Panasonic TDA30 Phone System User Guide

by **Project Telecoms** - 0406 611 538 - www.projecttelecoms.com.au

To enter Programming Mode:*
From extension 101, press '**PROG**' (displayed on screen of KX-T7630 handset or any model above) -> Press *** #** followed by password **1 2 3 4** -> the handset will now display '**Sys-Pgm No?**'

To change the time and date: (in Programming Mode)*
Press **000** -> handset will display **'Date & Time Set'** -> press **enter** -> change date settings, then press **AUTO DIAL/STORE** key on handset -> the key will light up red and tone will sound to confirm save -> press **down** arrow to scroll to time settings and change accordingly -> then press **AUTO DIAL/STORE** key on handset to save

To change extension names: (in Programming Mode)*
Press **004** -> handset will display **'Ext Number'** -> press **enter** -> select extension number you wish to change -> enter name using keys on handset -> then press **AUTO DIAL/STORE** key on handset to save -> scroll down or up to change other names in the same manner

To program extension key:
Press '**PROG**' -> press key you would like to program -> press 1 on number pad -> Enter desired extension number -> to save, press **AUTO DIAL/STORE**

To program speed dial key:
Press '**PROG**' -> press key you would like to program -> press **2** on number pad -> Enter **0** (outside line) followed by phone number -> to save, **AUTO DIAL/STORE**

Incoming call pick up (first incoming call):
Go off hook, then dial ***4 0 0 1**, or to pick up from another specific ringing extension, dial *** 4 1** followed by their extension number -> call will connect

Group paging (all extensions):
Go off hook, then dial *** 3 3 0 1** -> begin announcement after tone

To forward extension (specific handset only):
Go off hook, then dial *** 7 1 0** followed by; **2** for **immediate fwd**, **5** for **busy/no answer fwd**; then enter destination e.g. 101 or 0 then phone number then press **#**

To transfer a call to another extension:
During a call, press '**TRANSFER**' followed by the **extension number** you wish to transfer the call to -> wait for the extension to answer, then **announce the call** to them, or simply hang up and wait for them to answer it (the caller will be on hold until it is answered)

To make a conference call:
During the initial call, press '**CONF**' -> select **another outside line**, then **dial a phone number** -> when call connects, press '**CONF**' again to link the calls -> to add more parties, repeat this process

To place a call on hold:
While on a call, press '**HOLD**' key -> the line key will appear **flashing green** on your handset and **flashing red** on any other handset

To call the last number dialled:
Go off hook, then press the '**REDIAL**' key -> wait for call to connect

To check incoming/outgoing call log:
Press '**MENU**' -> scroll down to **incoming call log** or **outgoing call log** -> press enter -> scroll list up or down to check the log
incoming call log requires caller ID card installed and network availability

To play background music (per handset):
Go off hook, then dial *** 7 5 1 1** for ON or *** 7 5 1 0** for OFF

To set do not disturb:
Go off hook and dial ***7 1 0 1** for ON or *** 7 1 0 0** for OFF -> set per extension

For further assistance, please call;

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