Panasonic Telephone Systems

Panasonic KX-T7000, KXT7000 Series, KX T7000 Series, KX-TA624 Series, KXTA624 Series

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KX-T7000 Quick Guide KX-TA624 SERIES

Installed by :

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How to use this guide

Operation	Description	
[Off - Hook]	Press SP-Phone or Monitor or Lift the telephone handset	
[REDIAL]	Press the REDIAL button, or the button programmed with the REDIAL function	
[Talk]	Action required by the user is shown in brackets	
[CO or DSS]	Button programmed to access the External Line (Central Office CO) or an Ext.	
[PROG]	Move Program Switch on the rear of the Telephone to 'PROGRAM'	
[33]	Dial the digits in the brackets (<i>i.e. Dial 3 twice on the keypad</i>)	
[Tel. / Ext. No.]	Dial an External phone No. or Extension number	
	(An External phone No. will have to be prefixed with the access code	
	9 (Automatic Line Access) or $81 \sim 86$ (for CO Line Groups $1 \sim 6$)	

Note :

- □ If a Feature requires the handset to be taken Off Hook, it must be replaced after the Feature has been programmed or used.
- □ If programming requires the switch at the rear of the Telephone to be moved to the **'PROGRAM'** position, it must be returned to the **'SET'** position after the programming has been completed.

Basic Operation Description

Description	Key sequence
MAKING A CALL	
Intercom Calling	[Off - Hook] [Ext. No.]
(Calling another extension)	0r
	[Off - Hook] [DSS (DIRECT STATION SELECT)]
Outgoing Call	[Off - Hook] [CO]
(Making a call to the Central Office)	0ľ
	[Off - Hook] [9 (for any available CO line)]
	01'
	$[Off - Hook] [81 \sim 86 (for Trunk Groups 1 \sim 6)]$
RECEIVING A CALL	
CO or INTERCOM LED flashes rapidly on Ext.	[Off - Hook] [CO or INTERCOM]
(With or Without Ringing)	(press the flashing LED if the call does not
	automatically connect to your Ext.)
TRANSFERRING A CALL	
Transferring a call to another Extension	[TRANSFER][Ext./Tel. No.]
(Intercom or CO Line)	[Announce Call - to the Called party (optional)]
	[Replace your handset (to transfer the call)]
	(if the called party does not wish to accept the call,
	you can return to the calling party by pressing
	[INTERCOM or CO])
USING A DSS BUTTON OR DSS CONSOLE	
To Transfer a call	Manual transfer: [TRANSFER][DSS]
	or
(Note:	Automatic transfer : [DSS]
Your Installer will have to set the transfer mode)	

