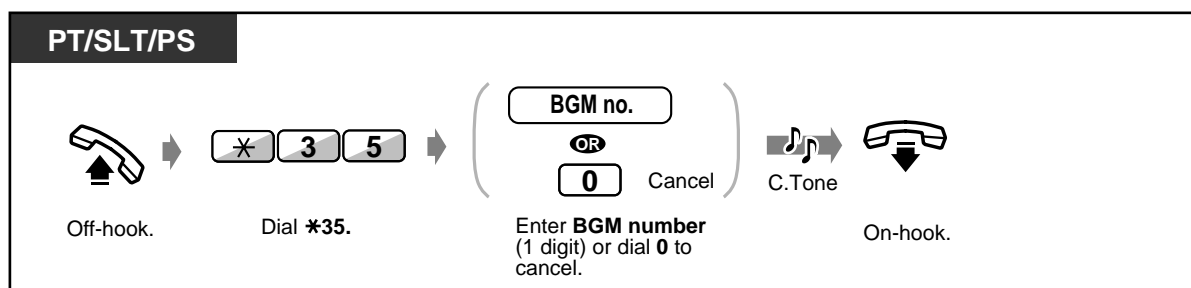
2.2.3 Recording Messages

The extension assigned as a manaager or the pre-programmed extension can record five kinds of messages as follows:

1. DISA message: Used for the greeting messages or guidance when an outside party makes a call to your company so that he can access an extension or an outside party without any operator assistance.

2. Receiving Group message: Used for the greeting messages or guidance of a receiving group.

3. Timed Reminder message: Used for a wake-up call message when the extension answers the Timed Reminder.

4. Sensor message: Used for an alarm message when an external sensor becomes active.

5. Emergency message: Used for an alarm message in an emergency.

All messages have their own extension numbers. You can select the desired message. And you can have two methods for recording a message. One is recorded using the handset, and the other is recorded from external music sources. You can also record a message with an external music source.

◆ *To record*

◆ *To record from an external music source*

PT

Off-hook. → Enter ✳**36**. → Enter **3**. → Enter **BGM number** (2 digit). → Enter **message floating extension number**.

C.Tone — You hear the BGM. → Press **CONF**. → C.Tone — The BGM is recorded.

To record the message simultaneously, press MUTE and record it.

→ Press **STORE**. (AUTO DIAL / STORE) → C.Tone — The message is played back. → C.Tone → On-hook.

When the time limit passes, it stops automatically.

◆ *To play back*

PT

Off-hook. → Dial ✳**36**. → Dial **2**. → Enter **message floating extension number**.

C.Tone — The message is played back. → C.Tone → On-hook.

◆ *To clear the message*

PT

Off-hook. → Enter ✳**36**. → Enter **0**. → Enter **message extension number** (2 digits). → C.Tone → On-hook.

• **Message recording limit**
The total length must be less than 32 minutes.

Section   3

Customising Your Phone & System

This chapter shows you how to customise your individual telephone or PBX according to your needs. Find the desired setting and program as necessary.

3.1 Customising Your Phone (Personal Programming)

3.1.1 Customising Your Phone (Personal Programming)

You can customise your telephone functions. For example, you can change the initial settings or button functions according to your needs.

— Assigning a password at your extension (Personal Password)

!! • If you change your desks and the extension line, refer to "1.10.1 Using the Same Assignment as Your Previous Extension (Walking Extension)".

◆◆ Assigning a password to your extension (Personal Password)

You can assign your password to each extension.
The following cases require a password.

1. Screening calls (Live Call Screening [LCS])

2. Denying other people the possibility of seeing your call log (Call Log Lock)

3. Utilizing the same functions of your extension at other extensions (Walking Extension)

4. Remote Control Operation (Remote Extension Control)

◆ To set

◆ *To cancel*

PT/SLT

Off-hook.   Enter ✱799.   Enter **0**.   Enter **stored password**.

C.Tone

On-hook.
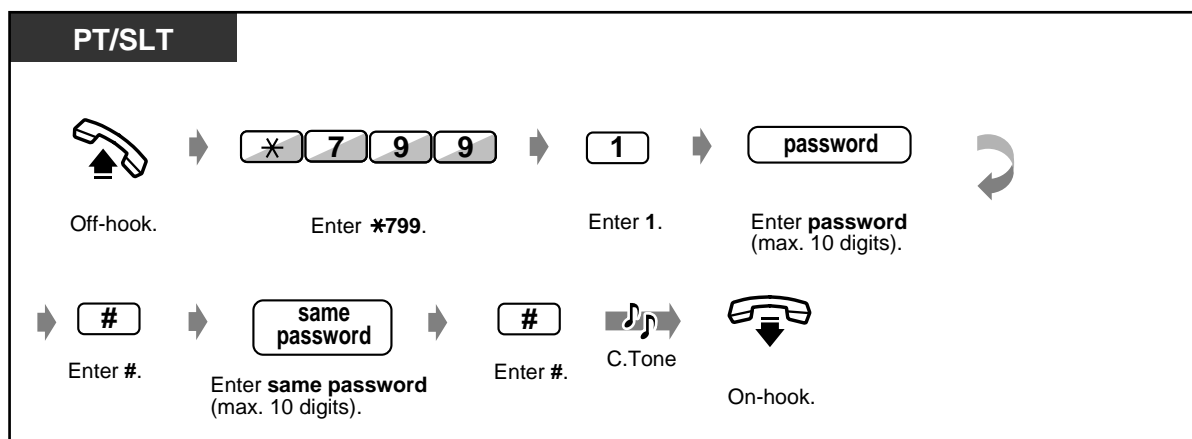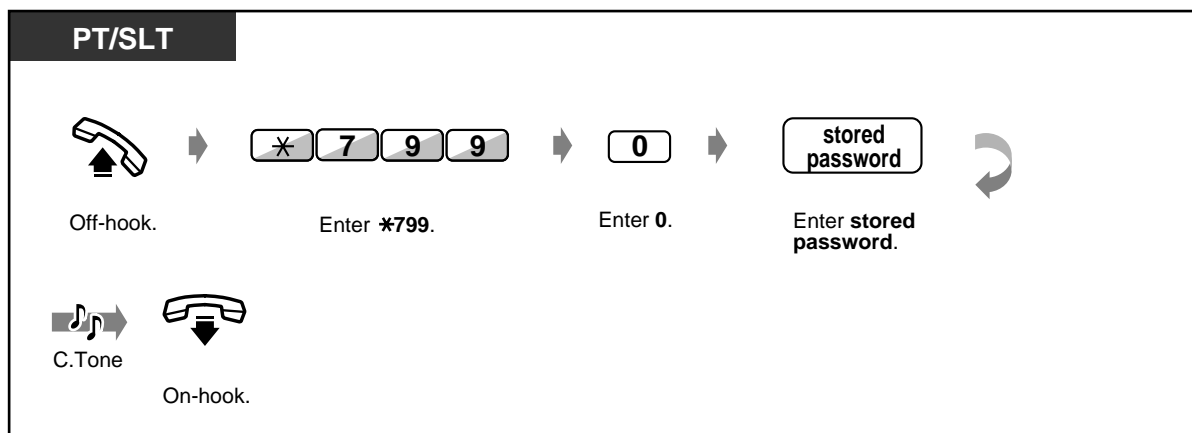
- Valid numbers for a password are "0" through "9".
- If the wrong password is entered for a pre-programmed number of times, the extension is locked. (Default: ? times)
- If you forget your password, ask your manager.

