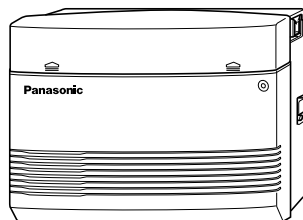


Panasonic

Advanced Hybrid System

Operating Instructions

MODEL NO. **KX-TA624**



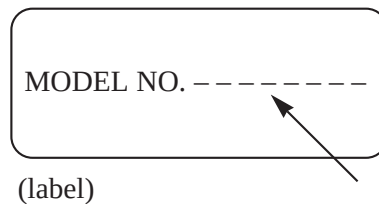
**Please read this manual before connecting
the Advanced Hybrid System.**

Thank you for purchasing a Panasonic Telephone System.
System Components

	Model No.	Description
Service Unit	KX-TA624	Advanced Hybrid System
Telephone	KX-T7020 KX-T7130 KX-T7050	Proprietary Telephone (12 COs) Proprietary Telephone with LCD (12 COs) Proprietary Telephone (12 COs)
Optional Equipment	KX-T7040	DSS Console (32 DSSs and 16 Feature buttons)
	KX-TA62460	Doorphone/Door Opener Card
	KX-TA62474	Expansion Card (up to 8 extension lines for a single line telephone)
	KX-TA62477 KX-TA62491	Expansion Card (up to 3 exchange lines and 8 extension lines) OGM and FAX Detection Card
	KX-T30865	Doorphone

NOTICE:

- A Proprietary Telephone is abbreviated as PT.
- A Single Line Telephone is abbreviated as SLT.
- This Operating Instructions does not show the complete model number that indicates the country where your models should be used. The model number of your unit is found on the label affixed to the unit.



Important Information

Satisfactory performance cannot be guaranteed for each combination of host and subsidiary equipment.

‘Prevention of access by user.’ This equipment is intended to be accessible only by authorised personnel. It must be installed in a locked room or similar environment, so that user access is prevented. Failure to prevent such user access will invalidate any approval given to this equipment.

Precautions

When using the KX-T7000 series, keep the following conditions in mind:

- This apparatus is designed to be installed and operated under controlled conditions of ambient temperature and a relative humidity not greater than 60%.
- Avoid installing the apparatus in damp or humid environments, such as in bathrooms or near swimming pools.
- 999 or 112 can be dialled on the apparatus after accessing the exchange line for the purpose of making outgoing calls to the BT emergency service.
- During dialling, the apparatus may tinkle the bells of other telephones using the same line. This is not a fault and we advise you not to call the Fault Repair Service.
- If the apparatus does not operate properly, disconnect the unit from the telephone line cord and then connect again.
- If there is any trouble, unplug the extension line and connect a known working phone. If the known working phone operates properly, have the defective phone repaired by your maintainer or Panasonic dealer. If the known working phone does not operate properly, check the Advanced Hybrid System and the Internal extension wiring.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps and motors.
- The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.
- Do not use benzine, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.
- Do not use any handset other than a Panasonic handset.
- This apparatus is capable of being used in conjunction with hearing aids fitted with inductive coil pick-ups. The handset should be held as for normal conversation. For operation the hearing aid should be set to its "T" position or as directed in the operating instructions for the hearing aid.
- These apparatuses are designed to aid the visually handicapped to locate dial keys and buttons.
- Never attempt to insert wires, pins, etc. into the vents or other holes of this unit.



APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them.

610186

Warning:

This is a Class A Product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This unit complies with the EU Directives.



73 / 23 / EEC "Electrical equipment for use within certain voltage limits."
89 / 336 / EEC "Electromagnetic compatibility" (basic standard)
92 / 31 / EEC "Electromagnetic compatibility" (amendment)
93 / 68 / EEC "Marking"

The CE mark on this unit certifies compliance with the above mentioned Directives.

Precautions

WARNING

THIS UNIT MAY ONLY BE INSTALLED AND SERVED 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. THEN 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 THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.

For your future reference

SERIAL NO. _____ DATE OF PURCHASE _____
(found on the bottom of the unit)

NAME OF DEALER _____

DEALER'S ADDRESS _____

Introduction

Structure of the Manual

This manual consists of the following sections.

Section 1. Operations

Describes the features and their operation. It also provides information about the programming required, conditions and connection references for each feature.

Section 2. Appendix

Provides the Tone/Ring Tone List, LED Indication, Feature Number List and the Telephone Troubleshooting.

Index

Description of the Symbols Mainly Used in this Manual



Additional information and conditions.



The feature or program references.

Contents

Section 1 Operations

Basic Operations

1.1	Before Operating	1-2
1.2	Proprietary Telephone Settings	1-4
	Customising Your Telephone Functions	1-5
	Customising the Buttons on Your Telephone	1-8
	Display Contrast Adjustment	1-14
	Volume Control — Ringer/Speaker	1-14
1.3	Making Calls	1-16
	<Intercom Calling>	
	Intercom Calling	1-16
	Calling the Operator (Operator Call)	1-17
	<Outside Calling>	
	Outside Calling	1-17
	Recall	1-19
	Handsfree Operation	1-20
	Making Emergency Calls (Emergency Call)	1-21
	<Quick Dialling>	
	Dialling by Simply Pressing a Button (One-Touch Dialling)	1-22
	Dialling Using System Speed Dialling (System Speed Dialling)	1-23
	Dialling Using Personal Speed Dialling (Personal Speed Dialling) ...	1-24
	Dialling by Simply Going Off-Hook (Pickup Dialling)	1-26
	<Redialling>	
	Redialling the Last Number Dialed (Last Number Redial)	1-27
	Redialling the Saved Number (Saved Number Redial)	1-28
	<When the Dialed Line is Busy>	
	Sending a Call Waiting Tone to a Busy Extension	
	(Busy Extension Signalling)	1-29
	Making Your Telephone Ring Back Automatically When a Line	
	Becomes Free (Automatic Callback Busy – Camp-On)	1-30
	Interrupting an Existing Call (Executive Busy Override)	1-31
	Denying “Interrupting an Existing Call”	
	(Executive Busy Override Deny)	1-33
1.4	Receiving Calls	1-34
	Receiving Calls	1-34
	Handsfree Answerback	1-35
	<Pick up a Call>	
	Picking up a Call Ringing at Another Extension (Call Pickup)	1-36

Contents

1.5	During a Conversation	1-38
	<Placing a Call on Hold>	
	Placing a Call on Hold (Call Hold)	1-38
	Placing a Call on Hold Exclusively (Exclusive Hold)	1-39
	Retrieving a Call on Hold (Call Hold Retrieve)	1-40
	Placing a Call in System Parking Area (Call Park)	1-41
	<Transferring Calls>	
	Transferring a Call to an Extension (Call Transfer – to Extension) ...	1-42
	Transferring a Call to an Exchange Line (Call Transfer – to Exchange Line)	1-44
	Call Waiting	1-45
	Call Splitting	1-47
	Paging	1-48
	Turning the Microphone off (Microphone Mute)	1-51
1.6	Before Leaving Your Desk	1-52
	Forwarding Calls (Call Forwarding)	1-52
	Locking Your Telephone (Electronic Extension Lockout)	1-57
	Showing Your Message on the Calling Party's Display (Absent Message Capability)	1-58

Advanced Operations

1.7	Useful Features	1-59
	Conference (3-party)	1-59
	Conference (5-party)	1-62
	Leaving a Message (Message Waiting)	1-65
	Calling with Account Codes (Account Code Entry)	1-67
	Rejecting Incoming Calls (Do Not Disturb — DND)	1-69
	Calling an Extension which Has Do Not Disturb Set (Do Not Disturb Override)	1-70
	Secret Dialling	1-71
	Alarm Setting (Timed Reminder)	1-72
	Time (Day/Night/Lunch) Service	1-74
	Joining or Leaving a Call Distribution Group (Log-In/Log-Out)	1-75
	Room Monitor	1-76
	Data Line Security	1-77
	Parallel Connection of a Proprietary Telephone and Single Line Telephone (Parallellled Telephone Connection)	1-78
	Mixed Extension Dialling	1-78
	External Feature Access	1-79
	Self-Extension Number Confirmation (KX-T7130 only)	1-80
	Turning the Background Music on (BGM)	1-80

Contents

	Extension Button Confirmation (KX-T7130 only)	1-81
	Pulse to Tone Conversion	1-81
	Cancelling Features (Extension Feature Clear)	1-82
	Alternate Calling — Ring/Voice	1-82
	Doorphone Call	1-83
	Door Opener	1-84
	Voice Mail Integration for KX-TVP100	1-85
	Calling Using Your Privileges from Another Extension (Walking COS)	1-87
	Ringling Pattern Selection	1-88
	Distinctive Dial Tones	1-88
	Power Failure Transfer	1-89
	Lockout	1-89
	<i>Operator / Manager Operations</i>	
1.8	Operator / Manager Service Features	1-90
	Date and Time Setting	1-90
	Electronic Extension Lockout – CANCEL ALL	1-91
	Timed Reminder, Remote (Wake-Up Call)	1-91
	Outgoing Message (OGM)	1-93
	Remote Extension Lock	1-94
	Time (Day/Night/Lunch) Service Setting	1-95
	Extension Password Set (Manager only)	1-97
	<i>DSS Console Operations</i>	
1.9	DSS Console Features	1-98
	Initial Settings	1-98
	Direct Extension Dialling	1-101
	One-Touch Dialling	1-101
	One-Touch Access for System Features	1-102
	Call Transfer	1-102
Section 2	Appendix	
2.1	Tone / Ring Tone List	2-2
2.2	LED Indication	2-3
2.3	Feature Number List	2-4
2.4	Display Example	2-7
2.5	Troubleshooting	2-11

Index

Section 1

Operations

1.1 Before Operating

What kind of telephone do you use?

In this manual, you will find how to operate the feature depending on your type of telephone. If you use single line devices such as a single line telephone or data terminal, you will follow the steps which enter a feature number. If you use single line devices which do not have a “*” or “#” key, it is not possible to access features that have “*” or “#” in their access numbers.

If you use a Panasonic proprietary telephone which has a special function button and/or a display, you will follow the button or display operation for easy access. If you use a Panasonic proprietary telephone which does not have a function button, you may change one of the unused buttons to a specific function button. Refer to Section 1.2, “Proprietary Telephone Settings”.

Panasonic proprietary telephones have Light Emitting Diode (LED) button indicators, so you can see the line status by the lighting patterns. Refer to Section 2.2, “LED Indication”. Please use the proper operation for your telephone.

Description of the Symbols Used in this Manual

In this manual, many symbols are used. Some of the symbols need explanation. Those are described below.



Lift the handset, or press the SP-PHONE or MONITOR button (Off-hook).



Recall button on a single line telephone.



Replace the handset, or press the SP-PHONE or MONITOR button (On-hook).



Tones which vary depending on the condition.
Refer to “Tone / Ring Tone List” (Section 2.1).



Number keys on the telephone
— depends on the condition.

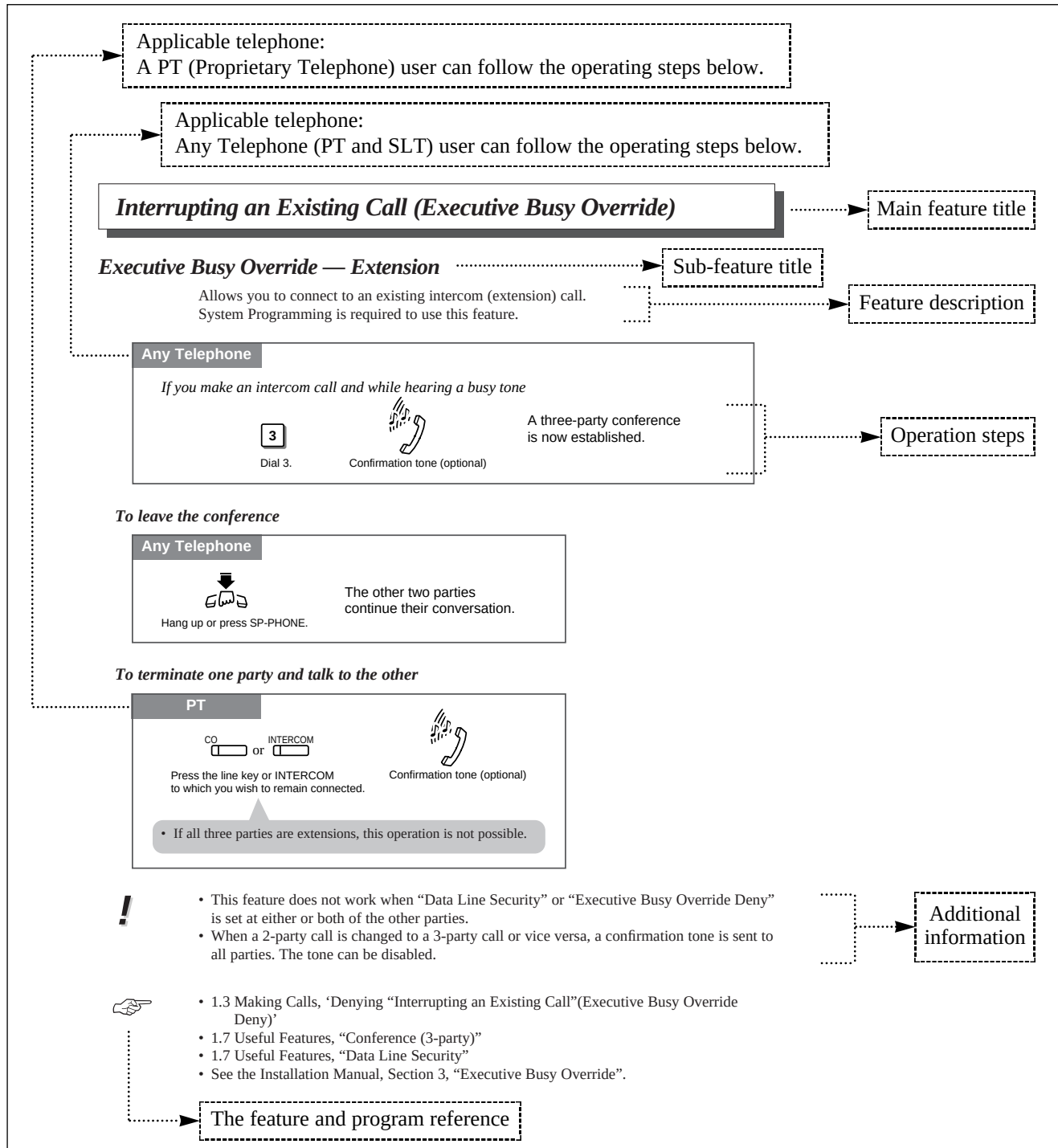


- For proprietary telephone operations, all button illustrations are based on the KX-T7130 model.

1.1 Before Operating

Operating example

Example: “Interrupting an Existing Call (Executive Busy Override)”,
Executive Busy Override — Extension



- If your telephone is not noted in the operation steps (ex. only “PT” is noted and you are using a single line telephone), this means your telephone cannot execute that feature.
- If your telephone can perform several operations for one feature, you can select the method according to your needs.

1.2 Proprietary Telephone Settings

If you use a Panasonic proprietary telephone, you can customise your telephone functions. For example, you can change the initial settings according to your needs or the button functions on your telephone. To program, you need to switch your telephone to the programming mode. During the programming mode, your telephone is busy to outside callers. If you want to make a call, you must exit from programming mode.



- This feature cannot be used with a single line telephone.
- Be sure the handset is on the cradle and the SP-PHONE button is off.
- To program, set the MEMORY switch on the proprietary telephone to “PROGRAM”. When you enter the Programming mode, the display shows the following message as the initial programming mode.

PITS-PGM NO? →

The display also gives you helpful or stored data information related to the programming steps. You can also refer to the “Display Example” in the Appendix (Section 2.4).

- After programming, return the MEMORY switch to the “SET” position.
- If you move your desk and change take your telephone with you, reset as desired. Your settings will not remain in your telephone but will remain at your previous extension port.
- During the programming mode, your extension is treated as a busy extension.

To enter the Programming Mode

PT

Be sure the telephone is idle and on-hook.

MEMORY



SET • PROGRAM

Set the MEMORY switch to “PROGRAM” .

To exit the Programming Mode

PT

When the display shows the initial programming mode;

MEMORY



SET • PROGRAM

Set the MEMORY switch to “SET”.

Programming is completed and the normal operation resumes.

When storing data

After pressing the STORE button to store data, you will hear one of the following tones.

- Confirmation tone (1 beep): storage is completed.
- Confirmation tone (2 beeps): the data is the same as the last entry.
- Alarm tone (3 beeps): the entry is not valid.

1.2 Proprietary Telephone Settings

Customising Your Telephone Functions

You can change the initial settings of your telephone. Check the available items in the list and change the settings, if required.

Preferred Line Assignment — Outgoing

- Idle Line Preference:** You can access any permitted idle exchange line to make a call directly by going off-hook.
- Prime Line Preference:** You can access a predetermined exchange line directly by going off-hook.
- No Line Preference:** You cannot access an exchange line by going off-hook. Choose the exchange line using 9 or 0, or a line key.

SELECTION	PROGRAMMING INPUT
☐ Idle Line Preference.	1 2 AUTO DIAL STORE
☐ Prime Line Preference.	1 3 exchange line no. Enter the exchange line number (1 through 6). AUTO DIAL STORE
☐ No Line Preference.	1 1 AUTO DIAL STORE



- Setting a new line preference feature will cancel the previous setting.
- The user can override the Idle/Prime Line Preference temporarily to select a specific line. To select it, press the desired line access key (INTERCOM or line key) before going off-hook or pressing the SP-PHONE/MONITOR button.
- If there are only 3 lines in the system, exchange line numbers 4 through 6 cannot be used.