Feature Description

Description

Key sequence

ABSENT MESSAGE		
The Caller to your Ext. can receive a pre-programmer	ned absent message	
(<i>Caller must have a System phone with LCD. i.e. KX-T7130/7030</i>)		
'Will Return Soon'	[Off - Hook] [7 5 1 #]	
'Gone Home'	[Off - Hook] [7 5 2 #]	
'At Ext x x x'	[Off - Hook] [7 5 3] [Ext. No.] [#]	
'Back At HH : MM: AM / PM'	[Off - Hook] [7 5 4] [01 ~ 12 (<i>Hour</i>)]	
	[00~59(<i>Min.</i>)][0/1(<i>AM</i> / <i>PM</i>)][#]	
'Out until MM / DD'	[Off - Hook] [7 5 5] [01~12 (<i>Month</i>)]	
	[01~31(Day)][#]	
'In a meeting'	[Off - Hook] [7 5 6 #]	
'Canceling the pre-programmed message'	[Off - Hook] [7 5 0 #]	
ACCOUNT CODE ENTRY		
A 4 digit Account code can be entered to identify	Before Dialing :	
the call, for client billing purposes	[Off - Hook] [CO or 9(Line Access)]	
(The Call details plus Account Code can be	[FWD/DND or PAUSE][Account Code][Tel. No.]	
printed out by connecting the SMDR output to a	During a Conversation :	
printer)	[FWD/DND or PAUSE][Account Code]	
□ The [FWD/DND] button can be replaced by dia	ling [4 9] on the keypad and [PAUSE] by [* *]	
BACKGROUND MUSIC (BGM)		
Allows you to listen to Background music from	[On - Hook] [1]	
the External Music Source through a System		
phone's speaker		
BUSY STATION SIGNALING (BSS)		
Sends Call Waiting Tone to a dialed Busy	[Off - Hook] [Ext. No.] [Hear Busy]	
Extension (to inform the Ext. you are waiting)	[2] [Wait for answer]	
CALL FORWARDING (FWD)		
Call Forward - All Calls	[FWD/DND][1][Ext. No.][#]	
Call Forward - Busy / No Answer	[FWD/DND][2][Ext. No.][#]	
Call Forward - to an Outside CO Line	[FWD/DND][3] [Access Code 9 or 81~86]	
(Forwarding to an External Tel. No.)	[Tel. No.] [#]	
Call Forward - Follow Me	[FWD/DND][5][Your Ext. No.][#]	
(Setting FWD from the FWD destination Ext.)		
Call Forward - Follow Me, CANCEL	[FWD/ DND] [8] [Your Ext. No.] [#]	
(<i>Canceling from the destination Ext.</i>)		
Call Forward – CANCEL	[FWD/DND][0][#]	
□ The [FWD/DND] button can be replaced by a d	lialing [71] on the keypad	
CAMP – ON (Call Back on Busy)		
Rings your extension back, when the dialed	On hearing Busy Tone : [6] [Hang-up]	
Busy Extension or CO Line becomes free		
(making or receiving a call cancels this feature)		
Rings your extension back, when the dialed Busy Extension or CO Line becomes free	On hearing Busy Tone : [6][Hang-up] Canceling : [Off - Hook]	

Description

Key sequence

CALL ON HOLD - PLACEMENT		
Hold - standard	[HOLD]	
(Any Ext. can pick up the Held call)		
Hold - exclusive (Only the Ext. which placed the	[HOLD][HOLD]	
call on Hold can retrieve it)		
CALL ON HOLD – RETRIEVAL		
Retrieve a CO call held by another Ext.	[Off - Hook] [5 3] [CO Line Number]	
(not flashing on your Ext.)		
Retrieve an INTERCOM call held by another Ext.	[Off - Hook] [5] [Ext. No.]	
(not flashing on your Ext.)		
CALL LOG, INCOMING (Requires optional e		
Logs the last 20 calls received	[Off - Hook] [7 3 7 1 #]	
Logs the first 20 calls received then stops	[Off - Hook] [7 3 7 0 #]	
recording		
CALL LOG LOCK, INCOMING		
Prevents a User reading your Incoming call log	[Off - Hook] [7 7] [Lock Code] [Lock Code] [#]	
(4 digit Lock Code 0000 to 9999)		
Cancels the 4 digit Lock Code	[Off - Hook] [7 7] [Lock Code] [#]	
CALL PARK		
Placing a call in a Parking Zone	[HOLD][22][0~9(<i>Parking Zone</i>)]	
Retrieving a Call from a Parking Zone	[HOLD][22] [0~9(<i>Parking Zone</i>)]	
CALL PICKUP		
Call Pickup, Directed	[Off - Hook] [4] [Ext. No.] [Talk]	
(Pickup a Call from a specific extension)		
Call Pickup, Group	[Off - Hook] [4 0] [Talk]	
(Pickup a Call from your Pick-up Group)		
Call Pickup - Deny	Set : [Off - Hook] [7 2 1 #]	
(Prevents your calls being intercepted)	Cancel : [Off - Hook] [7 2 0 #]	
CALL RETRIEVAL FROM Telephone Answ	vering Machine(TAM)	
Allows interception of a Call already answered by	[Off – Hook] [TAM Ext. No.] [Hear Busy]	
the Telephone Answer Machine (TAM)	[4][Talk]	
CALL SPLITTING		
Allows you to talk privately with two calls and	[HOLD][CO or INTERCOM]	
alternate between the two parties.		
CALL WAITING		
Activates Call Waiting for CO Calls	Set : [Off - Hook] [7311#]	
	Cancel : $[Off - Hook][7310#]$	
Activates Call Waiting for Extension Calls	Set: [Off-Hook][7321#]	
	Cancel : [Off - Hook] [7 3 2 0 #]	
	[