3.1.2   Initial Settings

The original settings are shown in bold letters in the shaded boxes. Find and mark your desired selections for programming.

- If nothing is entered within one minute in the programming mode, the mode returns to the normal status.
- To exit the mode at any time, lift the handset.

To enter the programme mode	To programme	To exit
PROGRAM **OR** **PAUSE** Press **PROGRAM** or **PAUSE**.	**programming input** Follow **programming input**. → (ENTER) Press **ENTER**. → **parameter** Enter **parameter**. → (ENTER) Press **ENTER**.	**PROGRAM** **OR** **PAUSE** Press **PROGRAM** or **PAUSE**.

Item	Programming Input	Selection & Parameter	
Your extension number display	**0 0**	It shows PBX number, slot number and port number <example> EXT105:10308 PBX no. ─┐ ┬ ┌─ Port no. Slot no.	
Which line do you prefer to seize when you go off-hook to make calls? (Preferred Line Assignment – Outgoing)	**0 1**	**0**	☐ No line
		1	☐ An idle outside line
		2 CO button no. (01–24) **OR** (CO)	☐ A CO/GDN button
		3	☐ **The Intercom line**
Which line do you prefer to seize when you go off-hook to receive calls? (Preferred Line Assignment – Incoming)	**0 2**	**0**	☐ No line
		1	☐ **A first ringing line**
		2 CO button no. (01–24) **OR** (CO)	☐ A assigned outside button

Item	Programming Input	Selection & Parameter	
Preferred contrast level from the 3 levels available.	0 3	1	☐ Light
		2	☐ **Medium**
		3	☐ Dark
Which way do you prefer to receive an intercom call? (Intercom Alarm Assignment)	0 4	0	☐ **Ringing**
		1	☐ Dierctly-the party's voice is heard without ringing.
		2	☐ Ring Only-Denying the caller switch the voice mode.
Which type of call waiting for intercom calls do you receive? (Call Waiting Selection)	0 5	0	☐ **No tone**
		1	☐ Tone
		2	☐ Voice announcement (OHCA)
		3	☐ Voice annoucement through the built-in speaker (Whisper OHCA)
Do you prefer to receive the call waiting from outside calls?	0 6	0	☐ **No (No tone)**
		1	☐ Yes (Tone)
Which type of call waiting tone do you prefer? (Call waiting Tone Type Selection)	0 7	0	☐ **?**
		1	☐ ?
Which equipment will you use as a receiver? (Handset/Headset Selection)	0 9	0	☐ **Headset off**
		1	☐ Headset on
Which display do you prefer when an outside call is receiver? (Initial Display Selection)	1 0	0	☐ **Caller ID name**
		1	☐ Outside line name
		2	☐ Called name

Item	Programming Input	Selection & Parameter	
Which voicemail service do you prefer when a calling party is recording a message in your mailbox? (Live Call Screening Mode Set)	⬜1 ⬜1	⬜0	☐ **You can monitor the message through the telephone speaker (Hands-free mode)**
		⬜1	☐ Only an alarm tone is heard. (Private mode)
Do you keep recording after answering the call in the LCS mode? [LCS Mode Set (After Answering)]	⬜1 ⬜2	⬜0	☐ **No – Stop recording**
		⬜1	☐ Yes – Keep recording
Do you prefer to hear the key tone? (Key Tone Set)	⬜1 ⬜3	⬜0	☐ No
		⬜1	☐ **Yes**
Do you prefer to answer an outside call without going off-hook? (Hands-free Answerback selection)	⬜1 ⬜4	⬜0	☐ **No**
		⬜1	☐ Yes
Do you prefer to answer a call without going off-hook regarard less of the AUTO ANSWER button status? (Forced Answerback Selection)	⬜1 ⬜5	⬜0	☐ **No**
		⬜1	☐ Yes
Do you make the single line telephone in parallell ring?	⬜1 ⬜6	⬜0	☐ No – The telephone will not ring.
		⬜1	☐ Yes – The telephone will ring.
You can select the display to switch automatically or in manual. (Display switching Mode)	⬜1 ⬜7	⬜0	☐ Automatic
		⬜1	☐ **Manual**
Do you listen the back ground music through your telephone speaker while in on-hook?	⬜1 ⬜8	⬜0	☐ No
		⬜1 BGM no. (1 digit)	☐ Yes
Do you prefer to make a call without going off-hook after dialling? (Predial/Hot Key Mode)	⬜2 ⬜0	⬜0	☐ **No** (Predial) **Yes** (Hot key)
		⬜1	☐ Hot key You can make a call without going off-hook after dialling

Item	Programming Input	Selection & Parameter	
Do you show a message on the caller's telephone display? (Absent Message Capability)	**4** **0**	**0**	☐ **No**
		message no. (1–8)	☐ Yes – You will show the selected message
		9	☐ Yes – You will show the original message
Do you make the original message?	**4** **1**	message (max. 16 characters)	
Where are your incoming calls forwarded? (Call Forwarding)	**5** incoming call type *	**0**	☐ **Off**
		1	☐ **Do not Disturb**
		2 desired no. (max. 32 digits)	☐ **All – Forearded all calls**
		3 desired no. (max. 32 digits)	☐ **Busy – owarded when your extension is busy.**
		4 desired no. (max. 32 digits)	☐ No Answer – Forwarded when you do not answer.
		5 desired no. (max. 32 digits)	☐ Busy/No Answer – Foworded when you do not answer or when your extension.
		6 desired no. (max. 32 digits)	☐ To outside line with internal ring – Fowarded to an outside party. Simultaneously, the fowarded extension also rings.
You can set the time for "No Answer" and "Busy/No Answer". (FWD N/A Timer)	**5** **3**	seconds (Default:15 seconds) (00-120)	
Do you deny other people the possibility of picking up your calls? (Call Pickup Deny)	**6** **0**	**0**	☐ **No –Allow**
		1	☐ Yes – Day
Do you protect the line against indication tones? (Data Line Security)	**6** **1**	**0**	☐ **No**
		1	☐ Yes
Do yo deny other people the possiblity of joining your conversation? (Executive Busy Override Deny)	**6** **2**	**0**	☐ **No –Allow**
		1	☐ Yes – Deny

Item	Programming Input	Selection & Parameter	
Do you deny a paged announcement? (Paging Deny)	6 3	⬜ 0	☑ **No – Allow**
		⬜ 1	☐ Yes – Deny
Do you prevent your number being displayed on the called party's telephone? [Calling Line Identification Restriction (CLIR)]	7 0	⬜ 0	☑ **No –** Allow your number being displayed
		⬜ 1	☐ **Yes –** Prevent your number being displayed
Do you prevent your number being displayed on the caller's telephone? [Connected Line Identification Restriction (COLR)]	7 1	⬜ 0	☐ **No –** Allow your number being displayed
		⬜ 1	☑ **Yes –** Prevent your number being displayed
Which do you display your number on the called party and caller's telephone? [Calling/Connected Line Identification Presentation (CLIP/COLP)]	7 2	⬜ 0	☐ Caller ID assigned on your extension
		⬜ 1	☐ Caller ID assigned on the seized outside line
You can make a call to the pre-set party simply by going on-hook. (Picking Dialling)	8 1	desired no. (max. 32 digits)	
	8 2	⬜ 0	☑ **Don't use**
		⬜ 1	☐ Use
You can deny other people the Possiblity of joining your conversation? (Executive Busy Override Deny)	9 0	password # same password (max. 10 digits) (max. 10 digits)	To set a password
		stored password new password # same password	To change a new password
You can prevent other people from using your telephone. (Electronic Extension Lockout)	9 1	lock code # lock code (max. 10 digits) (max. 10 digits)	To lock
		lock code (max. 10 digits)	To unlock
Do you prefer to deny other people the possibity of seeing your call log? (Call Log Lock)	9 2	Personal password ⬜ 0 (max. 10 digits)	☐ No to lock
		Personal password ⬜ 1 (max. 10 digits)	☐ To lock
Do you prefer to set the One-touch dialling only?	* #	⬜ 0	☐ **Yes**
		⬜ 1	☐ No

- • * incoming call type

  0- All calls

  1- Intercom calls

  2- Outside calls

- • After the programming number is entered, the programming title is displayed.
  The programming screen can be changed with the Navigator key (Up or Down)

- • You can select the parameter with the Navigator Key (Up or Down) instead of entering a number.