1.2 Proprietary Telephone Settings

Preferred Line Assignment — Incoming

- No Line Preference:** When an incoming outside call is received, the extension user must go off-hook and then press the flashing line key.
- Prime Line Preference:** When incoming exchange line calls are received at the same time, you can receive the call on the preferred exchange line first only by going off-hook.
- Ringing Line Preference: (default)** When an incoming outside call is received, you can receive the call ringing at your telephone by going off-hook.

SELECTION	PROGRAMMING INPUT
☐ No Line Preference.	21 AUTO DIAL STORE
☐ Prime Line Preference.	23 exchange line no. Enter the exchange line number (1 through 6). AUTO DIAL STORE
☐ Ringing Line Preference.	22 AUTO DIAL STORE



- Setting a new line preference feature will cancel the previous setting.
- In “Prime Line Preference” mode, if incoming exchange line calls are received at the same time except for the preferred exchange line, you must go off-hook and then press the line key whose indicator is flashing red quickly.

Exchange Line Ringing Selection

You can select whether the extension will ring or not when an outside call is received at your extension.

PROGRAMMING INPUT		
3	exchange line no. Enter the exchange line numbers you want to ring (1 through 6).	AUTO DIAL STORE



- The “Flexible Ringing Assignment” should be set to “Enable”. (See the Installation Manual.)
- When an outside call is received at your extension but does not ring, the line key will flash. If you want to answer the outside call, press the flashing line key.

1.2 Proprietary Telephone Settings

Intercom Alert Assignment

The type of intercom alerting signal (tone/voice) can be selected by programming.

Voice Call: Call arrival is indicated by the caller announcing themselves through the speaker on the receiving extension.

Tone Call (default): Normal ringing is heard at the receiving extension.

SELECTION	PROGRAMMING INPUT
☐ Voice Call	4 2 AUTO DIAL STORE
☐ Tone Call (Cancels the Voice Call.)	4 1 AUTO DIAL STORE

Call Waiting Tone Selection

You can select the type of call waiting tone, either Tone 1 (default) or Tone 2.

SELECTION	PROGRAMMING INPUT
☐ Tone 1	5 1 AUTO DIAL STORE
☐ Tone 2	5 2 AUTO DIAL STORE



- 1.5 During a Conversation, “Call Waiting”
- 2.1 Tone / Ring Tone List

Proprietary Telephone Setting – Data Default Set

Allows you to reset the proprietary telephone’s settings to the default settings.

- Preferred Line Assignment — Outgoing (default: No Line Preference)
- Preferred Line Assignment — Incoming (default: Ringing Line)
- Exchange Line Ringing Selection (default: Ring – all exchange lines)
- Intercom Alert Assignment (default: Tone Call)
- Call Waiting Tone Selection (default: Tone 1)

OPERATION
* AUTO DIAL STORE



- This feature also cancels the Handsfree Answerback feature. The operation of the AUTO ANSWER/MUTE button in the Room Monitor feature is also affected.

1.2 Proprietary Telephone Settings

Customising the Buttons on Your Telephone

Changing the Flexible Buttons

You can change the flexible buttons on your telephone to certain function buttons. For example, if your telephone has more line keys than available exchange lines, you may change the unused line keys to One-Touch Dialling buttons, etc.

The 4 types of flexible buttons are as follows:

- **Flexible Line Keys** (located on a PT only)
- **Flexible DSS Buttons** (located on a DSS Console only)
- **Programmable Feature (PF) Buttons** (located on a PT and DSS Console)
- **Flexible MESSAGE Buttons** (located on a PT)

Check the required operation first. If your telephone is not provided with the button you want, you can assign the button using this program.

FUNCTION	PROGRAMMABLE BUTTON			
	LINE	DSS	PF	MESSAGE
DSS (Direct Station Selection)	✓	✓		✓
One-Touch Dialling	✓	✓	✓	✓
CONF (Conference)	✓			
FWD/DND (Forward/Do Not Disturb)	✓			
SAVE	✓			
Log-In/Log-Out	✓			
Single Exchange Line (S-CO)	✓			
Other Exchange Lines (O-CO)	✓			
Trunk Group (G-CO)	✓			
MESSAGE (Message Waiting)				✓
Day		✓		
Night		✓		
Lunch		✓		
Extension Lock		✓		

“✓” indicates that the feature is available.



- **To confirm the stored function data**

Press the button you want to confirm.

- As to the buttons on your proprietary telephone, please refer to your proprietary telephone manual.

1.2 Proprietary Telephone Settings

Line Access Keys

One of the following 3 types of line keys must be used to select an exchange line when making a call.

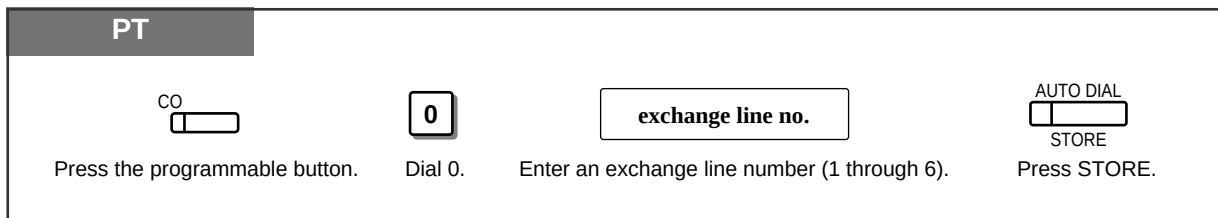
- **Trunk Group (G-CO) key**
- **Other Exchange Lines (O-CO) key**
- **Single Exchange Line (S-CO) key**



- A flexible line key can be assigned as a Line Access Key (G-CO, O-CO or S-CO) in Proprietary Telephone Settings. Once a flexible line key is assigned as a Line Access Key, it provides the line status using lighting patterns and colour indication. Please refer to “2.2 LED Indication”.
- You can set the G-CO and S-CO keys on one telephone. Incoming and outgoing calls on the line are shown on the key in the following priority. S-CO > G-CO

Single Exchange Line (S-CO) Key

A S-CO key is an exchange line access key. This allows you to access a specific line by pressing a S-CO key. An incoming call can be directed to a S-CO key.



- Only one S-CO key can be assigned to an exchange line.
- The same exchange line can be assigned as a S-CO key and G-CO key.

Other Exchange Lines (O-CO) Key

Exchange lines which are not assigned to S-CO or G-CO keys can be assigned to a flexible line key on a proprietary telephone. The assigned button serves as the O-CO key. An incoming call, on an unassigned exchange, arrives at the O-CO key. To make an outside call, you simply press the designated O-CO key.



1.2 Proprietary Telephone Settings

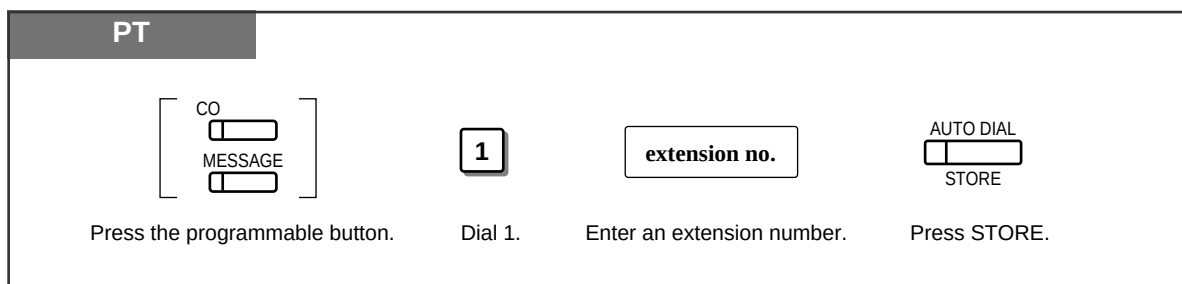
Trunk Group (G-CO) Key

To use exchange lines efficiently, a group of exchange lines (trunk group) can be assigned to a line key. This button is referred to as Trunk Group (G-CO) key. Any incoming calls from any exchange line in the trunk group arrive at the G-CO key. To make an outside call, you can access an idle exchange line in the group by simply pressing the assigned G-CO key.



- The same line can be assigned as a S-CO key and G-CO key.
- The exchange lines for making and/or receiving calls in trunk groups must be pre-programmed.
- When your extension is assigned as the incoming call destination for an exchange line, you cannot receive any incoming exchange line calls unless a G-CO, O-CO or S-CO key associated with the line is assigned.

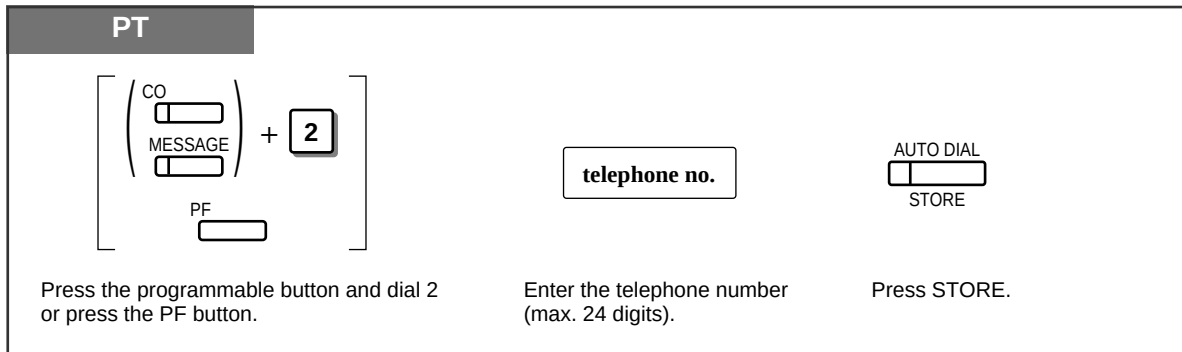
DSS (Direct Station Selection) Button



- 1.3 Making Calls, "Intercom Calling"

1.2 Proprietary Telephone Settings

One-Touch Dialling Button

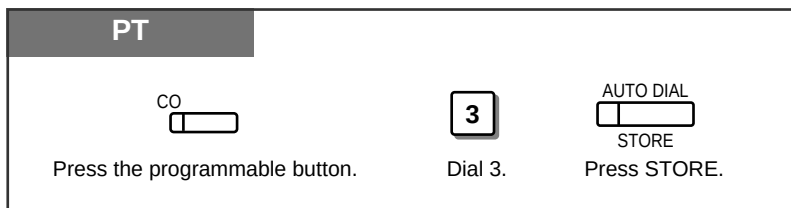


- To store the telephone number of an external party, a line access code (9, 0 or 81 through 86) must be stored as the first digit.
- You can use 0 through 9, *, #, PAUSE and INTERCOM (Secret) as follows.
PAUSE: inserts a pause.
INTERCOM: conceals all or part of a stored number.
- The number of Personal Speed Dialling numbers corresponds to the number of PF buttons assigned as One-Touch Dialling. (PF buttons are on a proprietary telephone.) You cannot assign both the One-Touch Dialling and Personal Speed Dialling features. For example, if you assign One-Touch Dialling to the PF 1 button and then Personal Speed Dialling 0, the Personal Speed Dialling 0 feature will overwrite the One-Touch assignment.



- 1.7 Useful Features, “Secret Dialling”

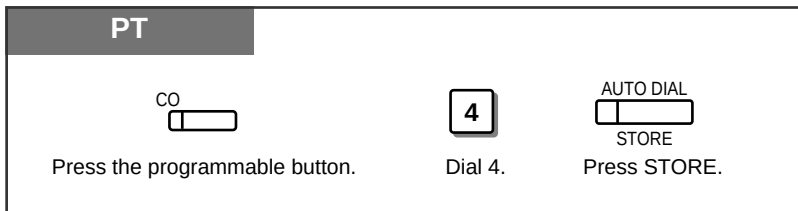
CONF (Conference) Button



- 1.7 Useful Features, “Conference (3-party)”
- 1.7 Useful Features, “Conference, Unattended”
- 1.7 Useful Features, “Conference (5-party)”

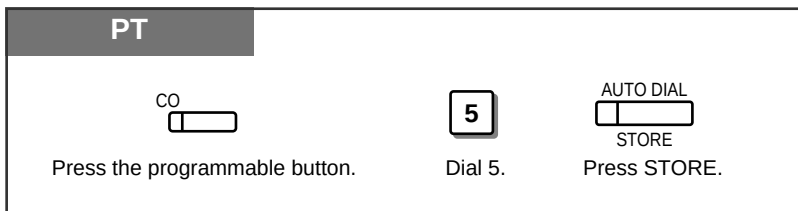
1.2 *Proprietary Telephone Settings*

FWD/DND (Forward/Do Not Disturb) Button



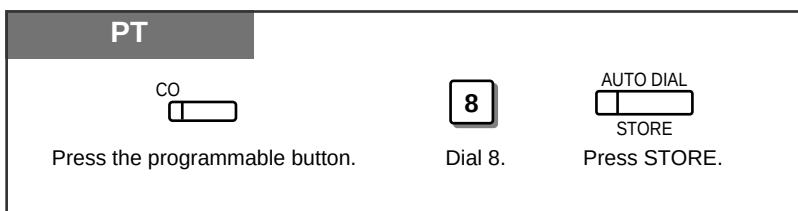
- 1.6 Before Leaving Your Desk, “Forwarding a Call (Call Forwarding)”
- 1.7 Useful Features, “Rejecting Incoming Calls (Do Not Disturb – DND)”

SAVE Button



- 1.3 Making Calls, “Redialling the Saved Number (Saved Number Redial)”

Log-In/Log-Out Button

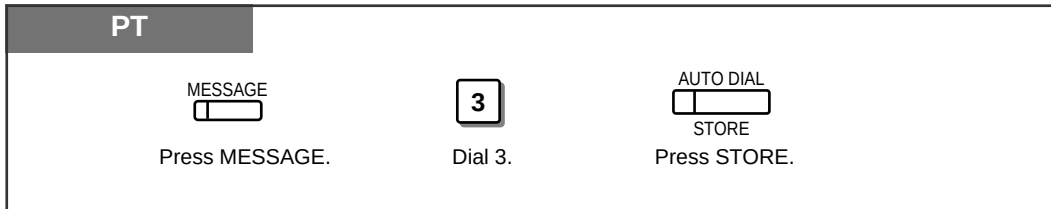


- 1.7 Useful Features, “Joining or Leaving a Call Distribution Group (Log-In/Log-out)”
- See the Installation Manual, Section 3, “Log-In/Log-Out”.

1.2 Proprietary Telephone Settings

Restoring the MESSAGE Button

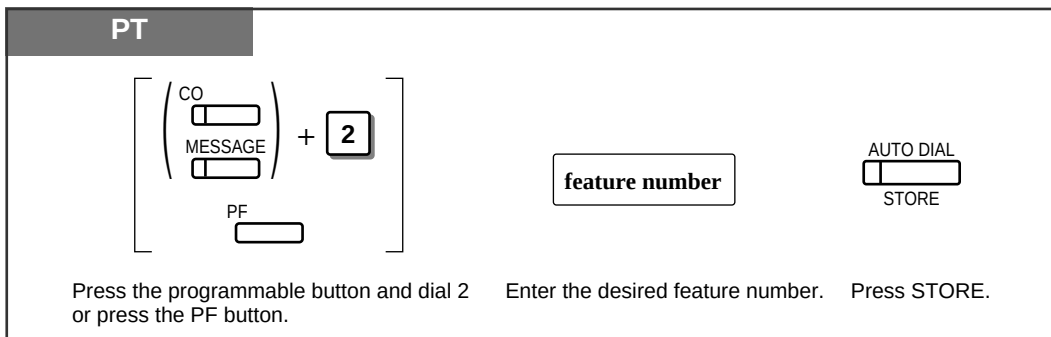
Allows you to restore the message waiting feature to the MESSAGE button.



One-Touch Access for System Features

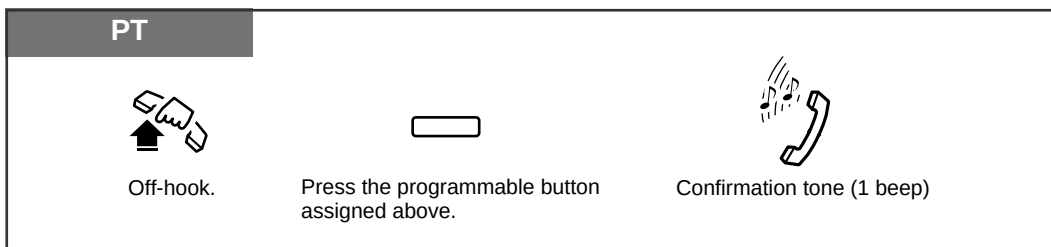
Features that can be accessed using the dialling buttons can also be programmed into memory.

Programming



- If you want to use a programmable feature button as a button for External Feature Access, you can press the RECALL button instead of the feature number. When you press the assigned button, you can access special features (e.g. Call Waiting) offered by a host PBX or Local Exchange.

To Access

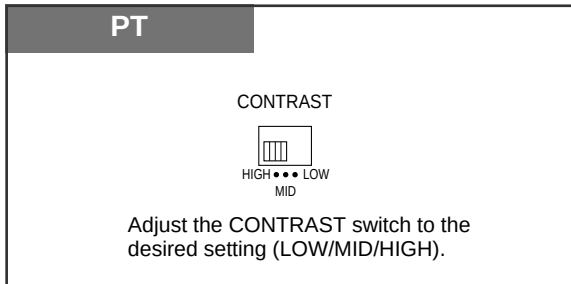


- Whether the confirmation tone is heard or not depends upon the programmable feature.

1.2 *Proprietary Telephone Settings*

Display Contrast Adjustment

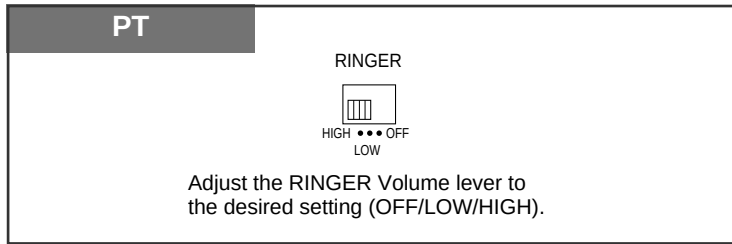
The CONTRAST selector is used to adjust the display contrast.