Description	Key sequence	
CALL WAITING FROM THE CENTRAL OFF	ICE	
To connect with the CO caller after hearing CO call waiting tone (<i>Network service</i>)	[FLASH][Talk]	
CONFERENCE		
During a Call	[CONF] [Ext. or Tel. No.] [Talk] [CONF] (Conference Established)	
During a Call (<i>Standard Telephone</i>)	[Flash Hook Switch] [Ext. or Tel. No.] [Talk] [Flash Hook Switch] [3] (Conference Established)	
To Terminate One Party of the conference	[CO LINE or INTERCOM] (of the party to remain connected)	
Any Telephone may leave the Conference by has	anging up.	
CONFERENCE UNATTENDED (must be en		
To leave an established Conference with Two External parties.	[CONF] (Duration of conference is controlled by phone system)	
To rejoin Conference.	[CO (Flashing Green)]	
DATA LINE SECURITY (i.e. using a modem)	
Prevents Interruptions while on a call such as Call Waiting, Hold Recall, etc.	Set: [7301#] Cancel:[7300#]	
DISA OPTION (requires optional equipment	KX-TA62491)	
See Detailed Description	User Manual (Page 3-50 Telephone Features)	
DO NOT DISTURB		
Prevents Incoming Calls to your Ext.	Set: [FWD/DND][4#] Cancel:[FWD/DND][0#]	
□ The [FWD/DND] button can be replaced by a d	ialing [71] on the keypad	
DO NOT DISTURB OVERRIDE		
Overrides DND (Do Not Disturb) settings.	[Off – Hook] [Ext. No.] [2] [Talk]	
'DOOPHONE CALL' (requires optional equipment KX-TA62460)		
Answering and Unlocking a received 'Doorphone' Call	[Off – Hook] [5 (<i>to unlock</i>)]	
DOOR OPENER		
Unlocking the door	[Off – Hook] [5 5] [Door Opener No. (1 to 4)]	
DOORPHONE CALL		
To Call a Doorphone	[Off - Hook] [3 1] [Doorphone No.] [Talk]	

Description	Key sequence	
ELECTRONIC STATION LOCK		
Prevents Outgoing Calls at your Ext. (<i>4 Digit Lock Code 0000 ~ 9999</i>)	Lock : [Off - Hook] [77] [Lock Code] [Lock Code] [#] Unlock : [Off - Hook] [77] [Lock Code] [#]	
EXECUTIVE BUSY OVERRIDE – Extension	(Feature has to be enabled by programming)	
Allows you to connect to (<i>Barge</i>) an existing Ext. to Ext. call	[Off - Hook] [Ext. No.] [3] [Talk]	
EXECUTIVE BUSY OVERRIDE – CO Line (Feature has to be enabled by programming)	
Allows you to connect to (<i>Barge</i>) an existing Ext. to CO call	[Off - Hook][CO][Talk]	
To disconnect one of the parties on the Barged call	[INTERCOM or CO] (of the Party to remain connected)	
EXECUTIVE BUSY OVERRIDE DENY		
Prevents Executive Override	Set : [Off - Hook][7330#] Cancel : [Off - Hook][7331#]	
EXTERNAL FEATURE ACCESS		
Allows Access to CO Line or Host PBX Features	[FLASH][Enter Feature Code]	
FLASH	L	
Disconnects the current call and reconnects to make a new call without hanging up	[FLASH] (System Programming may require changing)	
HANDSFREE ANSWER BACK		
Intercom calls are automatically answered in Handsfree mode	Set :[AUTO ANSWER] (LED Flashes)Cancel :[AUTO ANSWER] (LED Goes out)	
LOG –IN / LOG – OUT		
Allows you to Log-out of a Hunting or Ring Group	[Off - Hook] [Log-ln / Log – Out] or [Off - Hook] [7 3 6 0 # (Log - In)] [Off - Hook] [7 3 6 1 # (Log - Out)]	
MESSAGE WAITING LAMP		
'Light' the MESSAGE Button on another Ext. indicating you wish to be called	[Off - Hook] [7 0 1] [Ext. No.] [#]	
'Light' the MESSAGE Button on a Dialed Ext. when it is Busy or No Reply	[Off - Hook] [Ext. No.] [MESSAGE]	
Replying to a 'Message' left at your Ext.	[Off - Hook] [MESSAGE]	
Reviewing Your 'Messages' Cancels the 'Message' Light at another Ext.	[MESSAGE] (<i>Repeated Pressing Scrolls Messages</i>) [Off - Hook] [7 0 2] [Ext. No.] [#] <i>or</i>	
Cancels all 'Messages' left at your Extension	[Off - Hook] [Ext. No.] [MESSAGE] [MESSAGE] [Off - Hook] [7 0 0 #]	