◆ *Storing the names and numbers for personal speed dialling*

Press **PROGRAM** or **PAUSE**.	Enter **80** or press **STORE**.	Press **ENTER**.	Enter **personal speed number** (2 digits).

Enter **phone number** (max. 32 digits).	Press **ENTER**.	Enter **name** * (max. 20 characters).	Press **ENTER**.

Press **PROGRAM** or **PAUSE**.
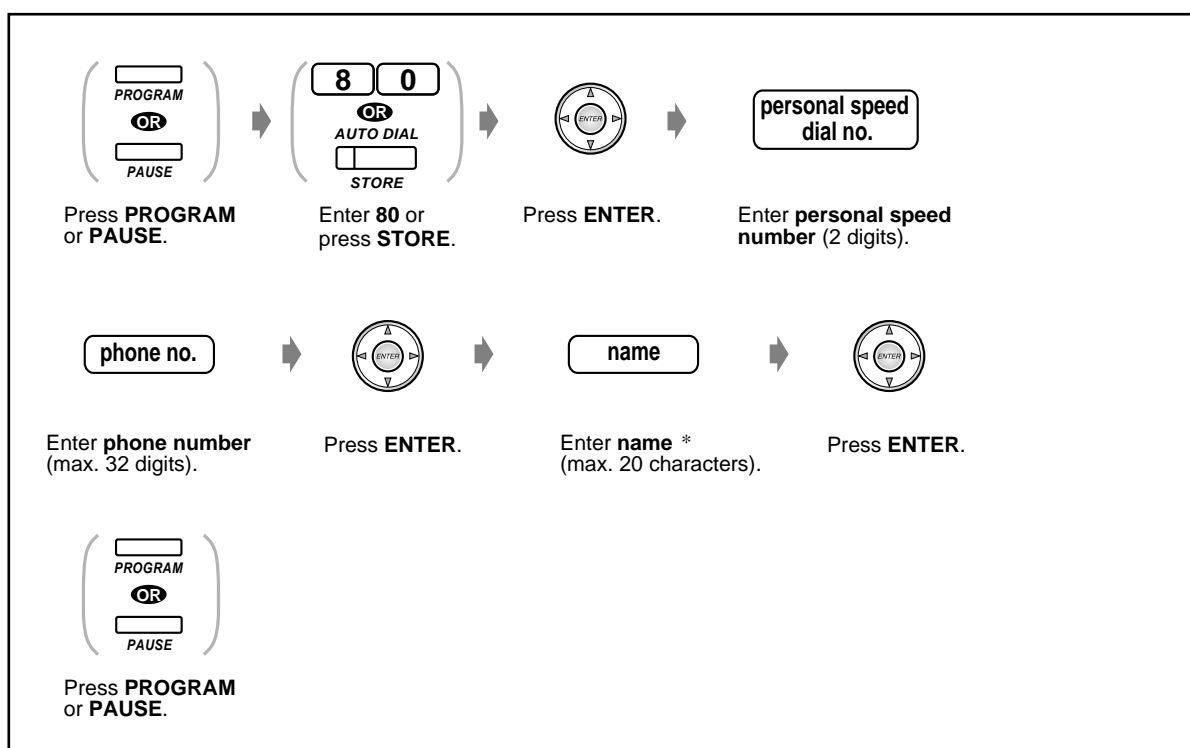
- • * To enter characters, refer to "Entering characters".

◆ *To clear settings*

The following features can be cleared simultaneously.

The features set on the programming mode

- • Preferred Line Assignment – Outgoing & Incoming
- • Intercom Alarm Assignment
- • Call Waiting Selection

- Call Waiting Tone Type Selection
- Handset/Headset Selection
- Initial Display Selection
- Live Call Screening Mode Set
- LCS Mode Set (After Answering)
- Key Tone Set
- Hands-free Answerback Selection
- Forced Answerback selection
- Display Switching Mode
- Predial/Hot Key Mode
- Absent Message Capability
- Call Forwarding
- FWD N/A Timer
- Calling Line Identification Restriction (CLIR)
- Connected Line Identification Restriction (COLR)
- Calling/Connected Line Identification Presentation (CLIP/COLP)
-

The features set with feature numbers

- Absent Message Capability
- Background Music
- Automatic Callback Busy
- Call Forewading/Do not Disturb
- Call Pickup Deny
- Call Waiting
- Data Line Security
- Executive Busy Override Deny
- Log-out
- Message Waiting
- Paging Deny
- Parallelled Telephone
- Timed Reminder

Press **PROGRAM** or **PAUSE**.　　Enter **##**.　　Press **STORE**.　　Press **PROGRAM** or **PAUSE**.
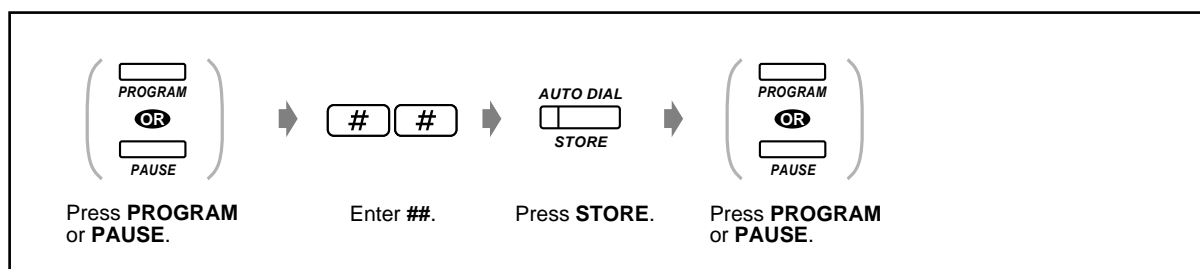
3.1.3 Customising the Buttons

You can change the flexible CO buttons/DSS buttons and programmable function (PF) buttons on analogue proprietary telephones to the following function buttons. For example, if your telephone has more CO buttons than availables outside lines, you may change an unused CO button to a one touch button.