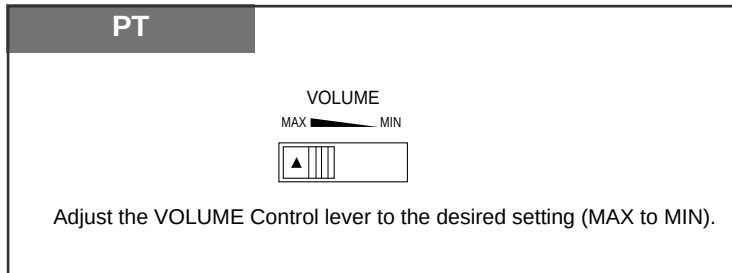
- This feature is available for a KX-T7130 only.

1.2 *Proprietary Telephone Settings*

To adjust the ringer volume



To adjust the speaker volume

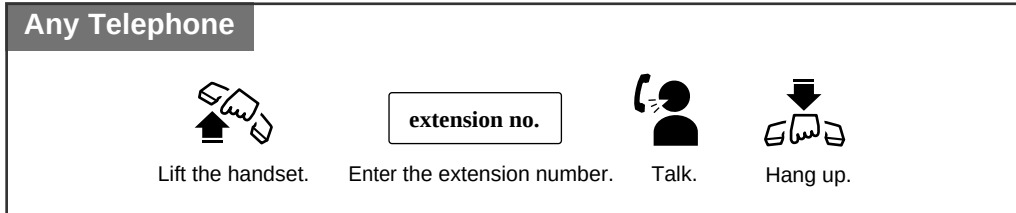


1.3 Making Calls

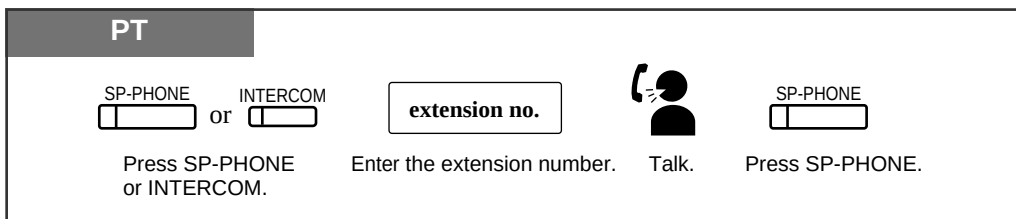
Intercom Calling

Allows you to make a call to another extension.

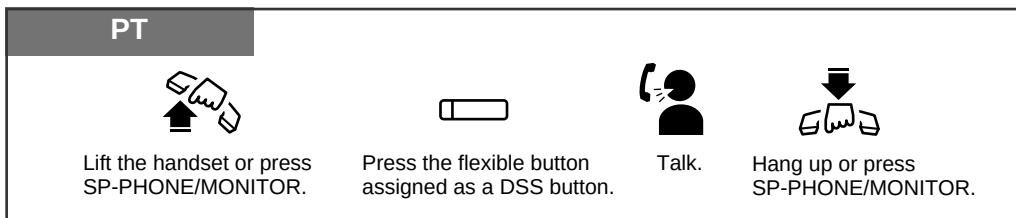
Using the handset



Using the Speakerphone



Using a DSS (Direct Station Selection) button



- After dialling an extension number, you will hear one of the following tones.
 - Ringback tone:** Indicates the destination extension is being called.
 - Confirmation tone:** Indicates you can perform voice calling (e.g. Paging).
 - Busy tone:** Indicates the destination extension is busy.
 - Do Not Disturb (DND) tone:** Indicates the destination extension has set the “Do Not Disturb (DND)” feature.

- PT** An extension number and a name, if programmed, are shown on a display PT during an intercom call.
- PT** You can assign a DSS button on a flexible button in Proprietary Telephone Settings. The stored number can be displayed in the following way.
 - Set the MEMORY switch to “PROGRAM”.
 - Press the desired button while on-hook.The number will be displayed. After checking the number return the MEMORY switch to the “SET” position.
- PT** You can press a flexible button assigned as a DSS button directly to make an intercom call without going off-hook. It can be done by System Programming.

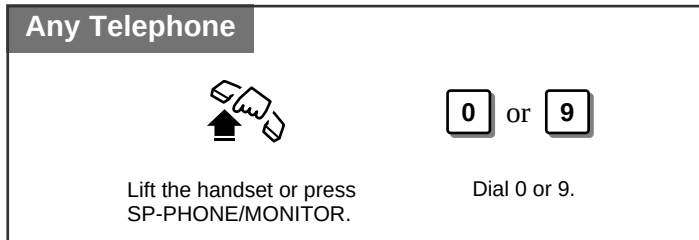


- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, DSS (Direct Station Selection) Button
- 2.1 Tone/Ring Tone List
- See the Installation Manual, Section 3, “Intercom Calling”.

1.3 Making Calls

Calling the Operator (Operator Call)

Allows you to call the operator within the system. One extension can be assigned as the operator.



- If an operator is not assigned, this feature is not available and you will hear reorder tone.
- If the line access number is assigned to “0” by System Programming, the operator call number will be changed to “9”.



- See the Installation Manual, Section 3, “Operator Call”.

Outside Calling

Allows you to make a call to an external party using one of the following line access methods.

- 1.) Making Outside Calls Using Automatic Line Access
- 2.) Making Outside Calls Using Individual Line Access
- 3.) Making Outside Calls Using Trunk Group Access



- PT** • An exchange line which is not assigned to a line key cannot be dialled.
- PT** • Helpful hints for the Handsfree (speakerphone) operation are noted in the “Handsfree Operation” feature.

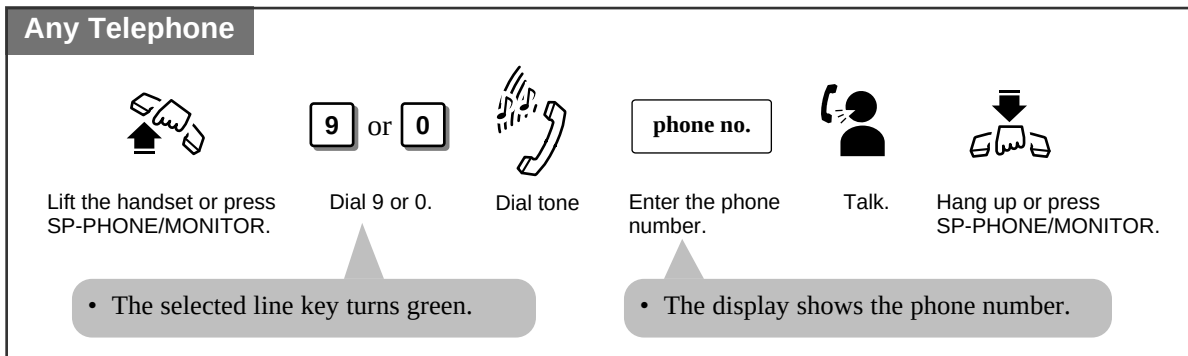


- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, Single Exchange Line (S-CO) Key, Trunk Group (G-CO) Key
- 1.6 Before Leaving Your Desk, “Locking Your Telephone (Electronic Extension Lockout)”
- 1.7 Useful Features, “Calling with Account Codes (Account Code Entry)”
- 1.7 Useful Features, “Calling Using Your Privileges from Another Extension (Walking COS)”
- 1.8 Operator / Manager Service Features, “Remote Extension Lock”
- See the Installation Manual, Section 3, “Outside Calling”.
- See the Installation Manual, Section 3, “Call Barring Override by Account Codes”.
- See the Installation Manual, Section 3, “Call Barring — Extension Lock Boundary Class”.
- See the Installation Manual, Section 3, “Call Barring”.

1.3 Making Calls

Making Outside Calls Using Automatic Line Access

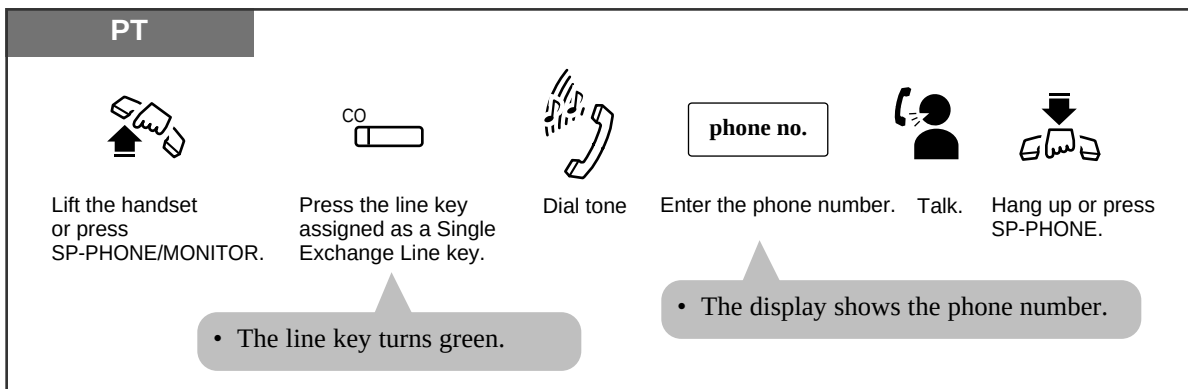
Allows you to select an available exchange line automatically.



- If the line access number is assigned to “0” by System Programming, the operator call number will be changed to “9”.

Making Outside Calls Using Individual Line Access

Allows you to select the desired exchange line without dialling the line access code.

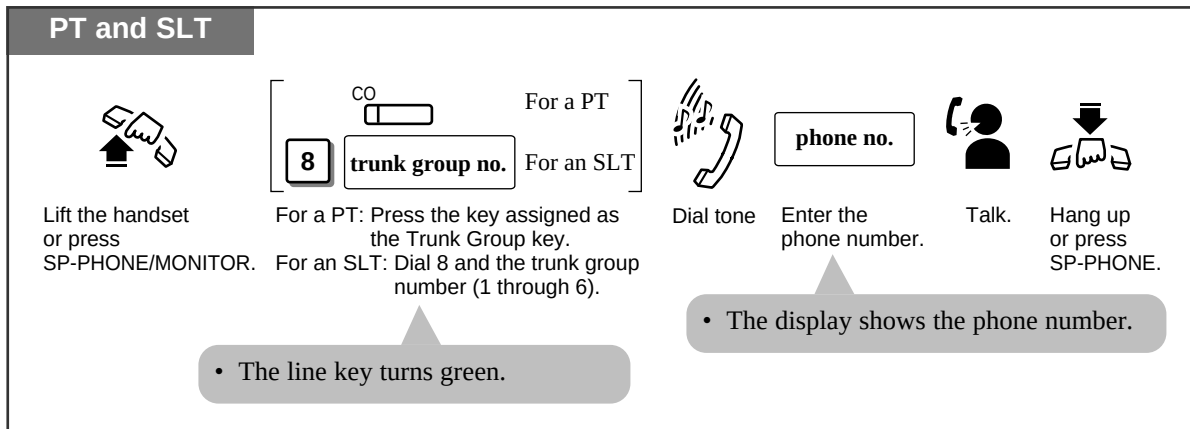


- PT** • You may skip off-hook and press the Single Exchange Line (S-CO) key directly.

1.3 Making Calls

Making Outside Calls Using Individual Trunk Group Access

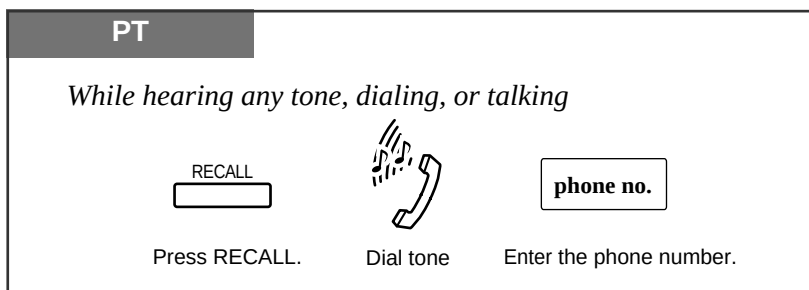
Allows you to select an idle line within a designated trunk group.
Through System Programming, exchange lines can be divided into 6 line groups.



! **PT** • You may press the Trunk Group key directly without going off-hook.

Recall

Allows you to disconnect the current call and make another call without hanging up.



!

- System Programming may be required to perform this feature properly.
- During an outside call, the RECALL button can be used as a External Feature Access button.

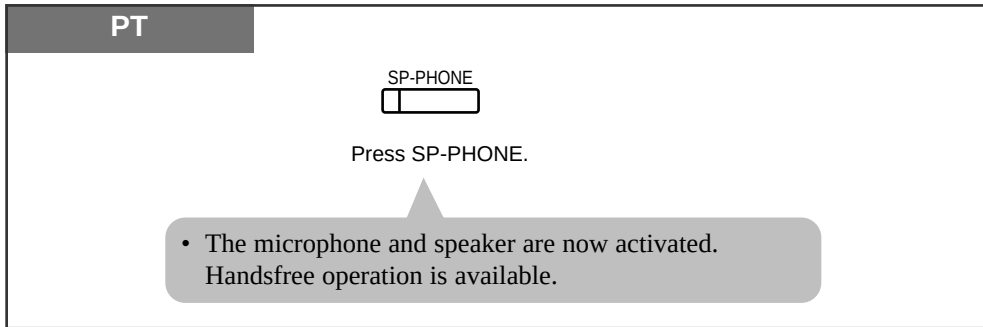


- 1.7 Useful Features, “External Feature Access”
- See the Installation Manual, Section 3, “Recall”.

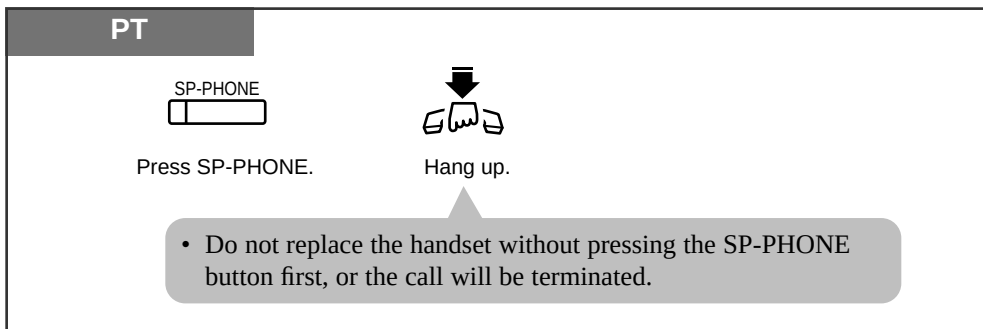
1.3 Making Calls

Handsfree Operation

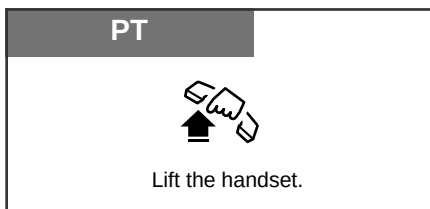
Allows you to dial and to talk to the other party without lifting the handset.



Switching from the handset to handsfree mode



Switching from handsfree to the handset mode



- PT • Helpful hints for the Handsfree operation:
 - Use this unit in a quiet room for best performance.
 - If you and the other party talk at the same time, parts of your conversation will be lost. To avoid this, talk alternately.
- PT • The handsfree mode is cancelled if you do not start dialling within 10 seconds.
- PT • The KX-T7050 has MONITOR button instead of a SP-PHONE button. It can be used for handsfree dialling, etc., but it cannot be used for a handsfree conversation.
- PT • You can enable the handsfree mode by pressing a line key or INTERCOM button.



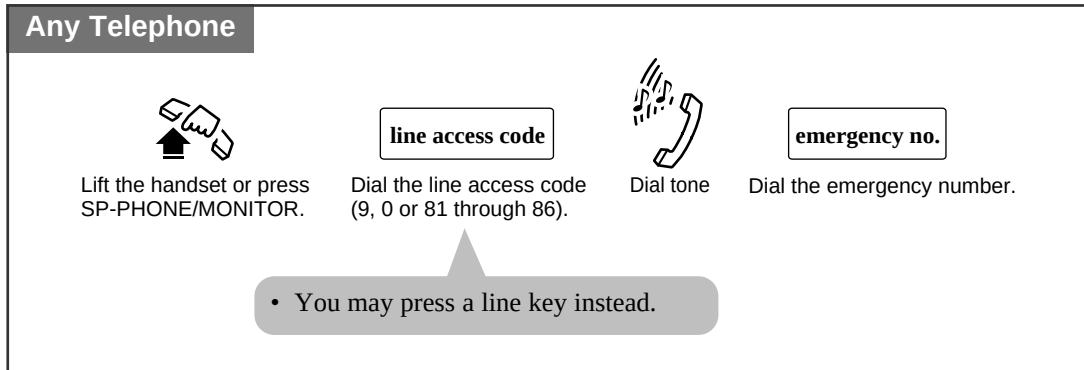
- See the Installation Manual, Section 3, “Handsfree Operation”.

1.3 Making Calls

Making Emergency Calls (Emergency Call)

Allows you to dial a pre-set emergency number after seizing an exchange line.
Up to 5 emergency dial numbers can be stored.

Dialling



- An emergency call is allowed even in the following cases,
 - Account Code – Verify–All mode
 - Any call barring COS number
 - Electronic Extension Lockout
- If your system is connected to a host PBX, you must dial the host PBX line access code after the line access code.