Description	Key sequence		
MICROPHONE MUTE			
This mutes the microphone only	[MUTE] (LED flashes red slowly)		
OPERATOR CALL			
To Call the System Operator	[0]		
OUTGOING CO LINE ACCESS			
Automatic (<i>seizes</i> 1 st available CO Line)	[Off - Hook] [9]		
Line Group (seizes a CO from the Line Group)	[Off - Hook] [8] [1 ~ 6 (<i>Group No.</i>)]		
Direct Access (seizes chosen CO Line)	[CO]		
PAGING			
Paging - All *	[Off - Hook] [3 3 *] [Talk]		
Paging - External *	[Off - Hook] [3 4] [Talk]		
Paging - All Groups *	[Off - Hook] [3 3 0] [Talk]		
Paging - One Group *	[Off - Hook] [3 3] [1 ~ 8 (<i>Group No</i> .)] [Talk]		
Paging with Transfer	[I/C Call] [TRANSFER] [Page (<i>i.e. All</i> - 33*)]		
(Holds an Incoming Call ready to Transfer after	[Wait for answer] [Talk] [Replace your Handset		
the Page is Answered)	to connect the Incoming Call to the Answered Page]		
Note * : After Paging you can wait [Off - Hook]	for an Answer to your Page		
PAGING FEATURES			
Paging – Answer (<i>Answering a Page</i>)	[Off - Hook] [4 3] [Talk]		
Paging – Deny	Set: [7341#]		
(Prevents Paging on the system phone speaker)	Cancel: [7340#]		
PERSONAL SPEED DIALING			
Storing (Up to 10 No's. can be stored at each Ext.)	[Off - Hook] [2 *] [Personal Speed Dial No.] [Tel. No.] [#]		
Dialing	[Off – Hook] [#] [Personal Speed Dial No.]		
Checking the Stored Numbers	[Off - Hook] [3 *] [Personal Speed Dial No.]		
PICKUP DIALING (HOT LINE) (Standard telephone only)			
Storing a phone number	[Off - Hook] [7 4 2] [Tel. No.] [#]		
Activating	Set: [741#]		
Automatically Dials the stored number when the	Cancel : [740#] ne telephone is taken [Off - Hook]		
PULSE to TONE CONVERSION			
	[*#](Tone Mede)		
Allows you to Switch from Pulse to Tone Dialing (<i>when required i.e. Voice Mail, etc.</i>)	[* #] (Tone Mode)		

Description	Key sequence	
REDIALING		
Automatic Redial (<i>Repeats the redial attempt a</i> <i>Pre-programmed No. of Times</i>)	[SP-PHONE or MONITOR] [REDIAL or SAVE]	
Last Number Redial	[REDIAL (or dial [# #] or [80] on the keypad)]	
REDIAL SAVED Number		
Storing a number for redial (<i>During a conversation</i>)	[AUTO DIAL] [SAVE]	
Dialing the Saved Number	[Off - Hook] [SAVE]	
ROOM MONITOR		
Setting (<i>At the Monitored Telephone</i>)	[Off - Hook] [7 3 5 1 #] [Replace Handset] [AUTO ANSWER]	
Monitoring	[Off - Hook] [MUTE] [Ext. No.] [Listen]	
Paging a monitored room	[Off - Hook] [MUTE] [Ext. No.] [Listen] [Off – Hook or MUTE] [Talk]	
Temporarily canceling the Monitoring	[AUTO ANSWER / MUTE]	
Canceling	[Off - Hook] [7 3 5 0 #]	
Through a Doorphone	[Off - Hook] [MUTE] [3 1] [1 ~ 4 (<i>Doorphone No.</i>)] [Listen]	
 Doorphone access tone can be eliminated through programming Access tone is not sent to the Monitored System Phone System Programming sets Monitoring Extensions Not available on KX-T7050 / KX-T7055 telephones 		
SECRET DIALING		
When Storing the Telephone No.	Press the [INTERCOM] Before and after digits required to be hidden from the display	
STATION FEATURE CLEAR		
Resets User Station Features	[Off - Hook] [7 9 #]	
SWITCHING TO TONE ALERT		
An Extension Programmed for Voice Alert can be changed to Tone Alert	[Off - Hook] [Ext. No.] [Confirmation Tone] [*] [Ring Back Tone]	
SYSTEM SPEED DIAL		
Dialing System Speed Dial Nos.	[Off - Hook] [AUTO DIAL or *] [Speed Dial No.]	
TIME SERVICE (Day / Night / Lunch Mode	Check)	
Confirming the current mode	[Off - Hook][#](Displayed for 3 sec.)	