To enter the programme mode	To programme	To exit
PROGRAM **OR** PAUSE	To continue	PROGRAM **OR** PAUSE
	(CO, DSS, PF) → programming input → AUTO DIAL STORE	
Press **PROGRAM** or **PAUSE**.	Press **CO**, **DSS** or **PF**. / Follow **programming input**. / Press **STORE**.	Press **PROGRAM** or **PAUSE**.
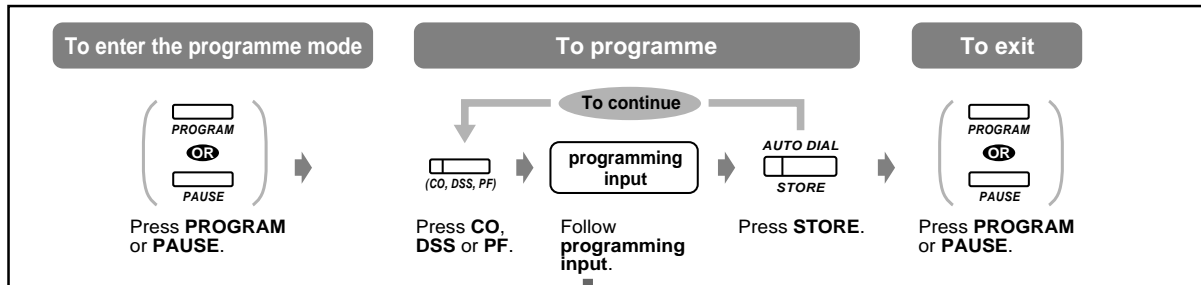
Group Directory Number (G-DN)

Buttons	Programmable Button			Programming Input
	CO	DSS	PF	
Loop-CO (L-CO)	✔	✔		$\ast$
Group-CO (G-CO)	✔	✔		# Outside line group no. (2 digits)
Single-CO (S-CO)	✔	✔		0 Outside line no. (3 digits)
Direct Station Selection (DSS)	✔	✔		1 Extn. no. (5 digits)
Group Direct Station Selection (G-DSS)	✔	✔		1 Receiving group extn. no. (5 digits)
One-Touch Dialling	✔	✔	✔	2 Desired no. (max. 32 digits)
Group Directory Number (G-DN)	✔	✔		3 Receiving group extn. no. (5 digits)
Message	✔	✔		4 0 Extn. no. / Receiving group extn. no. (5 digits)
Call Forwarding/Do Not Disturb (FWD/DND)	✔	✔		4 1
FWD/DND-External	✔	✔		4 2
FWD/DND-Internal	✔	✔		4 3
Group FWD/DND	✔	✔		4 4
Group FWD/DND-External	✔	✔		4 5
Group FWD/DND-Internal	✔	✔		4 6
Save	✔	✔		4 7
Account Code Entry (Account)	✔	✔		4 8
Conference	✔	✔		4 9
Terminate	✔	✔		5 0
External Feature Access (EFA)	✔	✔		5 1
Charge	✔	✔		5 2
Call Park	✔	✔		5 3 Parking zone no. (2 digits)

Buttons	Programmable Button			Programming Input
	CO	DSS	PF	
Call Log	✔	✔		[5] [4] Extn. no. / Receiving group extn. no. (5 digits)
Log-in/Log-out	✔	✔		[5] [5] Receiving group extn. no. (5 digits)
Hurry-up	✔	✔		[5] [6] Receiving group extn. no. (5 digits)
Wrap-up	✔	✔		[5] [7]
Time Service	✔	✔		[5] [9] 1/2/3 *4
Answer	✔	✔		[6] [0]
Release	✔	✔		[6] [1]
Toll Change	✔	✔		[6] [2] TRS Level (1–8)
ISDN Service Access *2	✔	✔		[6] [3] Desired no. (max. 32 digits)
Calling Line Identification Restriction (CLIR)	✔	✔		[6] [4]
Connected Line Identification Restriction (COLR)	✔	✔		[6] [5]
Check-in	✔	✔		[8] [0]
Check-out	✔	✔		[8] [1]
Cleaned-up	✔	✔		[8] [2]
Wake-up	✔	✔		[8] [3]
Wake-up Alert	✔	✔		[8] [4]
Paging with message	✔	✔		[8] [5]
Two-Way Record *3	✔	✔		[9] [0] Voice mail extn. no. (5 digits)
Two-Way Transfer *3	✔	✔		[9] [1] Voice mail extn. no. (5 digits)
One-Touch Transfer *3	✔	✔		[9] [1] Voice mail extn. no. (5 digits) Extn. no. / Receiving group extn. no. (5 digits)
Live Call Screening (LCS) *3	✔	✔		[9] [2]
Voice Mail Transfer *3	✔	✔		[9] [4] Voice mail extn. no. (5 digits)

- *1 "✳," "#," FLASH, PAUSE, SECRET (INTERCOM) and T (Transfer) can also be stored.
  If you do not want to display the stored number when making a call, press the SECRET (INTERCOM) button before and after the numbers you wish to conceal.
  If you store an outside party's number, you should first store a line access number or outside line group access number.
 If you need to enter an account code, you can enter the specified account code before the line access number.
  <Example>

49	1234	#	9/0	SECRET [123 4567]
Account code feature no.	Account code	Account code delimiter	Automatic line access number	Phone number
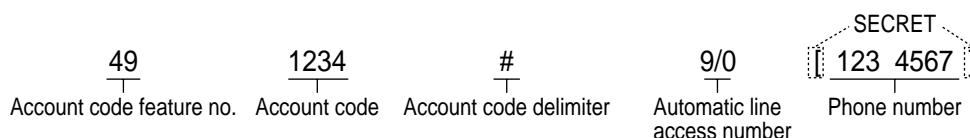
- *2 Availability of this button depends on the ISDN service of your telephone company.
     Refer to "1.2.7   Accessing the ISDN Service (ISDN Service Access)".
- *3 This button is used for the voice mail integration feature.
- *4 1: Day/Night/Break, 2: Day/Night/Lunch, 3: Day/Night
- **To exit the mode at any time,** lift the handset.

- You can select the parameter with the Navigater Key (Up or Down) instead of entering a number.

◆ *To distinguish the ringing tones for each CO button (Digital proprietary telephone only)*

Press **PROGRAM**. → Press **CO**. → Press **CO**. → Enter **tone type number** (01–48). → Press **ENTER** or **STORE**. → Press **PROGRAM**.

◆ *To clear the button data*

Press **PROGRAM** or **PAUSE**. → Press **CO**, **DSS** or **PF**. → Enter **2**. → Press **ENTER** or **STORE**. → Press **PROGRAM** or **PAUSE**.
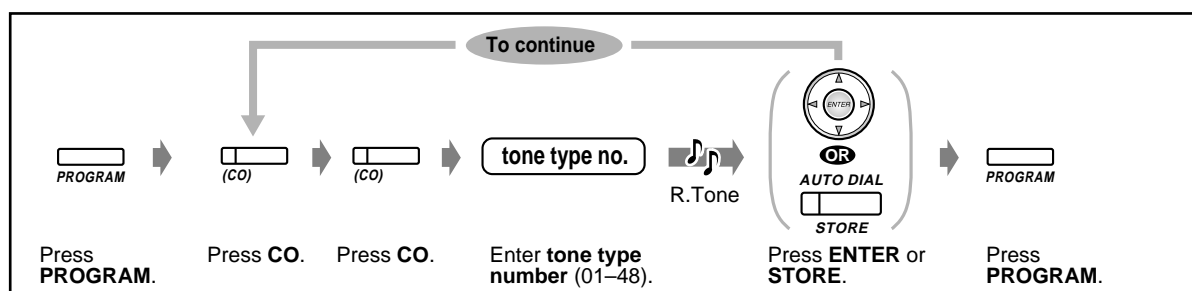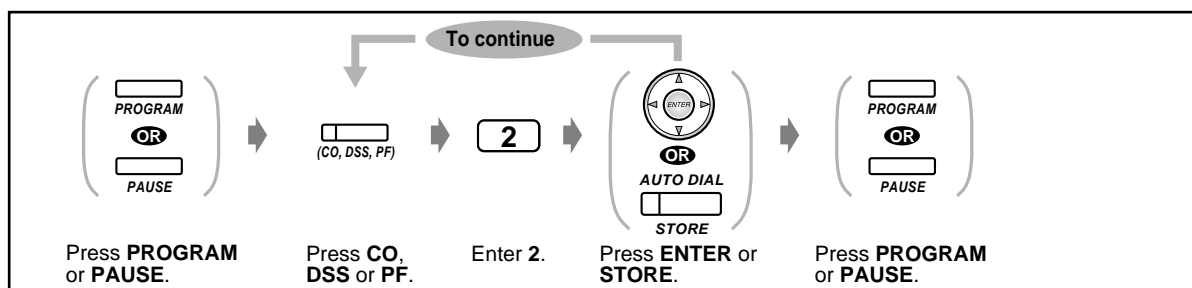
3.2 Customising Your System (System Programming)

3.2.1 Programming Information

You can customise your system according to your application.
[Your system already has default settings (factory installed).]