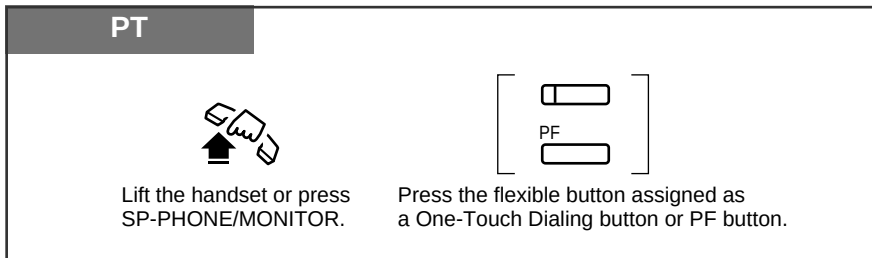
- See the Installation Manual, Section 3, "Emergency Call".

1.3 Making Calls

Dialling by Simply Pressing a Button (One-Touch Dialling)

Allows you to call a number or access a system feature with the touch of a button. This is done by storing an extension number, telephone number or feature number (up to 24 digits) in a One-Touch Dialling button.

Dialling



- PT • The destination numbers are stored in Proprietary Telephone Settings.
- PT • You may press a line key to select a desired exchange line before pressing the One-Touch Dialling button.
- PT • “Speed Dialling”, “One-Touch Dialling” and manual dialling can be used together.
- PT • You can store a number consisting of 25 digits or more by dividing and storing it into 2 One-Touch Dialling buttons.
- PT • A pause is automatically entered after the stored line access code, 9, 0 or 81 through 86, when dialling.
- PT • To confirm the current status of the button, press the button while on-hook.

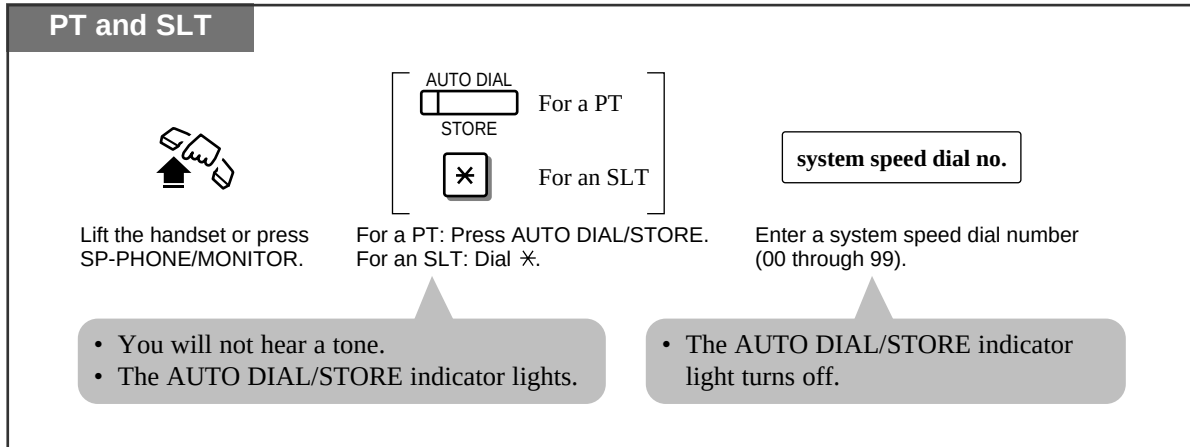


- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, One-Touch Dialling Button
- See the Installation Manual, Section 3, “One-Touch Dialling”.

1.3 Making Calls

Dialling Using System Speed Dialling (System Speed Dialling)

Allows you to make a call using pre-programmed speed dial numbers. This system supports 100 speed dial numbers which are available to all extension users.



- System Speed Dial numbers must be stored by System Programming.
- “Speed Dialling”, “One-Touch Dialling” and manual dialling can be used together.
- You may press a line key or dial a line access code to select a desired exchange line before pressing the AUTO DIAL/STORE button or dialling *.
- It is possible to cancel call barring with this feature (Call Barring Override for System Speed Dialling). In this case, System Programming is necessary.

PT

- A System Speed Dial number can be divided when stored.

<Example>

If the number is divided and stored in System Speed Dial numbers 01 and 02,

Press: [AUTO DIAL/STORE] [0] [1] [AUTO DIAL/STORE] [0] [2].

PT

- The dialled number appears on the display.

SLT

- A rotary telephone cannot use this feature.



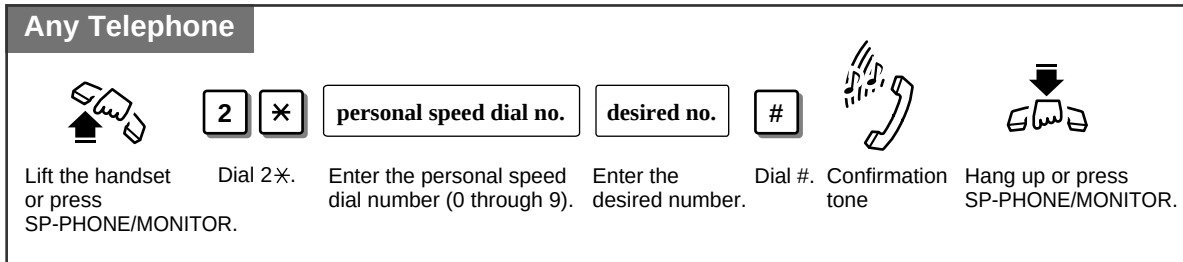
- See the Installation Manual, Section 3, “Call Barring for System Speed Dialling”.
- See the Installation Manual, Section 3, “System Speed Dialling”.

1.3 Making Calls

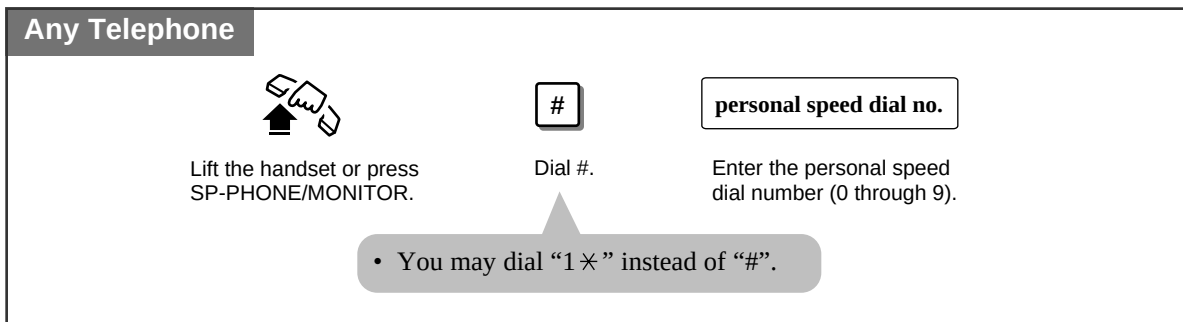
Dialling Using Personal Speed Dialling (Personal Speed Dialling)

Allows you to store up to 10 speed dial numbers at your extension. These numbers are available for your extension only.

Storing a phone number



Dialling



- An account code must be stored by pressing “* *” and entering the account code after the line access code.
- You can store an extension number, telephone number, or feature number of up to 24 digits. Valid digits are “0 through 9”.
- A pause can be stored by pressing the * key. However, in the account code verify-all, verify-toll (call barring) and forced modes, “*” is not regarded as a pause.
- To store the telephone number of an external party, a line access code (9, 0 or 81 through 86) must be stored as the first digit.

PT • The number of Personal Speed Dialling numbers corresponds to the number of PF buttons assigned as One-Touch Dialling. (PF buttons are on a proprietary telephone.) You cannot assign both the One-Touch Dialling and Personal Speed Dialling features. For example, if you assign One-Touch Dialling to the PF 1 button and then Personal Speed Dialling 0, the Personal Speed Dialling 0 feature will overwrite the One-Touch assignment.

SLT • A rotary telephone cannot use this feature.



- 1.2 Proprietary Telephone Settings, “Customising the Button on Your Telephone”, One-Touch Dialling Button
- See the Installation Manual, Section 3, “Personal Speed Dialling”.

1.3 *Making Calls*

Checking the stored personal speed dialling numbers

PT



Lift the handset or press
SP-PHONE/MONITOR.

3

*

Dial 3*.

personal speed dial no.

Enter the personal speed
dial number (0 through 9).

#

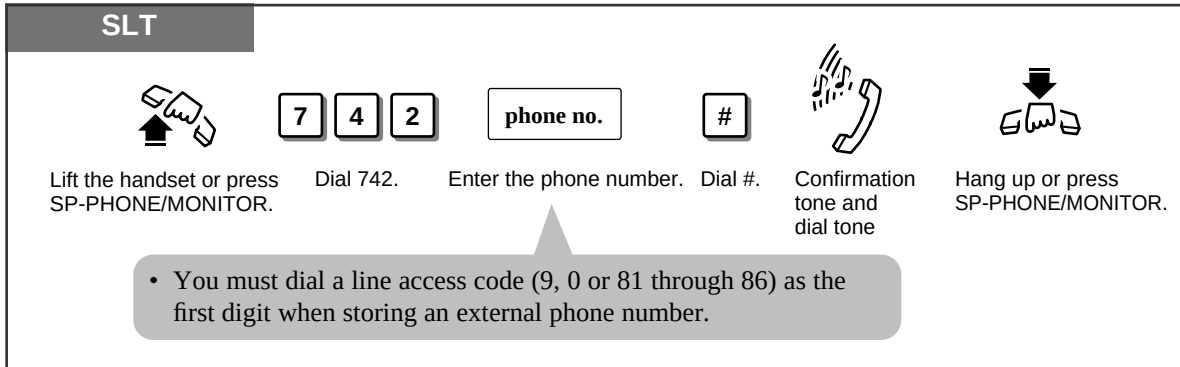
Dial #.

1.3 Making Calls

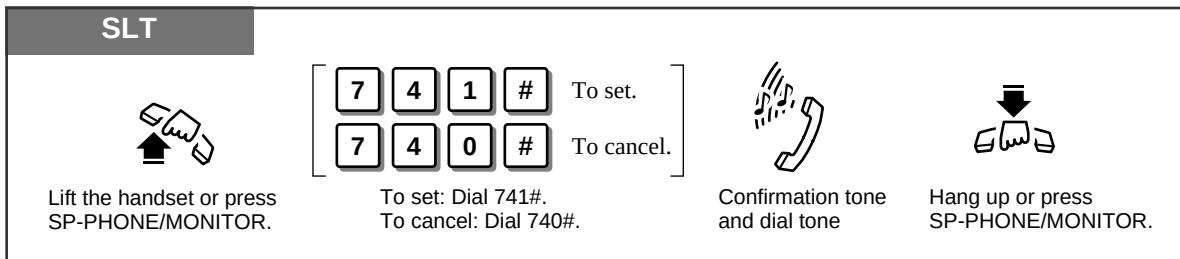
Dialling by Simply Going Off-Hook (Pickup Dialling)

Allows you to make an outgoing call by just going off-hook (single line telephone only).

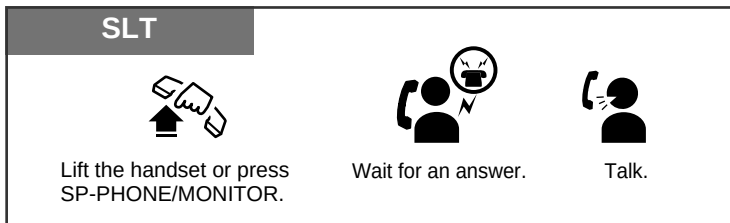
Storing a phone number



Setting / Cancelling



Dialling



- This feature will not work if you answer an incoming call or retrieve a call on hold.
- Up to 32 digits, consisting of “0 through 9” and “*”, can be stored. The “*” button is used as a PAUSE. However, in the account code verify-all, verify-toll (call barring) and forced modes, “*” is not regarded as a pause.
- An account code must be stored by pressing “* *” and entering the account code after the line access code.
- During the waiting time after going off-hook, you can call another party and override this feature. You can change the waiting time between going off-hook and automatically dialling through System Programming.
- A rotary telephone cannot use this feature.

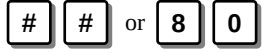


- See the Installation Manual, Section 3, “Pickup Dialling”.

1.3 Making Calls

Redialling the Last Number Dialed (Last Number Redial)

Automatically saves the last outside phone number dialed so that you can make a call to the same party later using a simple operation.

PT	SLT
 Lift the handset or press SP-PHONE/MONITOR.	 Lift the handset.
 Press REDIAL.	 Dial ## or 80.



- Up to 64 digits can be stored and redialled. This does not include an exchange line access code.
- If you hear a busy tone when attempting to redial, select another line and press the REDIAL button or feature number.
- PT • “*”, “#”, “PAUSE”, and “INTERCOM” (for secret dialling) are counted as 1 digit.
- PT • While calling or during a conversation, pressing the REDIAL button will disconnect the current call and redial the stored number.
- PT • You can check the stored number. Press the REDIAL button while on-hook, and the stored number will be displayed.



- See the Installation Manual, Section 3, “Redial”.

1.3 Making Calls

Redialling the Saved Number (Saved Number Redial)

Allows you to save the current external telephone number during a conversation, so that you can redial the same party later using a simple operation. The saved number can be redialled until another number is stored.

Storing

PT

During a conversation or while hearing a busy tone


Press AUTO DIAL/STORE.


Press SAVE.

Dialling

PT


Lift the handset or press SP-PHONE/MONITOR.


Press SAVE.

- !** **PT** • Up to 64 digits can be stored and redialled. This does not include an exchange line access code.
- PT** • “*”, “#”, “PAUSE”, and “INTERCOM” (for secret dialling) are counted as 1 digit.
- PT** • A flexible button can be assigned as the SAVE button.
- PT** • You can check the stored number. Press the SAVE button while on-hook, and the stored number will be displayed.
- PT** • You can change the exchange line when dialling. You may press a line key to select an exchange line directly after going off-hook before pressing the SAVE button.



- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, SAVE Button
- See the Installation Manual, Section 3, “Redial”.

1.3 Making Calls

Sending a Call Waiting Tone to a Busy Extension (Busy Extension Signalling)

The busy extension that you called will hear the assigned Call Waiting tone and know that you are waiting.

Any Telephone

If you make an intercom call and hear a busy tone

2

Dial 2.

Wait for an answer and talk.



- To answer from the calling extension, see “Call Waiting” in this manual.
- If you hear a reorder tone when you set this feature, the called party has not permitted call waiting to be used. This feature is only available if the called extension has set the “Call Waiting” feature.



- 1.5 During a Conversation, “Call Waiting”
- See the Installation Manual, Section 3, “Busy Extension Signalling”.

1.3 Making Calls

Making Your Telephone Ring Back Automatically When a Line Becomes Free (Automatic Callback Busy – Camp-On)

Allows you to receive callback ringing when the dialled line becomes idle. When you answer the callback ringing;

For an extension: The called extension starts ringing without dialling.

For an exchange line: The line is seized.

Setting

Any Telephone

If you hear a busy tone



Dial 6.



Confirmation tone and reorder tone



Hang up or press SP-PHONE/MONITOR.

Wait for the Camp-On recall.

Answering an intercom recall

Any Telephone

If you hear the telephone ringing



Lift the handset or press SP-PHONE/MONITOR.

- You hear a ringback tone and the called extension rings automatically.

Answering an exchange line recall

Any Telephone

If you hear the telephone ringing



Lift the handset or press SP-PHONE/MONITOR .



Dial tone

phone no.

Enter the phone number.

Cancelling

Any Telephone



Lift the handset or press SP-PHONE/MONITOR.



- If you do not answer within 4 callback ring signals (within 10 seconds), this feature will be cancelled.



- See the Installation Manual, Section 3, “Automatic Callback Busy (Camp-On)”.

1.3 Making Calls

Interrupting an Existing Call (Executive Busy Override)

Executive Busy Override — Extension

Allows you to connect to an existing intercom (extension) call.
System Programming is required to use this feature.

Any Telephone

If you make an intercom call and while hearing a busy tone



Dial 3.



Confirmation tone (optional)

A three-party conference is now established.

To leave the conference

Any Telephone

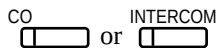


Hang up or press SP-PHONE.

The other two parties continue their conversation.

To terminate one party and talk to the other

PT



Press the line key or INTERCOM to which you wish to remain connected.



Confirmation tone (optional)

- If all three parties are extensions, this operation is not possible.



- This feature does not work when “Data Line Security” or “Executive Busy Override Deny” is set at either or both of the other parties.
- When a 2-party call is changed to a 3-party call or vice versa, a confirmation tone is sent to all parties. The tone can be disabled.



- 1.3 Making Calls, ‘Denying “Interrupting an Existing Call”(Executive Busy Override Deny)’
- 1.7 Useful Features, “Conference (3-party)”
- 1.7 Useful Features, “Data Line Security”
- See the Installation Manual, Section 3, “Executive Busy Override”.

1.3 Making Calls

Executive Busy Override — Exchange Line

Allows you to connect to an existing outside call or add a third party to your existing conversation.

System Programming is required to use this feature.

PT


Lift the handset or press
SP-PHONE/MONITOR.


Press the desired line key
whose indicator is lit red.


Confirmation tone
(optional)

A three-party conference
is now established.

To leave the conference

PT


Hang up or press
SP-PHONE/MONITOR.

The other two parties
continue their conversation.

To terminate one party and talk to the other

PT


Press the line key or INTERCOM
to which you wish to remain connected.


Confirmation tone (optional)



- PT** • This feature does not work when “Data Line Security” or “Executive Busy Override Deny” is set at the extension engaged in the existing outside call.
- PT** • When a 2-party call is changed to a 3-party call or vice versa, a confirmation tone is sent to all parties. Removing the tone is possible through programming.



- 1.3 Making Calls, ‘Denying “Interrupting an Existing Call” (Executive Busy Override Deny)’
- 1.7 Useful Features, “Conference (3-party)”
- 1.7 Useful Features, “Data Line Security”
- See the Installation Manual, Section 3, “Executive Busy Override”.

1.3 Making Calls

Denying “Interrupting an Existing Call” (Executive Busy Override Deny)

Allows you to prevent other extension users from interrupting your conversation.