Description	Key sequence	
TIMED REMINDER (from the Extension)		
Alarm / Reminder Call – Set	[Off - Hook] [7 6] [01 ~ 12 (<i>Hour</i>)]	
(<i>The System will Ring the Ext. at the time set</i>)	$[00 \sim 59 (Min.)] [0/1 (AM/PM)]$	
	[1 (next occurrence) or 2 (daily recurrence)][#]	
Alarm / Reminder Call - Cancel	[Off - Hook] [7 6 2 #]	
Alarm / Reminder Call – Confirmation	[Off - Hook] [7 6 3 #]	
VOICE MAIL INTEGRATION		
Forwarding Calls to Voice Mail	[Off - Hook] [FWD/DND] [91(A) or 92 (B)] [#]	
(Use setting B, If your Voice Mail System		
requires # 6 before your ext. I.D.)		
Retrieving your Messages	[Off - Hook] [MESSAGE or Voice Mail Ext. No.]	
Canceling	[Off - Hook] [FWD/DND] [90] [#]	
□ The [FWD/DND] button can be replaced by a dialing [71] on the keypad		
WALKING Class Of Service		
Allows you to use your COS at another Ext.	[Off - Hook] [7 *] [Password] [Your Ext. No.]	
(4 Digit Password set by the System Manager)	[#][Confirmation Tone][Tel. No.]	

Operator / Manager Features

Description	Key sequence
DATE and TIME SETTING	
Setting the System Clock	[PROG] [0] [2 Digit (<i>Year</i>)] [01~12 (<i>Month</i>)]
(Year setting : i.e. $98 = 1998$, $00 = 2000$)	[01~31 (Day)][0 (Sun)~6 (Sat)]
	[01 ~ 12 (<i>Hour</i>)] [00 ~ 59 (<i>Min.</i>)]
	[0/1(AM/PM)] [STORE (AUTO DIAL / STORE)]
ELECTRONIC STATION 'LOCKOUT' – CANCEL ALL	
Cancels 'Lockout' at all Ext.	[PROG] [8] [STORE]
DISA OUTGOING MESSAGE	
Recording the Message	[PROG] [9] [Off – Hook]
(Operator function)	[0 (Both OGM 1 & 2) or 1 (OGM 1) or 2 (OGM 2)]
	[Record Message] [STORE]
Play the Outgoing Message	[PROG][9][3(<i>OGM</i> 1)] or [4(<i>OGM</i> 2)]
	[STORE] [Message Plays]
REMOTE STATION LOCK CONTROL	
Locking an Extension	[Off - Hook] [STATION LOCK (<i>for required Ext.</i>)]
(Prevents outgoing calls)	(LED Lights)
Unlocking	[Off - Hook] [STATION LOCK]
	(LED Goes out)

Operator / Manager Features (Continued)