The available programming is shown below. (Programme number)

- The date and time (000)
- System speed dialling numbers and names (001/002)
- Extension number and name (003/004)

Required Telephone

A Panasonic Proprietary Telephone with display (over 2 lines) (e.g. KX-T7636)

User Password

To enter the programming mode, a user password (max. 10 digits) is required. It should be programmed through system programming beforehand. Check your password (Default:1234).

Conditions

Only one extension, which is on-hook and holding no calls, is available at one time.

List

Before programming, decide your selections and write them down in the list for each programming item. These are useful for easy programming and future reference. Your dealer also has programming tables which contain all of the assignments. You may ask for photo copies of these tables to be aware of the features /conditions available.

Display

Pending

◆◇ Icon Descriptions

Pending

◆ *Procedure*

The basic steps are shown below.

1. *Entering the programming mode*

PROGRAM
○
OR
PAUSE
▭

Press **PROGRAM**
or **PAUSE**.

➡ [✳][✳] ➡ (user password)

Dial ✳✳.   Enter **user password**.

2. *Programming*

(SKP+)   OR   (SKP−)

Press **SKP+**.   Press **SKP-**.

To continue programming

To end

(programme no.) ➡ (NEXT) ➡ (your entry) ➡ (STORE) ➡ (END)

Enter **programme**   Press **NEXT**.   Enter your entry.   Press **STORE**.   Press **END**.
number (3 digits).

Pending

To continue entering selections

(NEXT) OR (PREV)

Press **NEXT**.   Press **PREV**.

(SELECT)

Press **SELECT**.
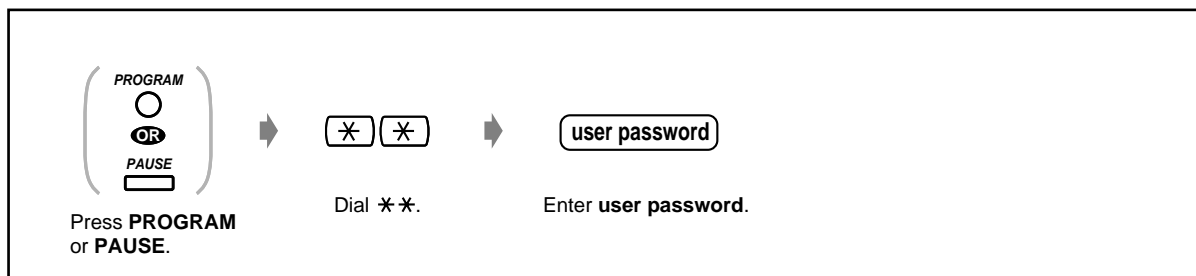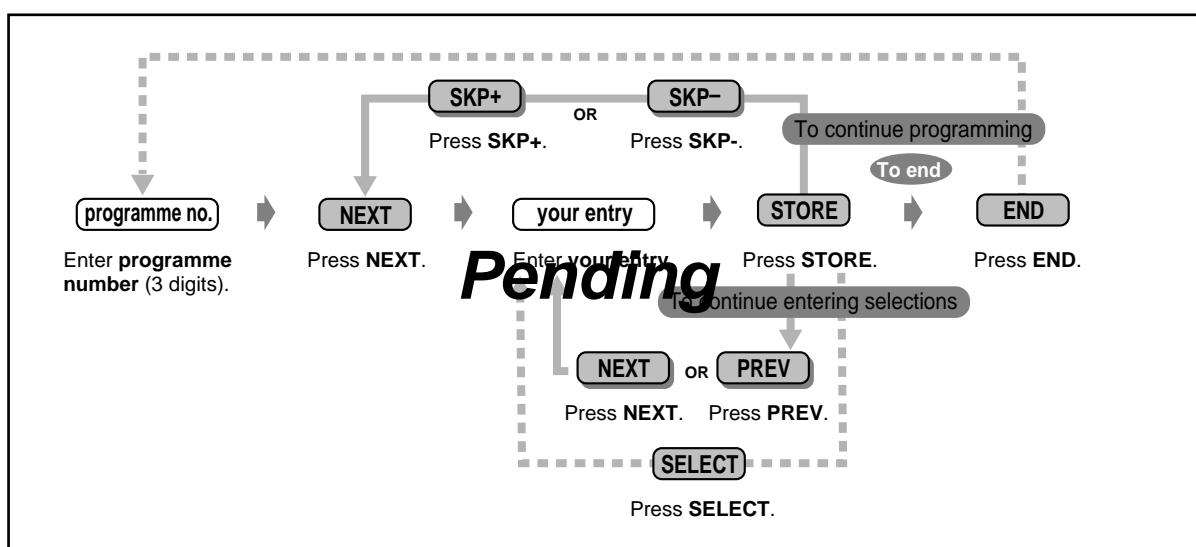
➡ To go to the next/previous programme or entry.

▪▪▪➡ To enter the desired programme or entry.

- **To delete or change an entry,** press CLEAR (TRANSFER).
- **To confirm your entry after storing data:**
  — The STORE button light: Lights red.
  — Confirmation Tone:
    One beep: Your entry is accepted.
    Three beeps: Your entry is rejected.
- **To exit the programming mode at any time,** lift the handset.

3. *Exiting the mode*

PROGRAM
◯
OR
PAUSE
▭

Press **PROGRAM**
or **PAUSE**.
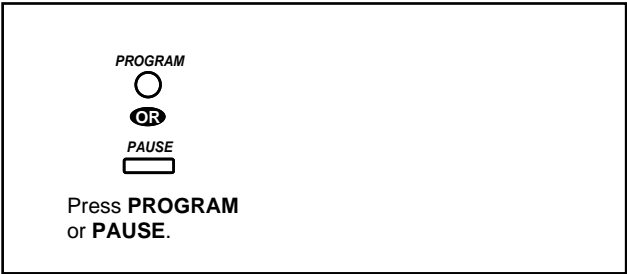
3.2.2   Date and Time Set (000)

After setting the current date and time, the proprietary telephone displays the current date and time while on-hook.