Setting / Cancelling

Any Telephone



Lift the handset or press
SP-PHONE/MONITOR.

7	3	3	0	#	To set.
7	3	3	1	#	To cancel.

To set: Dial 7330#.
To cancel: Dial 7331#.



Confirmation tone



Hang up or press
SP-PHONE/MONITOR.

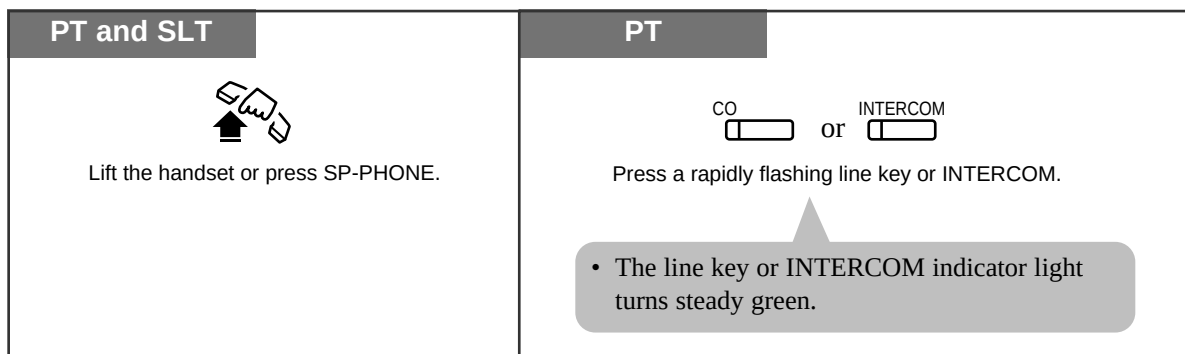
- Single line telephone users can dial “0” instead of “#”.



- 1.3 Making Calls, “Interrupting an Existing Call (Executive Busy Override)”,
Executive Busy Override — Extension,
Executive Busy Override — Exchange Line
- See the Installation Manual, Section 3, “Executive Busy Override”.

1.4 Receiving Calls

Receiving Calls



- PT** • There are 3 types of Line Preference for incoming outside calls (— No Line/Prime Exchange Line/Ringing Line). Each preference can be selected by Proprietary Telephone Settings.
- PT** • When receiving an incoming call, you may press the line key or INTERCOM button which is rapidly flashing red and talk (Handsfree mode).
- PT** • Helpful hints for the handsfree operation are noted in the “Handsfree Operation” feature.



- 1.2 Proprietary Telephone Settings, “Customising Your Telephone Functions”, Preferred Line Assignment — Incoming
- 1.3 Making Calls, “Handsfree Operation”
- See the Installation Manual, Section 3, “Receiving Calls”.

1.4 Receiving Calls

Handsfree Answerback

Allows you to answer an intercom call without lifting the handset.

Setting

PT

When the SP-PHONE and the AUTO ANSWER/MUTE indicators are off



AUTO ANSWER
MUTE

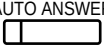
Press AUTO ANSWER/MUTE.

- The AUTO ANSWER/MUTE indicator turns on.

Cancelling

PT

When the AUTO ANSWER/MUTE indicator is on



AUTO ANSWER
MUTE

Press AUTO ANSWER/MUTE.

- The AUTO ANSWER/MUTE indicator light turns off.



- PT • This feature does not work for incoming outside calls or doorphone calls.
- PT • When an outside call is transferred to your extension, this feature is overridden and a ring tone is heard.



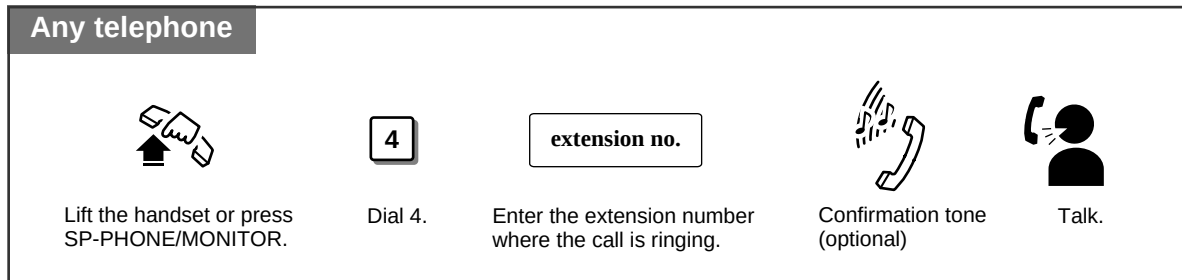
- 1.2 Proprietary Telephone Settings, “Customising Your Telephone Functions”, Intercom Alert Assignment
- 1.7 Useful Features, “Room Monitor”
- See the Installation Manual, Section 3, “Handsfree Answerback”.

1.4 Receiving Calls

Picking up a Call Ringing at Another Extension (Call Pickup)

Directed Call Pickup

Allows you to answer an incoming call ringing at any other extension.



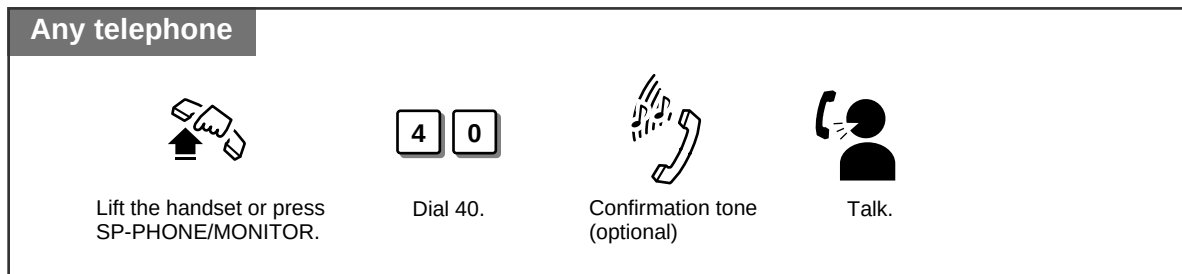
- Doorphone calls can be picked up by extensions that are not programmed to answer doorphone calls.
- You hear a confirmation tone when the call is picked up. The tone can be disabled.
- If a ringing extension sets the Call Pickup Deny feature, you will hear a reorder tone.



- 1.4 Receiving Calls, “Picking up a Call Ringing at Another Extension (Call Pickup)”, Denying/allowing your calls to be picked up (Call Pickup Deny)
- See the Installation Manual, Section 3, “Call Pickup”.

Group Call Pickup

Allows you to answer a call that is ringing at another telephone within your extension group.



- You can pick up an incoming outside, intercom or doorphone call, but you cannot pickup a Camp-On recall or hold recall.
- You will hear a confirmation tone when the call is picked up. The tone can be disabled.
- If a ringing extension sets the Call Pickup Deny feature, you will hear reorder tone.
- You can pick up a call just by going off-hook even though your extension is not ringing. It can be done by System Programming.

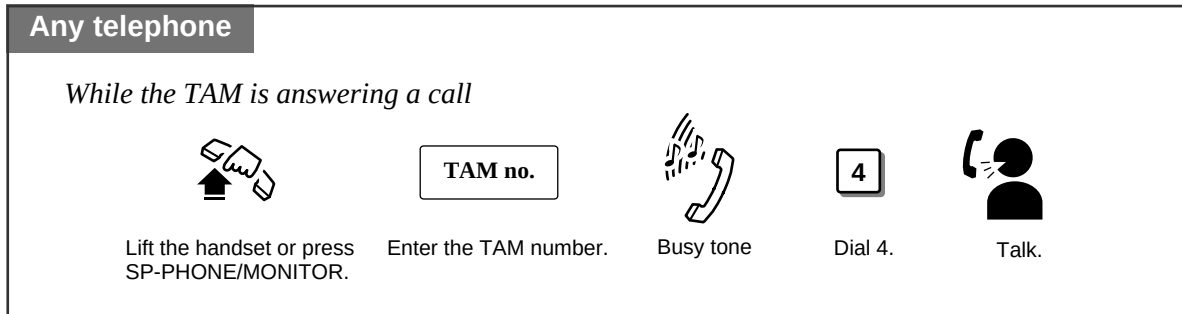


- 1.4 Receiving Calls, “Picking up a Call Ringing at Another Extension (Call Pickup)”, Denying/allowing your calls to be picked up (Call Pickup Deny)
- See the Installation Manual, Section 3, “Extension Group”.
- See the Installation Manual, Section 3, “Call Pickup”.

1.4 Receiving Calls

Retrieving Calls Answered by a TAM (Telephone Answering Machine)

Allows you to answer an incoming call received by a TAM.
System Programming is required to use this feature.



- When you try to pick up a call and hear a reorder tone, the TAM is not answering a call or the dialled extension is not the TAM extension.
- A TAM number is the 3-digit extension number of the TAM.

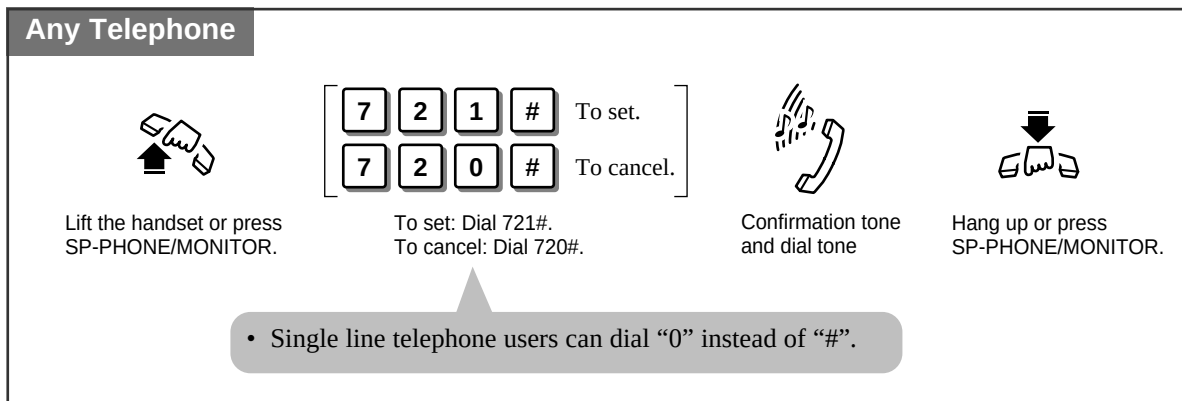


- See the Installation Manual, Section 3, “Call Pickup”.

Denying/allowing your calls to be picked up (Call Pickup Deny)

Allows you to prevent another extension from picking up your calls using the “Call Pickup” feature.

Setting / Cancelling



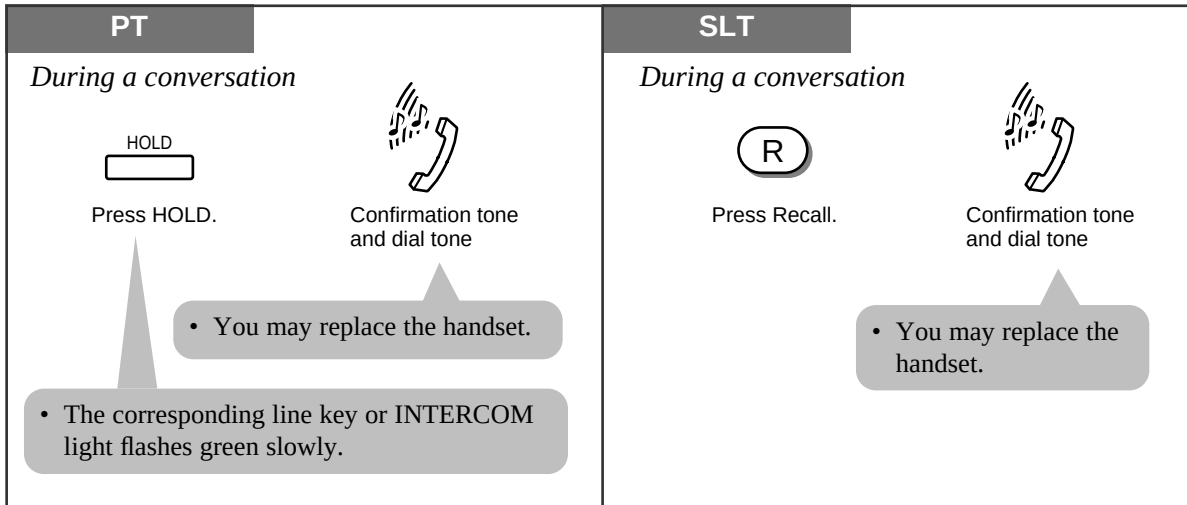
- 1.4 Receiving Calls, “Picking up a Call Ringing at Another Extension (Call Pickup)”, Directed Call Pickup
- 1.4 Receiving Calls, “Picking up a Call Ringing at Another Extension (Call Pickup)”, Group Call Pickup
- See the Installation Manual, Section 3, “Call Pickup”.

1.5 During a Conversation

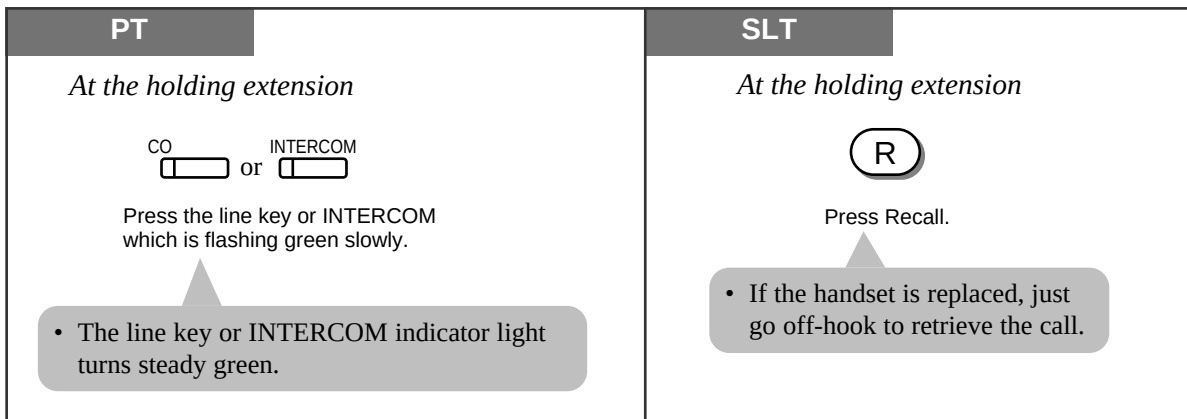
Placing a Call on Hold (Call Hold)

Allows you to place a call on hold.

Placing a call on hold



Retrieving a call on hold



- To retrieve a call on hold at another extension, refer to “Retrieving a Call on Hold (Call Hold Retrieve)”.
- If a held call is not retrieved within a pre-determined time (default: 30 seconds), ringing or an alarm tone will be heard (Hold Recall/Hold Alarm). If the hold recall time is set to “Disable”, the call will not recall.
- If a held outside call is not answered within 30 minutes, it will be automatically disconnected.
- When going off-hook:
 - Before recalling: A dial tone will be heard while the call is on hold. You may dial another telephone number.
 - While recalling: Only the first call on hold will be answered.
- You cannot hold a doorphone call.

1.5 During a Conversation

- PT** • During a 5-party conference, you cannot use this feature.
- PT** • With outside calls, you can put multiple calls on hold. However, with intercom calls, you can put only one call on hold. One way around this is to use the Call Park feature. See two pages ahead.
- PT** • If a call is placed on hold for more than the programmed time, ringing or an alarm tone will be heard (Hold Alarm/Hold Recall) and the LCD will flash the following display.
Example:
 - When holding extension 211, Mr. Brown: “211: Brown” will flash.
 - When holding exchange line, CO 1: “Call on CO 1” will flash.
- SLT** • If “Hold-2” or “Hold-3” is assigned by System Programming, you must dial “50” after pressing the Recall button.
- SLT** • Only an outside or intercom call can be placed on hold at any one time. If you want to hold both calls, use the Call Park feature.



- 1.5 During a Conversation, “Retrieving a Call on Hold (Call Hold Retrieve)”
- 1.5 During a Conversation, “Placing a Call in System Parking Area (Call Park)”
- 1.7 Useful Features, “Conference (5-party)”
- See the Installation Manual, Section 3, “Hold”.

Placing a Call on Hold Exclusively (Exclusive Hold)

Prevents other extension users from retrieving your held call. Only the user who held the call can retrieve it.

Placing a call on exclusive hold

PT

During a conversation

HOLD

Press HOLD.

HOLD

Press HOLD again.

- The line key or INTERCOM light flashes green slowly.
- The current call is placed on hold.

- The line key or INTERCOM light flashes green moderately.
- The current call is placed on exclusive hold.

Retrieving a call on exclusive hold

PT

CO

or

INTERCOM

Press the line key or INTERCOM which is on exclusive hold.

- The line key or INTERCOM light turns steady green.
- The held call is released.

1.5 During a Conversation



- PT** • During a 5-party conference, you cannot use this feature.
- PT** • If a held call is not retrieved within a pre-determined time (default: 30 seconds), ringing will be heard (Hold Recall).
- PT** • If an outside call is placed on hold and not retrieved within 30 minutes, it will be automatically disconnected.
- PT** • With outside calls, you can put multiple calls on exclusive hold. However, with intercom calls, you can put only one call on exclusive hold.

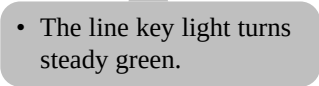


- 1.5 During a Conversation, “Placing a Call on Hold (Call Hold)”
- 1.7 Useful Features, “Conference (5-party)”
- See the Installation Manual, Section 3, “Hold”.

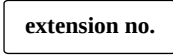
Retrieving a Call on Hold (Call Hold Retrieve)

Allows you to retrieve a call that has been placed on hold by another extension.