Description	Key sequence	
TIME (Day / Night / Lunch) SERVICE SETTING		
Changing Mode - Manually	[Off - Hook] [7 8 1 #] (Day Mode) [7 8 2 #] (Night Mode) [7 8 3 #] (Lunch Mode)	
Returning to Automatic Mode	[Off - Hook] [7 8 0 #]	
Confirming Current Mode	[Off - Hook] [#]	
TIMED REMINDER, REMOTE (Wake – Up Call)		
Setting	[Off - Hook] [7 6 4] [Ext. No.] [#] [Confirmation Tone] [7 6] [01 ~ 12 (<i>Hour</i>)] [00 ~ 59 (<i>Min.</i>)] [0 / 1 (<i>AM</i> / <i>PM</i>)] [1 (<i>next occurrence</i>) or 2 (<i>daily recurrence</i>)] [#]	
Cancel	[Off - Hook] [7 6 4] [Ext. No.] [#] [Confirmation Tone] [7 6 2 #]	
Remote Confirmation	[Off - Hook] [7 6 4] [Ext. No.] [#]	
(Display system phone only)	[Confirmation Tone] [7 6 3 #]	
EXTENSION PASSWORD SET (Manager only)		
The Manager can assign each Ext. a password	[PROG] [7] [System Password] [STORE] [SP-PHONE]	
Repeat this step for required Extensions	[Password] [STORE] [SP-PHONE (<i>NEXT</i>) or REDIAL (<i>PREV</i>)]	

Extension Programming

Description	Key sequence
CALL WAITING TONE TYPE	
Call Waiting Tone Type	[PROG][5][1(tone 1) or 2(tone 2)][STORE]
FLEXIBLE (CO) BUTTON ASSIGNMENT	
Caller ID Indication (<i>Displays call information</i>)	[PROG] [CO Button] [6] [STORE]
Caller ID Selection	[PROG] [CO Button] [7] [STORE]
(Selects display: i.e. Name, Tel. No. or CO No.)	
Conference	[PROG] [CO Button] [3] [STORE]
Direct Station Select (DSS)	[PROG] [CO Button] [1] [Ext. No.] [STORE]
FWD / DND	[PROG] [CO Button] [4] [STORE]
Group – CO (G-CO)	[PROG] [CO Button] [#] [Group No.] [STORE]
Log-In / Log-Out	[PROG] [CO Button] [8] [STORE]
One – Touch Dial	[PROG] [CO or PF Button] [2]
	[Tel. No. (Transfer clears the present Entry)] [STORE]

Extension Programming

. . .

Description	Key sequence	
FLEXIBLE (CO) BUTTON ASSIGNMENT (Continued)		
Other - CO (selects any free CO)	[PROG] [CO Button] [*] [STORE]	
Restoring the MESSAGE Button	[PROG] [MESSAGE] [3] [STORE]	
(If the message button has been changed to		
another feature)		
SAVE (Saves the No. for redial)	[PROG] [CO Button] [5] [STORE]	
Single – CO	[PROG] [CO Button] [0] [CO Line No.] [STORE]	
INTERCOM ALERT MODE		
Intercom Alert Assignment	[PROG][4][1(<i>Tone</i>) or 2(<i>Voice</i>)][STORE]	
CO LINE RINGING ASSIGNMENT		
CO Ringing Selection	[PROG] [3] [Enter the CO line numbers]	
(Selects which CO's ring on Incoming calls)	[STORE]	
PREFERRED LINE ASSIGNMENT – INCOMING		
No Line Preference	[PROG] [2] [1] [STORE]	
(<i>Off-Hook does not answer a ringing CO line</i>)		
Ringing Line Preference	[PROG] [2] [2] [STORE]	
(Off-hook answers any ring CO line)		
Prime Line Preference	[PROG] [2] [3] [CO Line No.] [STORE]	
(<i>Off-Hook answers assigned Prime line</i>)		
PREFERRED LINE ASSIGNMENT – OUTGO		
No Line Preference	[PROG] [1] [1] [STORE]	
(<i>Off-Hook does not connect to a CO line</i>) Idle Line Preference		
	[PROG] [1] [2] [STORE]	
(<i>Off-hook connects to any idle CO line</i>) Prime Line Preference	[PROG] [1] [3] [CO Line No.] [STORE]	
(<i>Off-Hook connects to assigned Prime line</i>)		
EXTENSION NUMBER CONFIRMATION		
Displays your Jack and Ext. No.	[PROG] [6] [HOLD]	
STATION PROGRAMMING DATA DEFAULT		
Restores all Extension Programming back to	[PROG] [# *] [STORE]	
the Factory Default settings		



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