Default : '95 Jan. 1 SUN 0:00 AM

```
┌─ 0 ─┐┌─ 0 ─┐┌─ 0 ─┐  ▶  ( NEXT )  ▶  ( year )  ▶  ( ➡ )  ▶  (SELECT)  ▶  ( ➡ )  ▶  ( day )  ↩
Dial 000.              Press NEXT.   Enter year   Press ➡.  Select month  Press ➡.  Enter day
                                     (00-99).                (Jan.-Dec.).            (1-31).

   ▶  ( ➡ )  ▶  (SELECT)  ▶  ( STORE )  ▶  ( NEXT )  ▶  ( hour )  ▶  ( ➡ )  ↩
      Press ➡.   Select day   Press STORE.  Press NEXT.  Enter hour   Press ➡.
                 of the week                             (1-12).
                 (SUN-SAT).
                                         To end

   ▶  ( minute )  ▶  ( ➡ )  ▶  (SELECT)  ▶  ( STORE )  ▶  ( END )
      Enter minute    Press ➡.  Select AM    Press STORE.  Press END.
      (00-59).                  or PM.
```
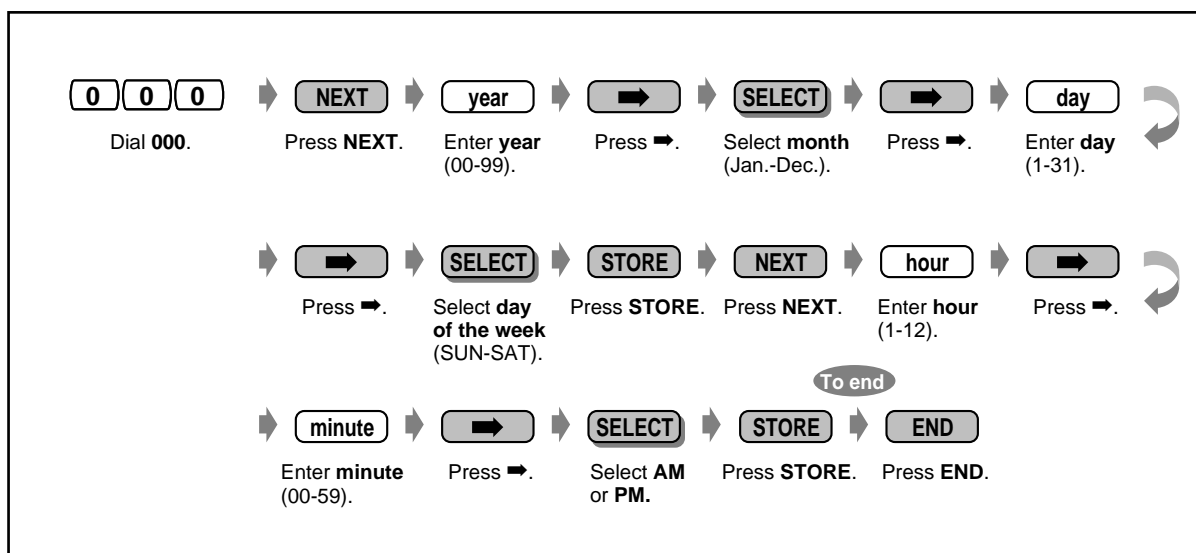
- **After changing the desired entries,** you can press the STORE button. You do not have to perform the rest of the steps.
- The clock starts immediately after the STORE button is pressed.
- You cannot leave an entry empty.
- The clock is automatically adjusted in case of ISDN.

3.2.3 System Speed Dialling Number Set (001)

You can store the phone numbers of up to 500 frequently dialled numbers.

Default : No entry
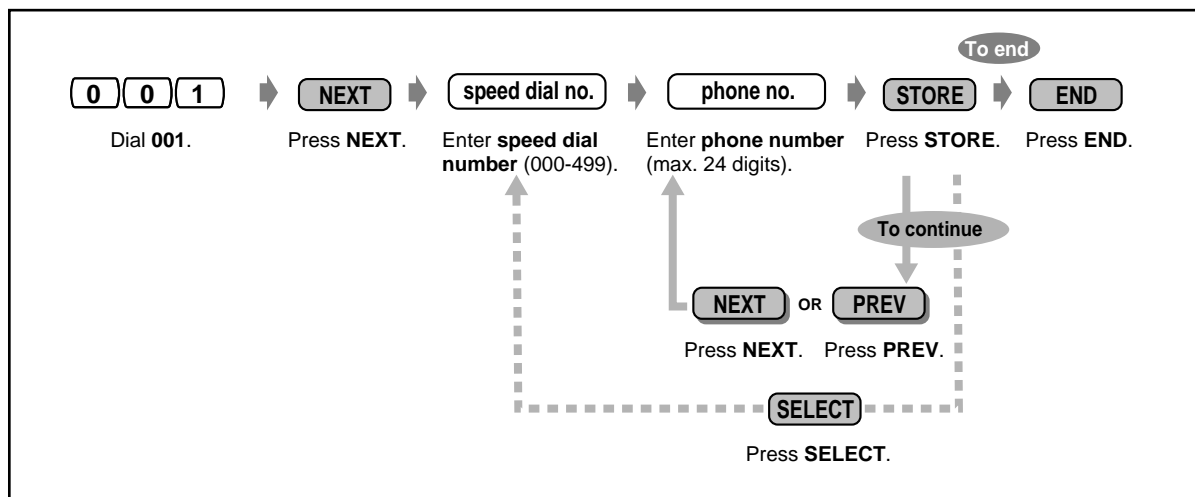
- The programming list is to refer to "Programming List for 001/002" in . The directory is to refer to "System Speed Dialling" in .
- If the desired number is more than 24 digits, divide the number and store it into two or more speed dial numbers.
- "✶," "#," FLASH, PAUSE, SECRET (INTERCOM) and — (CONF) can also be stored.

   If you do not want to display the stored number, press the SECRET (INTERCOM) button before and after the numbers you wish to conceal.

   If you store an external party's number, you should first store a line access number (9, 81 to 88).

   If you need to enter an account code, you can enter the specified account code before the line access number.

<Example>

- The System Speed Dialling numbers are used for the call identification. For a proper operation, a hyphen must be inserted after the line access number. Additionally, the area code must be stored always (even for local numbers in the same area).

3.2.4　System Speed Dialling Name Set (002)

You can store the corresponding name of the speed dialling number. These names are displayed when making call with the display operation. (See "How to Use the Display" (Manager Operation).) To enter characters, refer to "Character Entry" in .
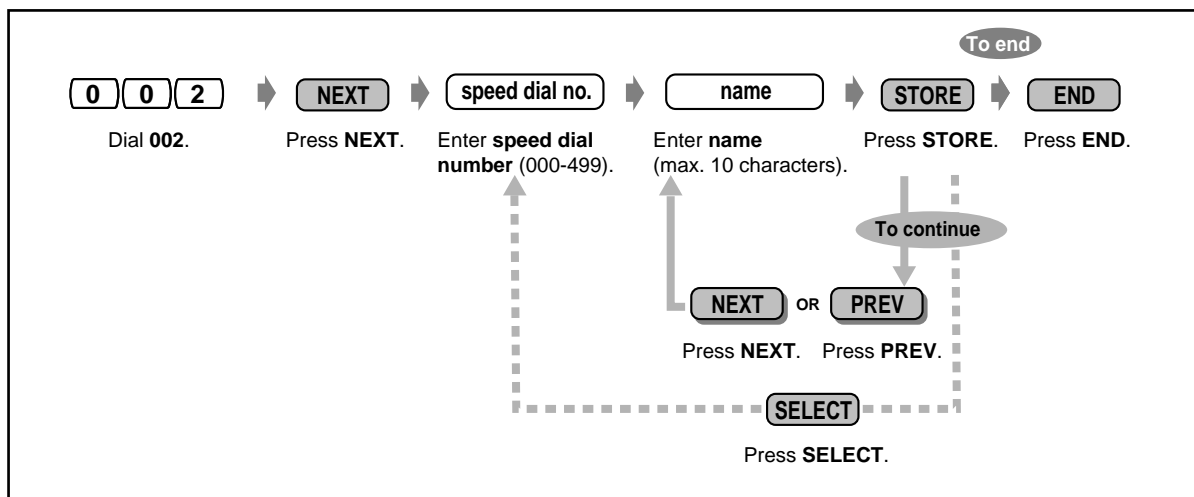
Default : No entry

• The programming list is to refer to "Programming List for 001/002" in . The directory is to refer to "System Speed Dialling" in .