Retrieving an outside call on hold

PT and SLT	PT
<i>At the other extension</i>  Lift the handset or press SP-PHONE/MONITOR. Dial 53. Enter the held exchange line number (1 through 6). Confirmation tone	<i>At the other extension</i>  Press the line key whose indicator is flashing red slowly.  • The line key light turns steady green.

Retrieving an intercom call on hold

PT and SLT
<i>At the other extension</i>  Lift the handset or press SP-PHONE/MONITOR. Dial 5. Enter the holding extension number. Confirmation tone



- Calls held in “Call Park” or “Exclusive Hold” cannot be retrieved by this feature.
- You can hear a confirmation tone when the call is retrieved by entering the feature number.



- 1.5 During a Conversation, “Placing a Call on Hold (Call Hold)”
- See the Installation Manual, Section 3, “Hold”.

1.5 During a Conversation

Placing a Call in System Parking Area (Call Park)

Allows you to place a held call into a system parking area so that you can perform other tasks. The parked call can be retrieved by any extension user. Up to 10 calls can be parked.

PT and SLT

During a conversation

HOLD

 For a PT

R
 For an SLT

For a PT: Press HOLD.
For an SLT: Press Recall.



3 6

parking zone no.



Confirmation tone and dial tone Dial 36. Enter a parking zone number (0 through 9). Confirmation tone and dial tone

- If you hear a busy tone, it indicates the specified parking zone is unavailable.
- You do not need to redial the feature number to change the parking zone. Just enter the parking zone number while hearing the busy tone.

Retrieving a parked call

PT and SLT



5 6

parking zone no.



Lift the handset or press SP-PHONE/MONITOR. Dial 56. Enter a parking zone number (0 through 9) where the call is to be parked. Confirmation tone and dial tone

You can talk to the party.

- If there is no held call, you will hear a reorder tone.



- If a parked call is not retrieved within a pre-determined time (default: 30 seconds), ringing will be heard (Hold Recall).
- If a parked call is not retrieved within 30 minutes, it will be automatically disconnected.
- This feature is useful when you want to hold more than one intercom call with a PT, or more than one intercom or outside call with an SLT.

PT

- During a 5-party conference, you cannot use this feature.



- 1.7 Useful Features, “Conference (5-party)”
- See the Installation Manual, Section 3, “Call Park”.

1.5 During a Conversation

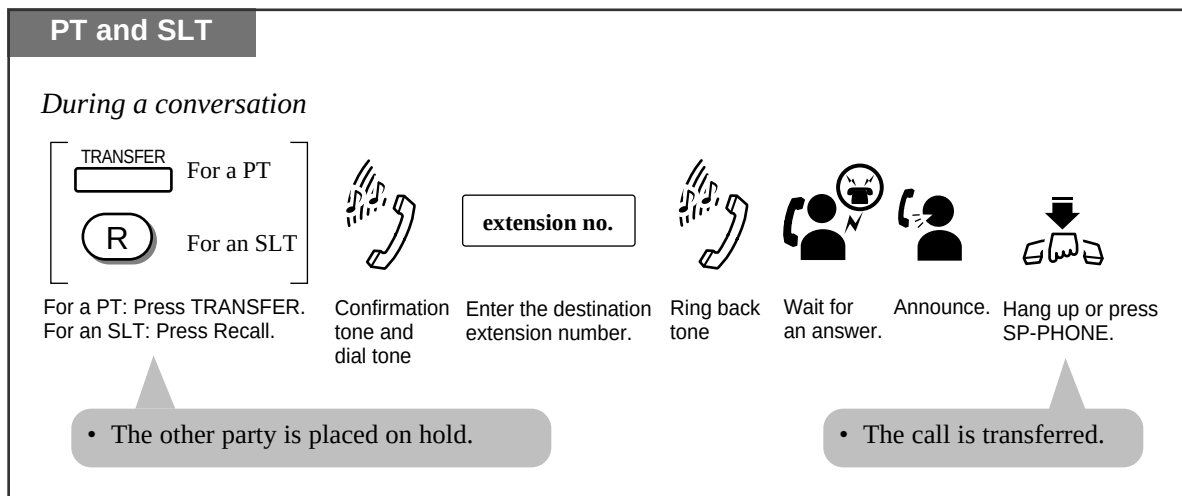
Transferring a Call to an Extension (Call Transfer – to Extension)

Allows you to transfer a received call to another extension. There are 2 ways.

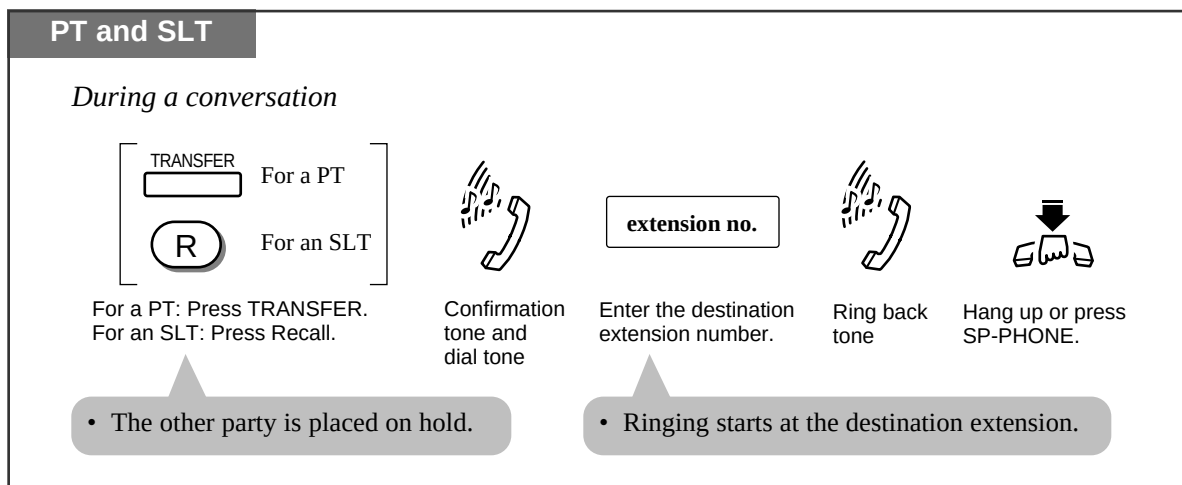
Screened Call Transfer: The call is announced before being transferred.

Unscreened Call Transfer: The line is transferred without waiting for an answer.

Screened Call Transfer



Unscreened Call Transfer



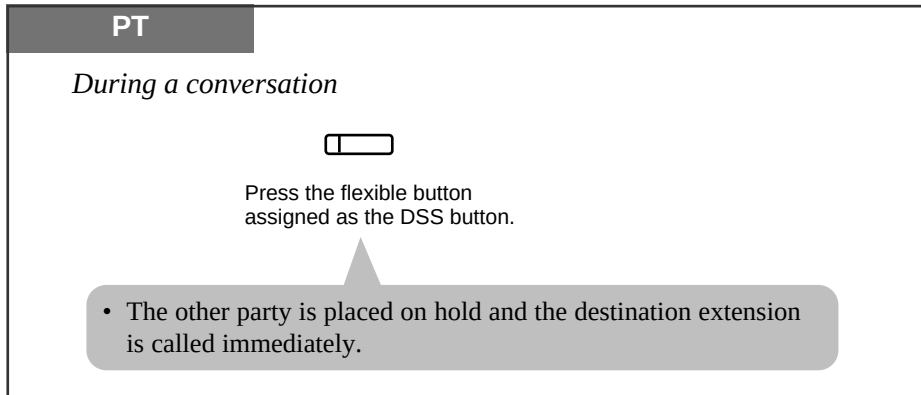
1.5 During a Conversation

Call Transfer using a DSS button

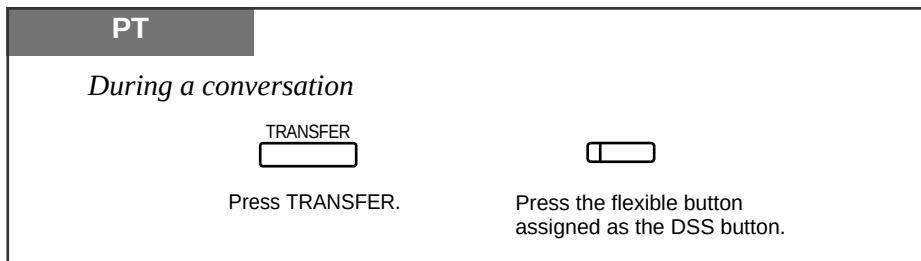
Allows you to perform a Screened or Unscreened Call Transfer by using a DSS button. There are 2 operations, depending on whether or not One-Touch Transfer* is set.

* **One-Touch Transfer** allows you to hold an outside call and transfer it to an extension by pressing one key. This feature provides automatic hold and transfer, without pressing the TRANSFER button. System Programming is required to use this function.

“With Transfer” mode



“Without Transfer” mode



- If the destination extension does not answer the call within a pre-determined time (default: 30 seconds), the call will return to you (Transfer Recall).
- If there is no answer within 30 minutes after “Transfer Recall” starts, the call will be disconnected.
- When the dialled extension is busy, you may access the extension by dialling “2” (Busy Extension Signalling) or “3” (Executive Busy Override) and going on-hook.

- PT** If you want to return to the held call, press the TRANSFER button or corresponding line key or INTERCOM button before the destination extension answers.
- PT** A flexible line key can be assigned as a DSS button.
- PT** To use “One-Touch Transfer”, System Programming is required.
- PT** During a 5-party conference, you cannot transfer a call.
- SLT** If you want to return to the held call, press the Recall button before the destination extension answers.
- SLT** If “Hold-3” is assigned in System Programming, you must dial “50” after pressing the Recall button.

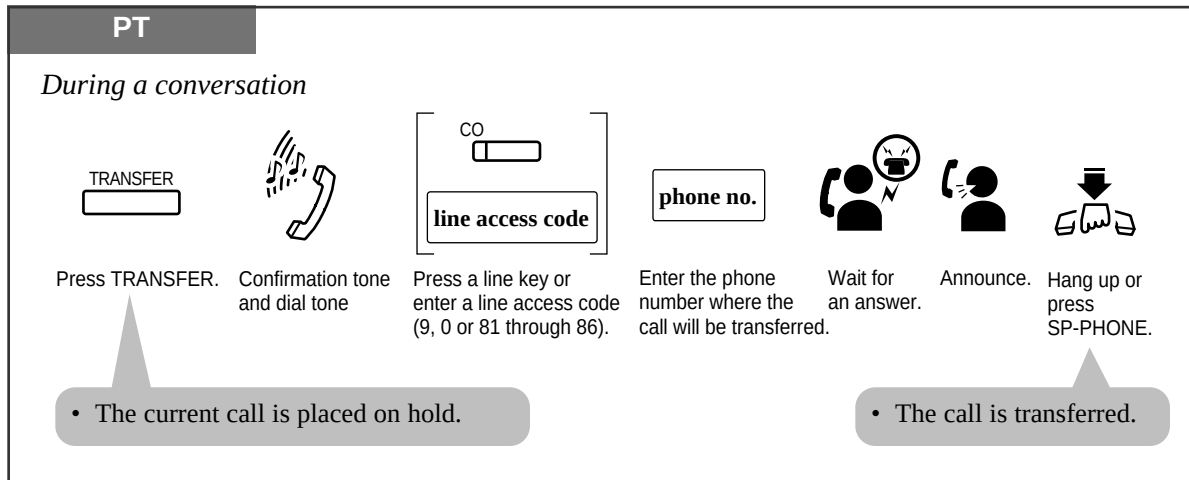


- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, DSS (Direct Station Selection) Button
- See the Installation Manual, Section 3, “Call Transfer – to Extension”.

1.5 During a Conversation

Transferring a Call to an Exchange Line (Call Transfer – to Exchange Line)

Allows you to transfer a received intercom call to an external party.
System Programming is required to execute this feature.



- PT** • If you want to return to the held call, press the TRANSFER button or INTERCOM button before the destination party answers.
- PT** • If you want to join the conversation after transferring the call, press the corresponding line key. A conference call is established.
- PT** • To change the party where the call is transferred before hanging-up, press the line key whose indicator is flashing slowly to retrieve the call, then repeat the Call Transfer procedure.



- See the Installation Manual, Section 3, “Call Transfer – to Exchange Line”.

1.5 During a Conversation

Call Waiting

During a conversation, a Call Waiting tone informs you that there is a call waiting. You can answer the second call by disconnecting the first call or placing it on hold.

Setting / Cancelling for outside calls

Any Telephone



Lift the handset or press
SP-PHONE/MONITOR.

7	3	1	1	#
To set.				
7	3	1	0	#
To cancel.				

To set: Dial 7311#.
To cancel: Dial 7310#.



Confirmation tone
and dial tone



Hang up or press
SP-PHONE/MONITOR.

• Single line telephone users can dial "0" instead of "#".

Setting / Cancelling for intercom calls

Any Telephone



Lift the handset or press
SP-PHONE/MONITOR.

7	3	2	1	#
To set.				
7	3	2	0	#
To cancel.				

To set: Dial 7321#.
To cancel: Dial 7320#.



Confirmation tone
and dial tone



Hang up or press
SP-PHONE/MONITOR.

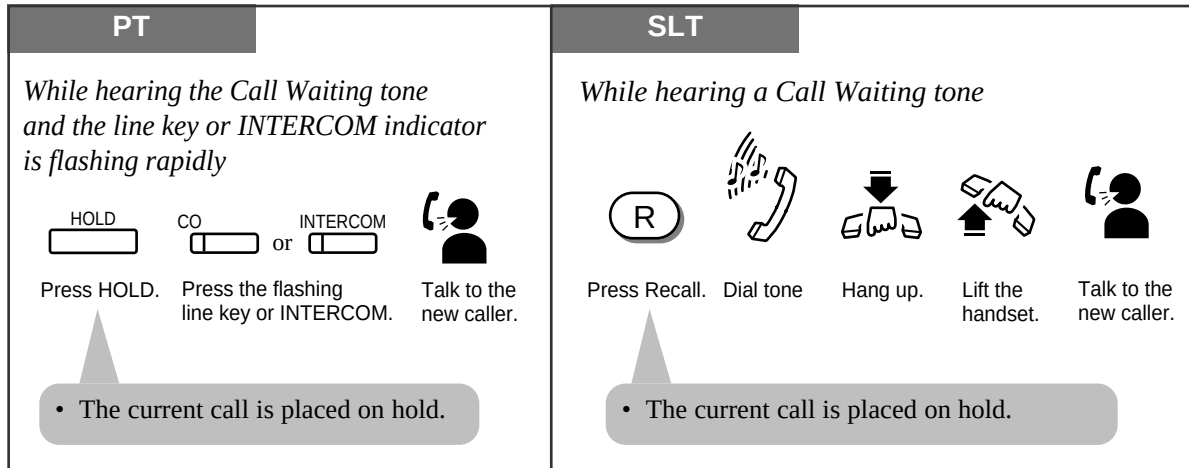
• Single line telephone users can dial "0" instead of "#".

To talk to the new caller by terminating the current call

PT	SLT
While hearing a Call Waiting tone CO  or INTERCOM  Press the flashing line key or INTERCOM.  Talk to the new caller. • The current call is disconnected.	While hearing a Call Waiting tone  Hang up.  Lift the handset.  Talk to the new caller. • The current call is disconnected.

1.5 During a Conversation

To talk to the new party holding the current call



— If both the current call and new call are extension calls, you do not have to press the INTERCOM button.



- The default is “OFF”.
- When Call Waiting is enabled, a Call Waiting tone is sent to the user under the following conditions.
 - 1) When an outside call (except a doorphone call) is received, or
 - 2) When another extension executes the “Busy Extension Signalling ” feature.
- Setting “Data Line Security” temporarily cancels this feature.
- You can change the desired Call Waiting tone (Tone 1 or Tone 2).

PT

- If a Call Waiting tone is heard and the line key or INTERCOM indicator does not flash, this tone indicates Call Waiting from the Local Exchange. In this case, see “External Feature Access”.

SLT

- If “Hold-2” or “Hold-3” is assigned in System Programming, you must dial “50” after pressing the Recall button.

SLT

- You cannot transfer the new call while holding the current call. If you want to do so, first park the original call using the Call Park feature, hang up, then take the new call.



- 1.2 Proprietary Telephone Settings, “Customising Your Telephone Functions”, Call Waiting Tone Selection
- 1.3 Making Calls, “Sending a Call Waiting Tone to a Busy Extension (Busy Extension Signalling)”
- 1.5 During a Conversation, “Placing a Call in System Parking Area (Call Park)”
- 1.7 Useful Features, “Data Line Security”
- 1.7 Useful Features, “External Feature Access”
- See the Installation Manual, Section 3, “Call Waiting”.

1.5 During a Conversation

Call Splitting

Allows you to talk to two different parties alternately. If a call is received while you are already on the line, you can place the current call on hold and have a conversation with the other party.

Having a conversation while another call is on (exclusive) hold

PT

Between one extension and one outside line



Press HOLD.

CO  or INTERCOM 

Press line key or INTERCOM.

• Repeating these operations (steps 1 and 2) alternates between the callers.

Between two outside lines



Press HOLD.

CO 

Press line key.

• Repeating these operations (steps 1 and 2) alternates between the callers.

Between two extensions



Press HOLD.

• Pressing the HOLD button alternates between the callers.

SLT



Press Recall.

• The first held call is released.
• Pressing this button alternates between the callers.



PT

- This feature does not work during a doorphone call or paging.
- During a 5-party conference, you cannot use this feature.



- 1.5 During a Conversation, “Placing a Call on Hold (Call Hold)”
- 1.5 During a Conversation, “Placing a Call on Hold Exclusively (Exclusive Hold)”
- See the Installation Manual, Section 3, “Call Splitting”.