3.2.5   Extension Number Set (003)

You can assign an extension number to each jack.

Default : Jack no. = Extension no.

KX-TD816 —	01-1 to 16-1= 101 to 116
	01-2 to 16-2= 201 to 216
KX-TD1232 —	01-1 to 64-1= 101 to 164
	01-2 to 64-2= 201 to 264
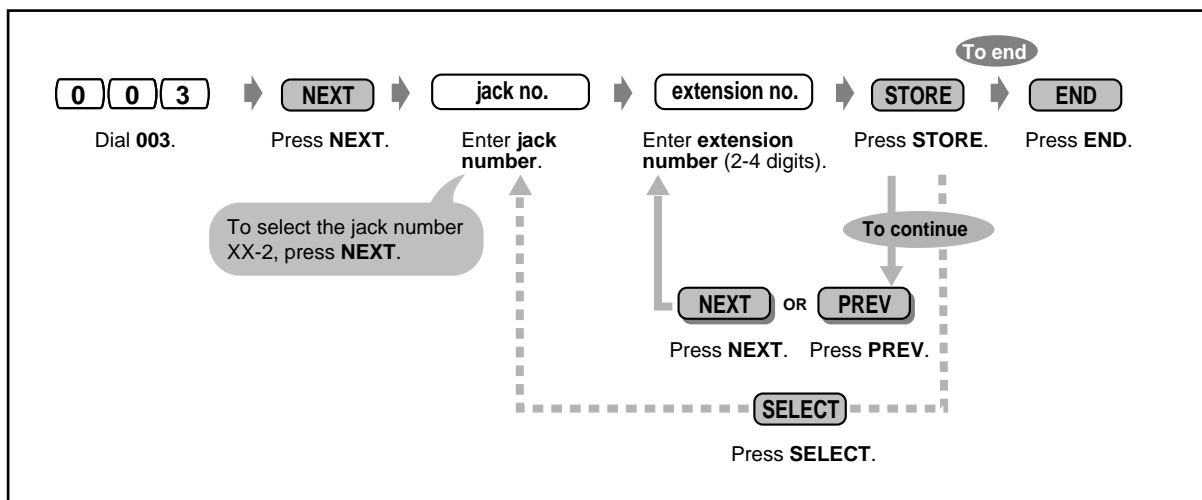
• The leading number(s) should be the same as the assigned number(s) for Flexible Numbering. Consult your dealer.

• A double entry is invalid.

3.2.6 Extension Name Set (004)

You can store the name of an extension user. This is useful if you want to know who is calling, or who you are calling when making an intercom call using the directory.
To enter characters, refer to "Character Entry" in .

Default : No entry
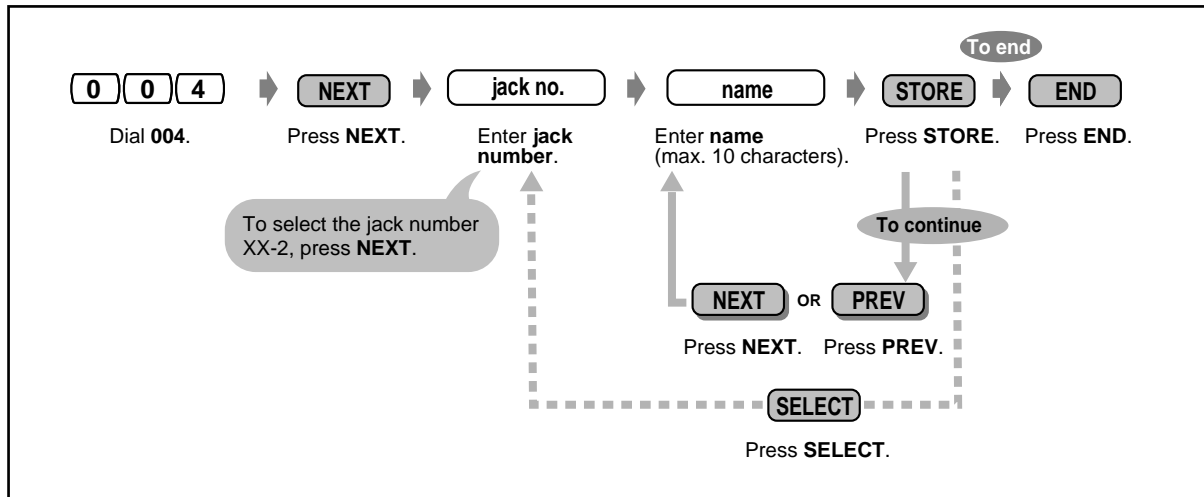
> • The directory is on .

Section   4

Appendix

This chapter provides the Troubleshooting, Feature Number Table, Directory and Tone List. Check the Troubleshooting section before consulting your dealer.

4.1 Troubleshooting

4.1.1 Troubleshooting

Pending

4.2 Feature Number Table

4.2.1 Feature Number Table

Numbers listed below are the default settings. There are flexible feature numbers and fixed feature numbers. If you change the flexible feature numbers, fill in your assigned numbers in the list for future reference.

Feature	Default	Additional digits
Operator call	9/0	phone no.
Automatic line access number	0/9	phone no.
Outside line group number	8	outside line group no. (2 digits) + phone no.
TIE Line Access	7	private phone no.
Redial	#	
Personal Speed Dialling System Speed Dialling	✶✶	✶+personal speed dial no. (2 digits) system speed dial no. (3 digits)
Personal Speed Dialling (To store)	✶30	personal speed dial no. (2 digits) + phone no. +#
Door phone Call	✶31	doorphone no. (2 digits)
Group paging	✶33	paging group no. (2 digits)
External Background Music – To play – To stop	✶35	BGM no. (1 digit) 0
Message – To record – To play back – To record from an external music source – To clear	✶36	 1+message floating extn no. 2+message floating extn no. 3+BGM no. message floating extn no. 0+message floating extn no.
Parallelled Telephone – To set – To cancel	✶39	 1 0
Call pickup Group Directed	 ✶40 ✶41	 group no. extn. no.
Trunk Answer From Any Station [TAFAS] – To answer	✶42	

Feature	Default	Additional digits
Paging – To answer	✶43	
Ringer Answer	✶44	Rnger no. (2 digits)
Automatic Callback Busy Cancel/CCBS Cancel	✶46	
Walking COS Verify Code Entry	✶47	extn. no. +password +phone no. ✶+verify code+password+phone no.
	✶48	
Account code Entry	✶49	code+#+phone no.
Hold/Hold Retrieve	✶50	
Hold Retrieve – Intercom calls	✶51	extn. no. ext. no.
Call Park Retrieve	✶52	parking zone no. (2 digits)
Hold Retrieve – Outside calls	✶53	outside line no. (3 digits)
Door Open	✶55	door opener no. (2 digits)
External Relay on	✶56	relay no. (2 digits)
	✶590	
External Feature Access	✶60	service code
ISDN Conference	✶61	
ISDN Hold	✶62	
Connected Line Identification Restriction (COLR) – To show – To prevent	✶7✶0	 0 1
Calling Line Identification Restriction (CLIR) – To show – To prevent	✶7✶1	0 1
Calling/Connected Line Identification Presentation (CLIP/COLP) – Public – Your extension	✶7✶2	1 2
Malicious Call Identification (MCID)	✶7✶3	
ISDN Call Forwarding – Unconditional/Busy/No Reply – To cancel	✶7✶5	 2/3/4+multiple subscriber no.+##+phone no.+# 0+multiple subscriber no.+#

Feature	Default	Additional digits
	✳7✳6	

Message Waiting
  – To leave/cancel
  – To call back
	✳70	
		1/0
		2

Call Forearding/Do Not Disturb (FWD/DND)
  – All Calls
  – Outside Calls
  – Intercom Calls
	✳710
	✳711
	✳712
		0 (Cancel)
		1 (Do not Disturb)
		2 (All calls) +phone no.+#
		3 (Busy) +phone no.+#
		4 (No Answer) +phone no. #
		5 (Busy/No Answer) +phone no.+#
		6 (To outside Line with Internal Ring)
		+outside line no.+outside phone no.
		7 (Follow Me)+your extn. no.
		8 (Follow me cancel)

Call Forwarding – To set the time for "No Answer" and "Busy/No Answer".	✳713	00-99 (sec)

Call Forwarding for your receiving group
  – All Calls
  – Outside Calls
  – Intercom Calls
	✳714
	✳715
	✳716
		1 (Set) +receiving group extn. no.+phone no.+#
		0 (Cancel

Call Pickup Deny
  – To deny
  – To allow
	✳721	
		1
		0

Paging Deny
  – To deny
  – To allow
	✳721	
		1
		0

Walking Extension	✳727	Your previous extn. no.+password

Data Line Security
  – To Set
  – To Cancel
	✳730	
		1
		0

Call waiting
  – For intercom calls-No tone/Tone/OHCA/Whisper OHCA
  – For outside calls-No tone/Tone
	✳731
	✳732
		0/1/2/3
		0/1

Executive Busy Override Deny
  – To deny
  – To allow
	✳733	
		1
		0

* : Supervisor only.

$*^2$: Manager only.

$*^3$: Manager/specified user only.

$*^4$: Hotel operator only.

4.3 What is This Tone?

4.3.1 What is This Tone?

While in on-hook

Ring Tones

The following tones are programmable.

Tone 1
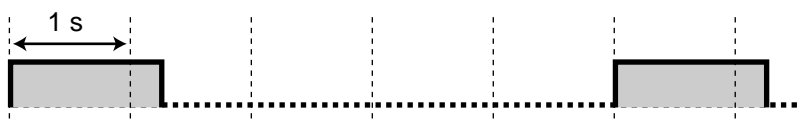
Tone 2

Tone 3
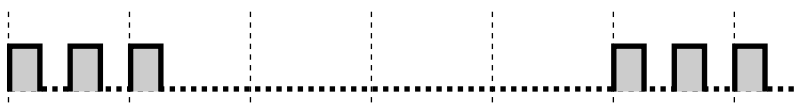
Tone 4
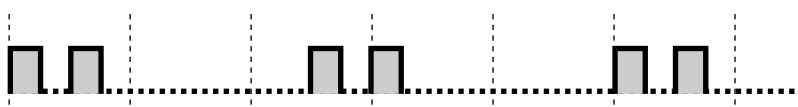
When going off-hook

Dial Tones

Tone 1

Normal
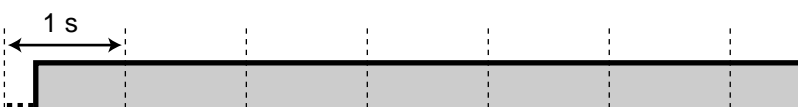
Tone 2

At least one feature has been changed from the default setting at your extension.
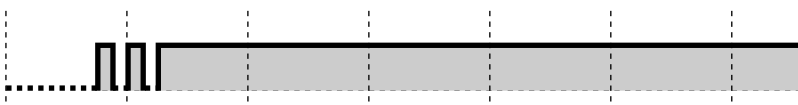
Tone 3

- The alarm is being answered.
- Enter an account code to turn off the tone.

Tone 4

Message waiting indication was received.
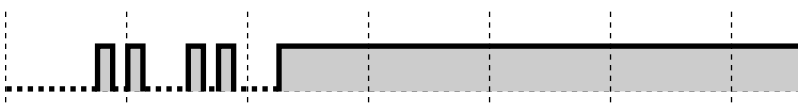
When you make calls

Busy Tone

Reorder Tone
- The outside line you tried to seize is not assigned or denied.
- The wrong account code was entered.

Ringback Tone 1
Normal ringback tone

Ringback Tone 2
Special ringback tone for DISA call

Do Not Disturb Tone
The dialled extension is refusing incoming calls.

While off-hooking

Indication Tones

Tone 1
Call waiting tone (default)
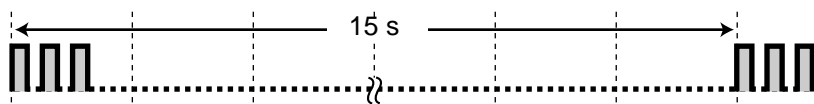
Tone 2
Call waiting tone from outside
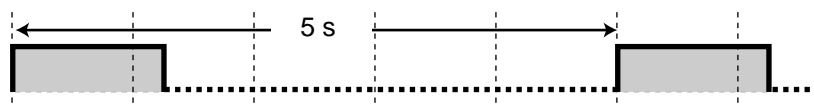
Tone 3
Call waiting tone from another extension

Tone 4
A call is on hold longer than a specified time (default: 60 seconds)
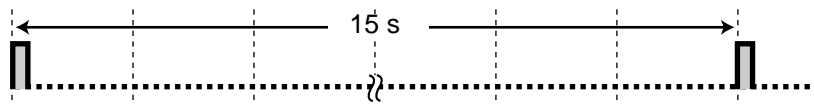
When talking to an external party

Warning Tone

This tone is sent 15, 10 and 5 seconds before a specified time period.
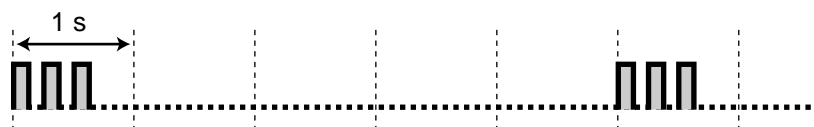
When setting the features or programming

Confirmation Tones

Tone 1

• The feature setting was completed successfully.
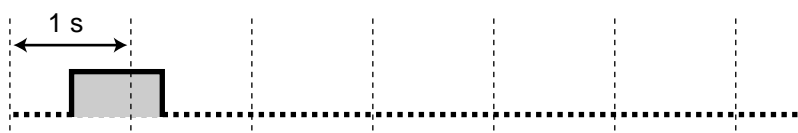
Tone 2

• Before paging through an external speaker

Tone 3

Before performing the following features:

• Retrieving a held call
• Picking up another call
• Paging/Answering a paged announcement
• Answering the call through a speaker

Tone 4

Establishing or leaving a multiple parties conversation

User Manual

User Manual

Section 5

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