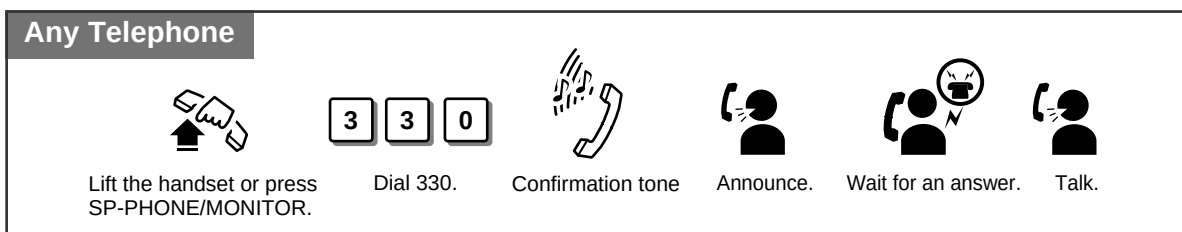
1.5 During a Conversation

Paging

Allows you to make a voice announcement to several people at the same time. Your message is announced over built-in speakers of proprietary telephones and/or the external pager. The paged person can answer your page from any telephone. You can also transfer a call after paging.

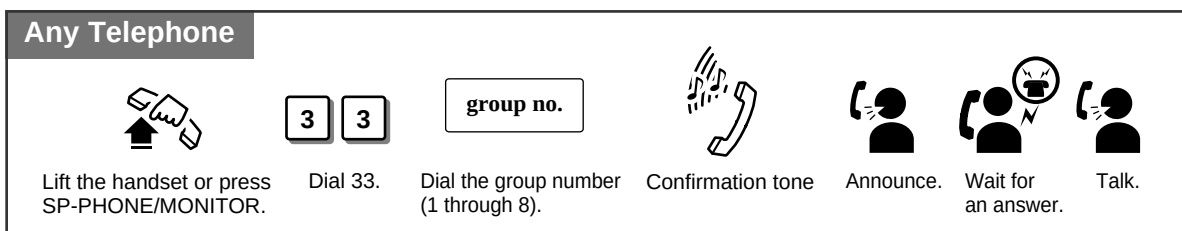
All extensions

Allows you to make a voice announcement to all extensions.



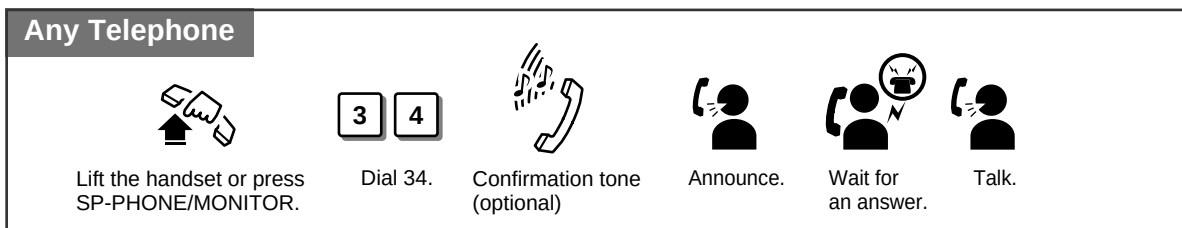
Group

Allows you to select an extension group and make a voice announcement. The announcement can only be heard through the extensions' built-in speakers.



External

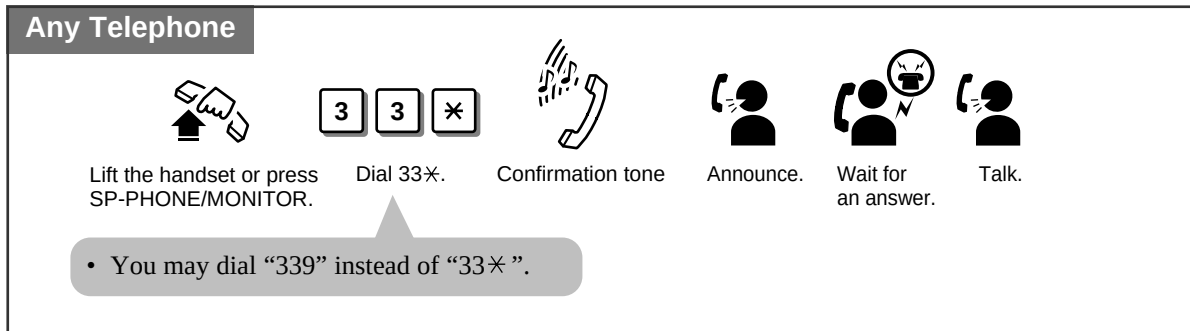
Allows you to make a voice announcement over the external pager.



1.5 During a Conversation

All extensions & External

Allows you to make a voice announcement to all extensions. Your message is announced over the built-in speakers of proprietary telephones (PT) and the external pager.



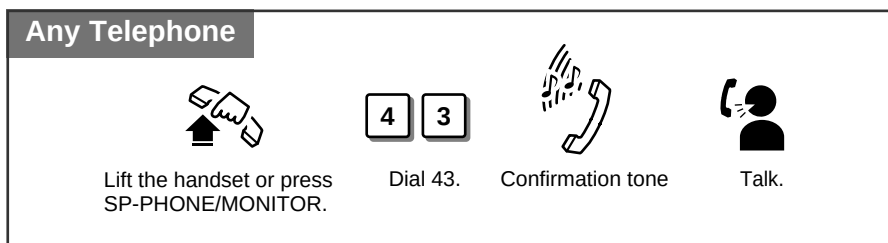
- If the pager is in use, a busy tone will be heard.
- The paged extension users hear a splash tone before the voice announcement.
- You will hear a splash tone from the external pager (External Pager Confirmation Tone) at the paged side before the voice announcement. The tone can be disabled.
- You will hear a confirmation tone before making the voice announcement.
- More than one person cannot use the paging feature at the same time.
- You cannot page extensions which have set the DND or Paging-Deny feature, or which are in use.



- 1.7 Useful Features, “Rejecting Incoming Calls (Do Not Disturb — DND)”
- See the Installation Manual, Section 3, “Paging”.

Answering a Page

Allows you to answer an announced page at any extension within the system.



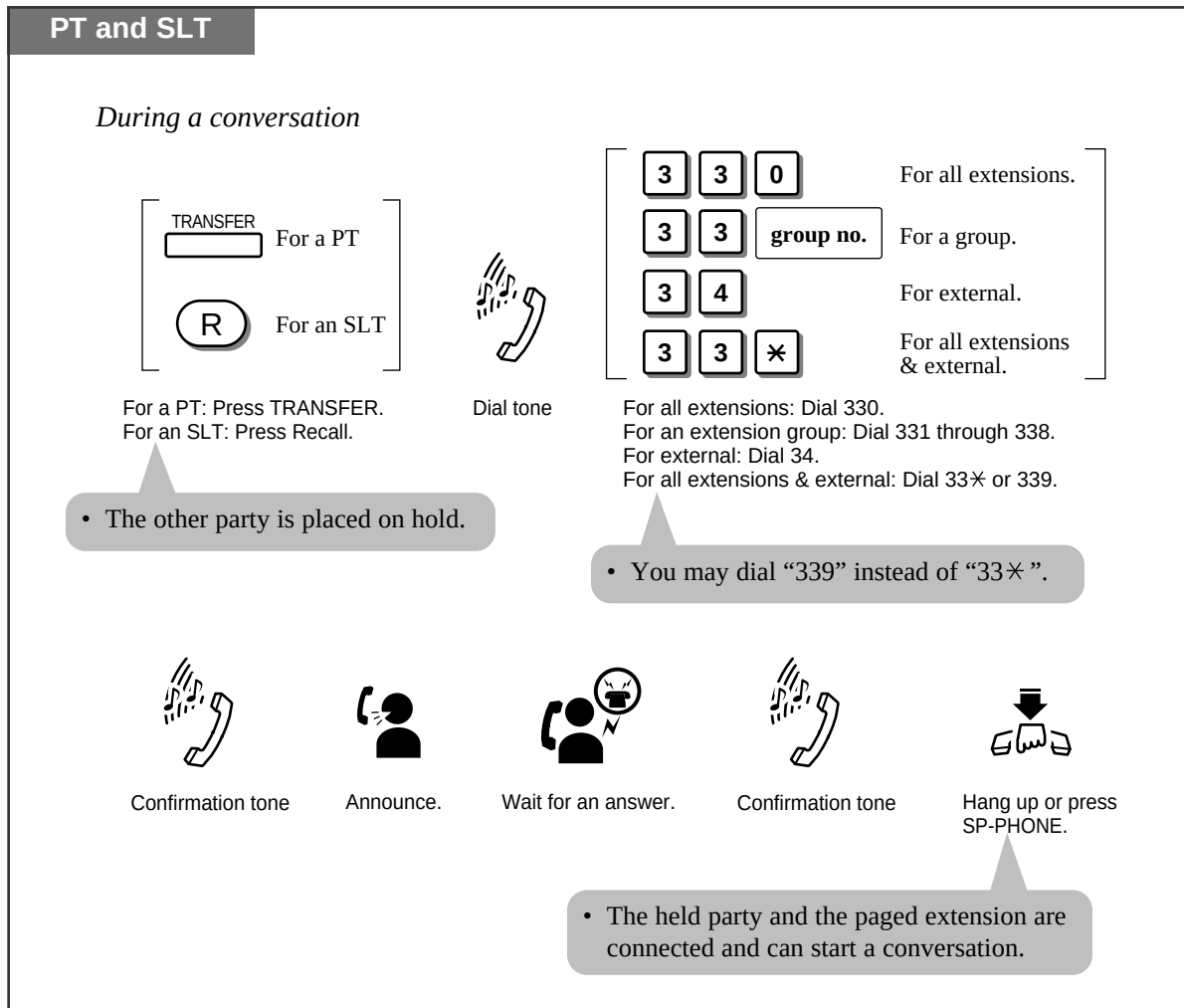
PT

- You will hear a confirmation tone when the page is answered.
- If an outside call has been paged and transferred, you can answer the call by pressing the corresponding line key whose indicator is flashing slowly.

1.5 During a Conversation

Transferring after paging (Paging and Transfer)

You can transfer a call using the paging function (All Extensions, Group, External, or All Extensions & External).



- If the external paging access tone is set to “Disable”, a splash tone from the external paging equipment will not be heard after accessing external paging. Refer to System Programming, “External Paging Access Tone”.

SLT

- If “Hold-3” is assigned in System Programming, you must dial “50” after pressing the Recall button.

1.5 During a Conversation

Paging Deny

A page sent to a built-in speaker can be denied by any extension in the system.

Setting / Cancelling

PT	
	7 3 4 1 # To set.
Lift the handset or press SP-PHONE/MONITOR.	7 3 4 0 # To cancel.
	To set: Dial 7341#. To cancel: Dial 7340#.
	
	Hang up or press SP-PHONE/MONITOR.

Turning the Microphone off (Microphone Mute)

Allows you to turn off the microphone so you can consult privately with others in the room. You will still be able to hear the other party.

Setting

PT	
<i>During a conversation in the handsfree mode</i>	
AUTO ANSWER MUTE	• The AUTO ANSWER/MUTE indicator light flashes red slowly.
Press AUTO ANSWER/MUTE.	

Cancelling

PT	
<i>When microphone mute is established</i>	
AUTO ANSWER MUTE	• The AUTO ANSWER/MUTE indicator light turns off.
Press AUTO ANSWER/MUTE.	



PT • This feature is only available during a handsfree conversation.



• See the Installation Manual, Section 3, "Microphone Mute".

1.6 Before Leaving Your Desk

Forwarding Calls (Call Forwarding)

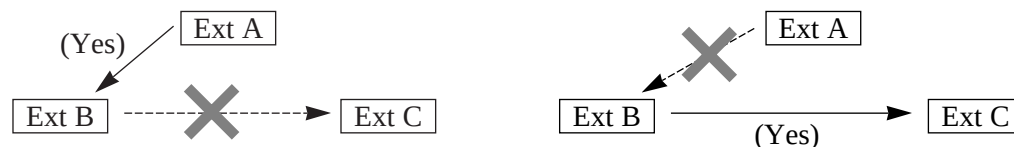
Automatically transfers incoming calls to another extension or to an external destination. The following types are available.

TYPE	DESCRIPTION
All Calls	All incoming calls are forwarded to another extension.
Busy or No Answer	All incoming calls are forwarded to another extension when you do not answer or when your extension is busy.
To Exchange Line	All incoming calls are forwarded to an exchange line.
Follow Me	Allows you to set “Call Forwarding — All Calls” feature from another extension.

Note: You can also set Voice Mail as the forwarding destination. Refer to “Voice Mail Integration for KX-TVP100” in this manual.



- To cancel the Call Forwarding features, refer to “Cancel” in this feature.
- Call Forwarding can only be extended to one target telephone. For example, extension A is forwarded to extension B, and if extension B tries to set Call Forwarding to extension C, an alarm tone is heard and the setting is rejected. If extension B has already set Call Forwarding to extension C, and extension A tries to set Call Forwarding to extension B, the setting will be also rejected.



- If the destination extension has already set “Do Not Disturb”, you cannot forward any calls to the extension.
- There should be at least one extension that can receive calls in the same UCD group.
- When a UCD extension which sets “Call Forwarding” function receives a call, the call will not be forwarded and the system will search for an idle extension in the UCD group first. But if the UCD extension is the last one that can receive the call, it will be forwarded to the assigned extension by “Call Forwarding”.
- Setting a new “Call Forwarding” function (All Calls, Busy or No Answer, etc.) cancels any other “Call Forwarding” functions or the “Do Not Disturb (DND)” function.
- If your entry is valid, confirmation tone 1 (1 beep) is sent. If your entry is the same as previously programmed data, confirmation tone 2 (2 beeps) is sent. Refer to the “Tone List” in the Appendix (Section 2).
- You can call the original extension from the Call Forwarding destination extension (for example: Boss/Secretary working).
- Camp-On recall and Hold recall are not forwarded.

1.6 Before Leaving Your Desk

- PT • A flexible line key on a proprietary telephone which is not provided with FWD/DND button can be assigned as the FWD/DND button.
- PT • The lighting patterns of the FWD/DND button are as follows.
 - Off: Both functions are not set.
 - Red: DND mode
 - Flashing red slowly: FWD mode
- PT • You can check the assignment by pressing the FWD/DND button while on-hook.

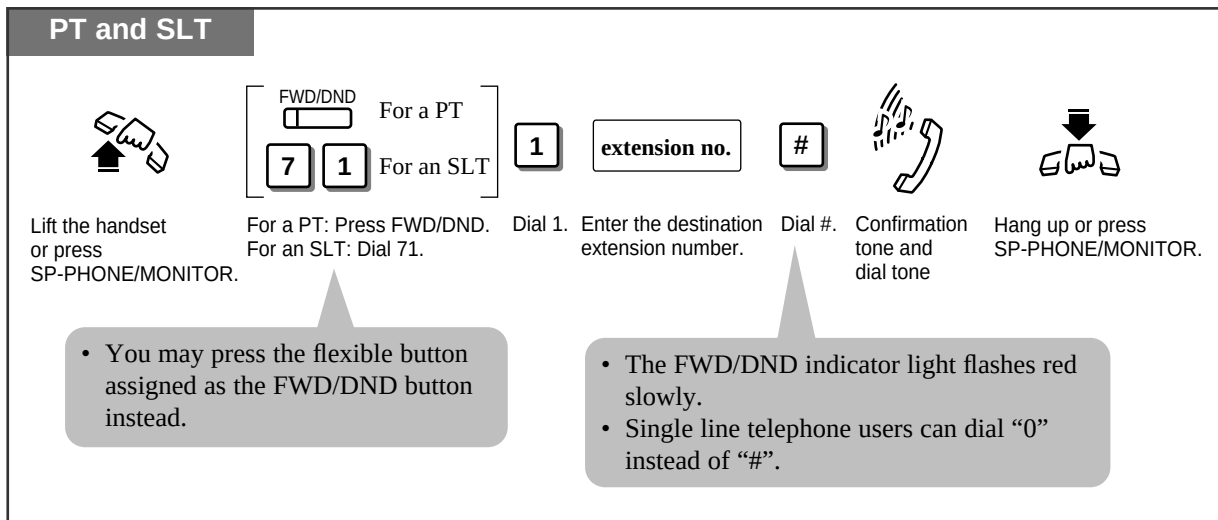


- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, FWD/DND Button
- 1.7 Useful Features, “Rejecting Incoming Calls (Do Not Disturb — DND)”
- 1.7 Useful Features, “Voice Mail Integration for KX-TVP100”
- See the Installation Manual, Section 3, “Call Forwarding”.

All Calls

You can re-direct all of your calls to another extension.

Setting

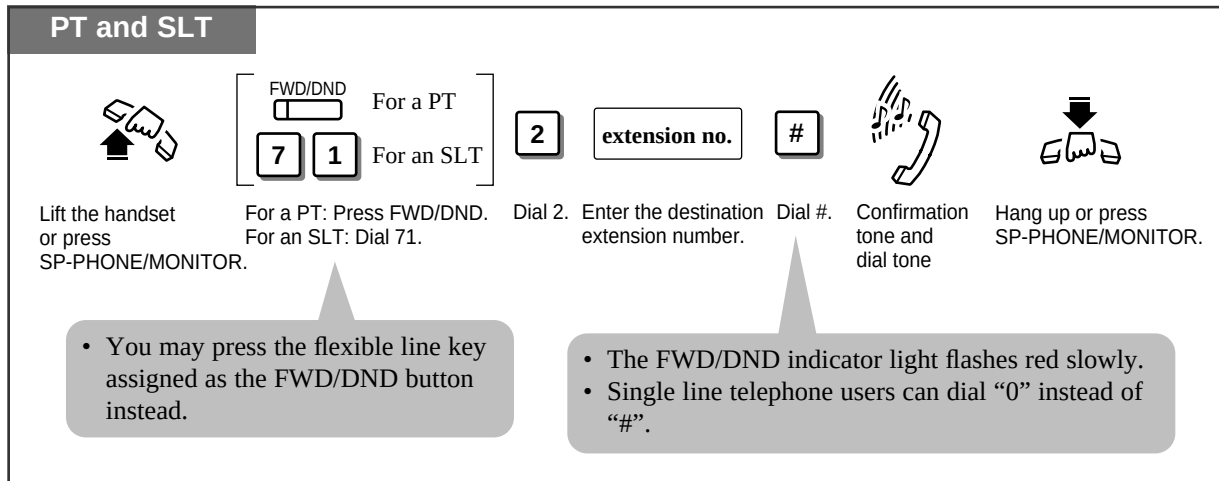


1.6 Before Leaving Your Desk

Busy or No Answer

You can forward your calls to another extension when your extension is busy or if you do not answer the call within a pre-determined time.

Setting

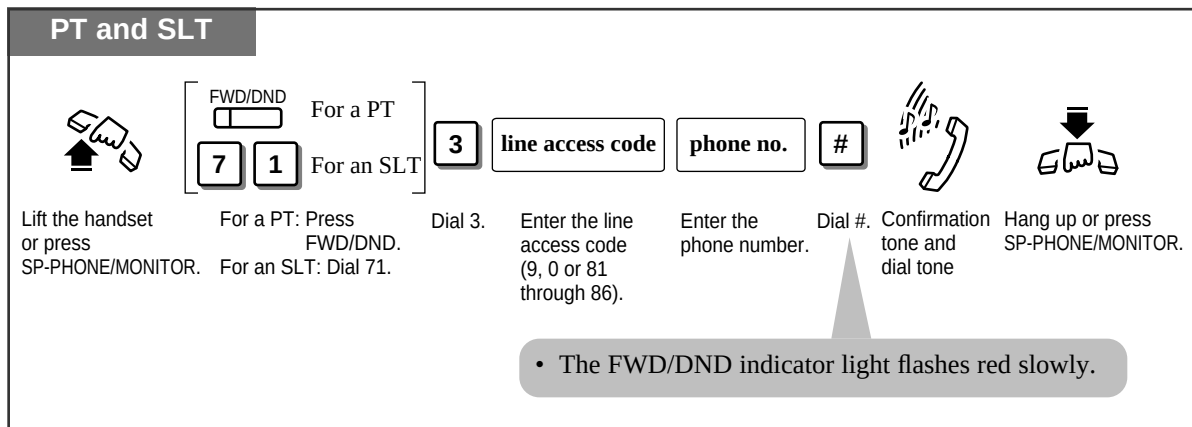


- 1.2 Proprietary Telephone Settings, “Customising Your Telephone Functions”, Intercom Alert Assignment

To Exchange Line

You can forward intercom calls to an external party.
System Programming is required to execute this feature.

Setting



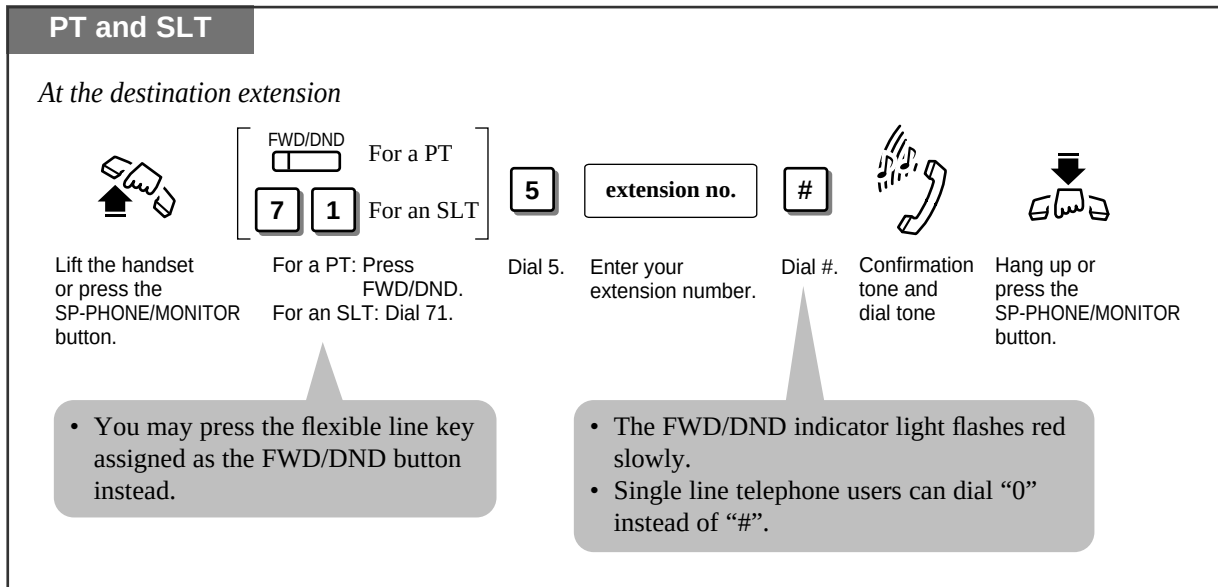
- Up to 32 digits (including the line access code) can be programmed.
- In the account code verify-all and forced modes, an account code must be stored by pressing “* *” and entering the account code after the line access code (“*” is not regarded as a pause).

1.6 Before Leaving Your Desk

Follow Me

You can set the “Call Forwarding” feature from the destination extension. This is useful if you forget to set “Call Forwarding — All Calls” before you leave your desk.

Setting



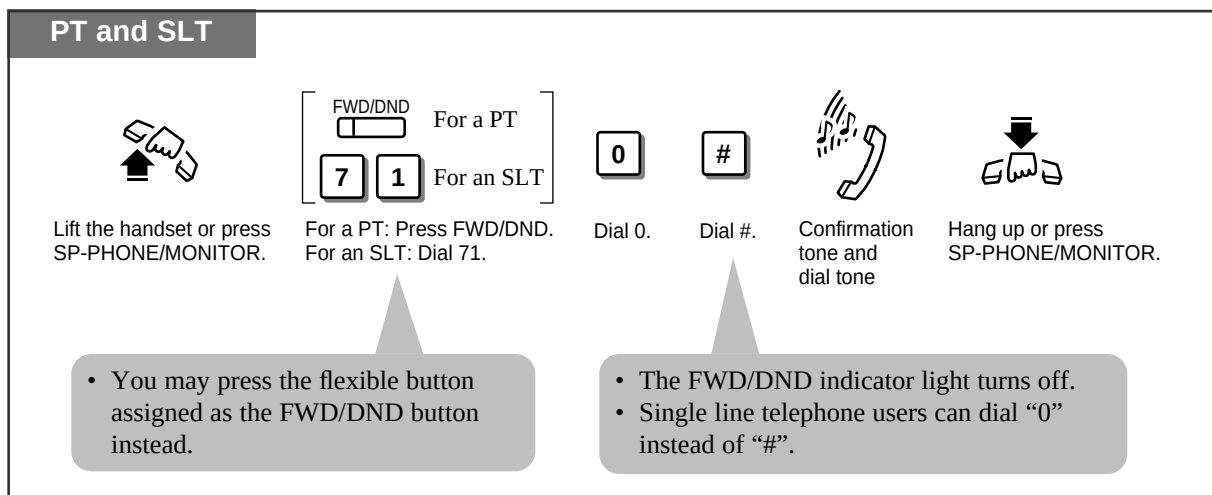
- This feature can be cancelled at your extension or the destination extension.

1.6 Before Leaving Your Desk

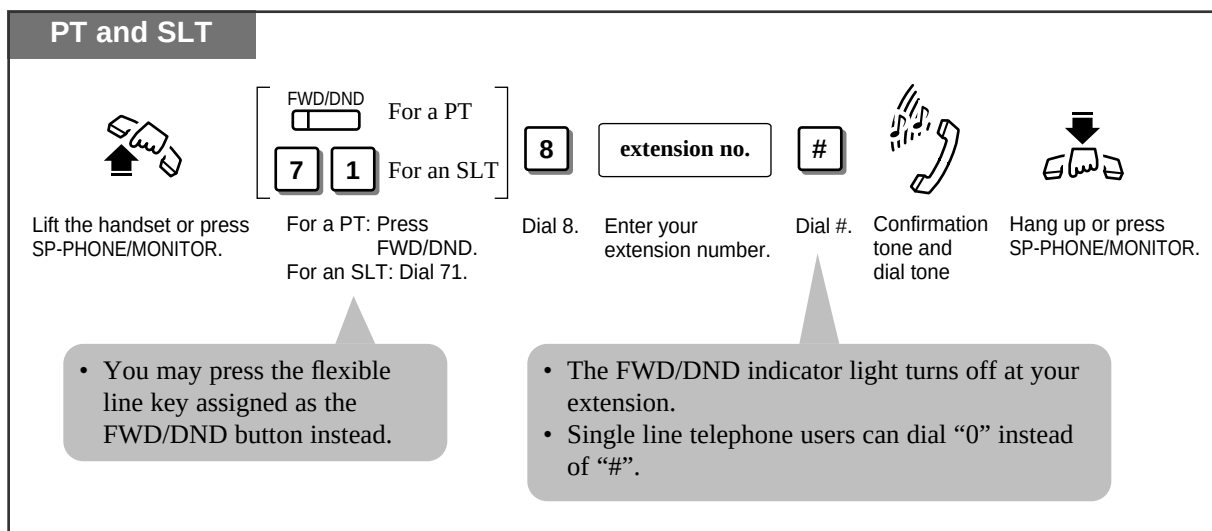
Cancel

There are two cancelling methods for “Call Forwarding”. The cancelling depends on the Call Forwarding type that has been assigned.

Cancelling Call Forwarding at your (original) extension



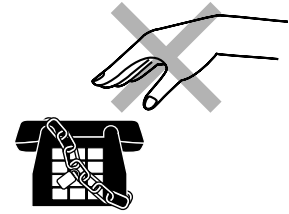
Cancelling Call Forwarding at the destination extension — “Follow Me (All Calls)” only



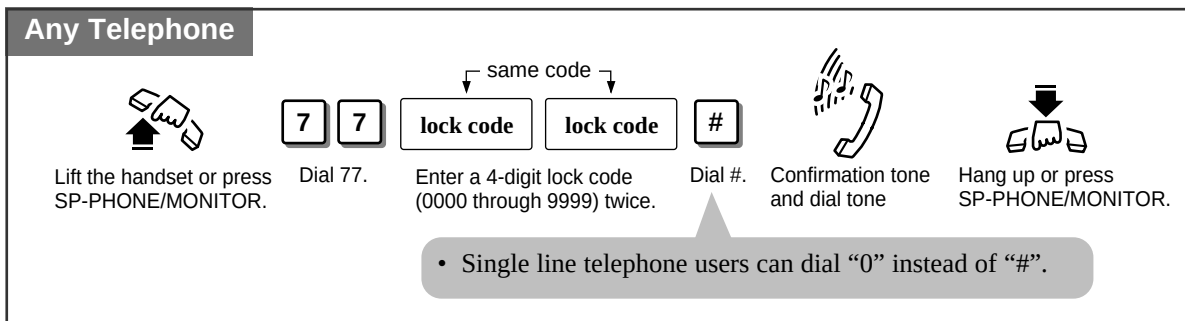
1.6 Before Leaving Your Desk

Locking Your Telephone (Electronic Extension Lockout)

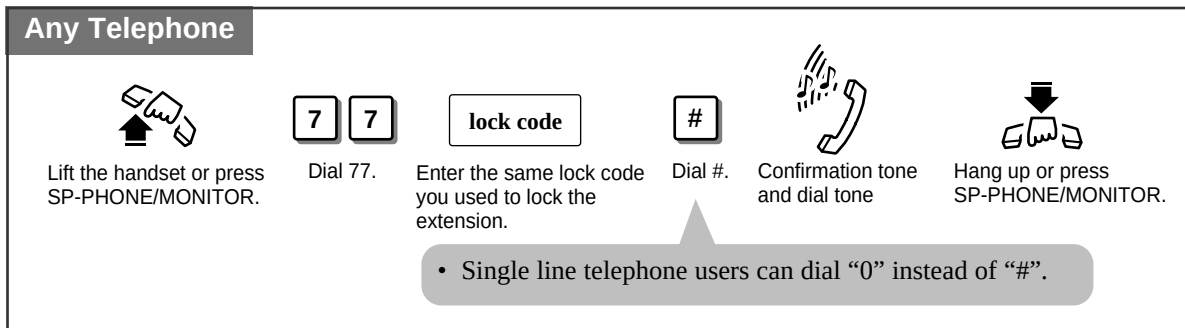
Allows you to lock your extension so that other users cannot make outside calls from your extension.



Locking



Unlocking



- If another user tries to access an exchange line and attempts to dial from a locked extension, the user will hear a reorder tone and for PT users “Restricted” is shown on the display. However, calls can be made at a locked extension depending on system programming. System programming determines which COS number applies to calls at the locked extension.
- An extension assigned as an operator or manager can cancel this function for all extensions (Electronic Extension Lockout — CANCEL ALL).
- “Remote Extension Lock Control” overrides this feature. If the operator or manager sets Remote Extension Lock on the extension you have already locked, you cannot unlock it.
- The lock code must be 4 numerical digits. The “#” and “*” digits may not be used.
- You can make intercom calls and receive intercom or outside calls at a locked extension.
- You can make outside calls depending on the level of call barring.



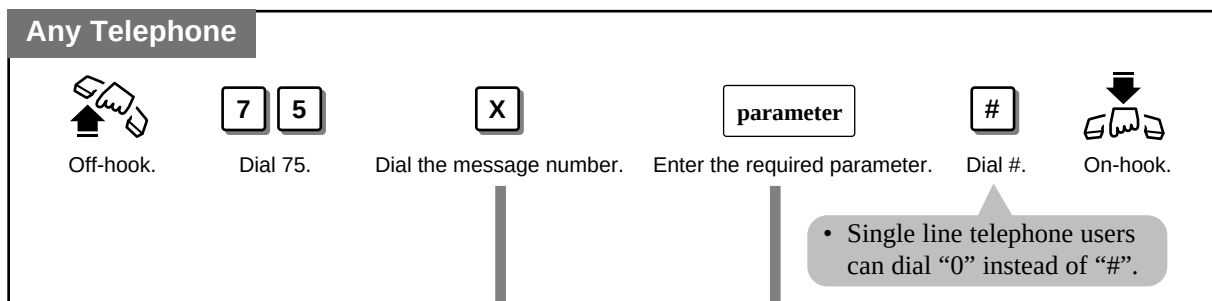
- 1.8 Operator/Manager Service Features, “Electronic Extension Lockout — CANCEL ALL”
- 1.8 Operator/Manager Service Features, “Remote Extension Lock”
- See the Installation Manual, Section 3, “Call Barring — Extension Lock Boundary Class”.
- See the Installation Manual, Section 3, “Extension Lock”.

1.6 Before Leaving Your Desk

Showing Your Message on the Calling Party's Display (Absent Message Capability)

When a caller using a proprietary telephone with a LCD dials another extension, a programmed Absent Message (Message 1 through 6) will be displayed on the calling party's LCD. Absent Messages can be set at any telephone (SLT or PT).

Setting the absent message



DISPLAY MESSAGE	MESSAGE NO.	PARAMETER
Will Return Soon	1	
Gone Home	2	
At Ext %%% (extension number)	3	extension no. Enter the extension number (100 though 199).
Back at %:%: AM (or PM) (hour:minute)	4	hour minute 0 or 1 Enter the hour (01 through 12). Enter the minute (00 through 59). For AM: press 0. For PM: press 1.
Out Until %:/%/ % (day/month)	5	month day Enter the month (01 through 12). Enter the day (01 through 31).
In a Meeting	6	
Cancel	0	

Note: % indicates where you enter the desired parameter.

! **PT** • To confirm the message, go off-hook. It will be displayed.

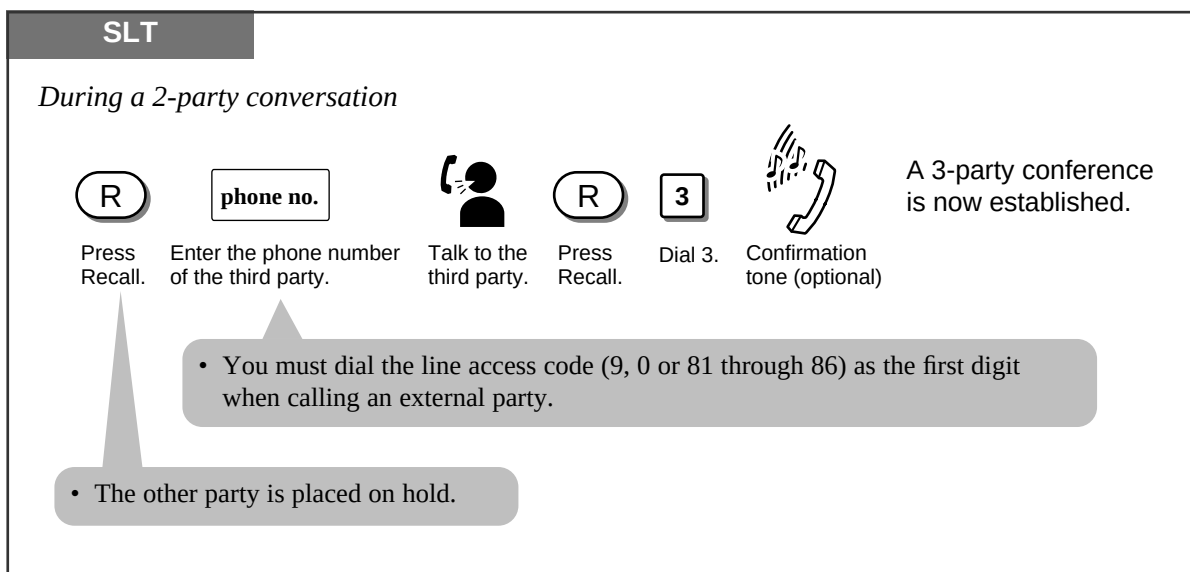
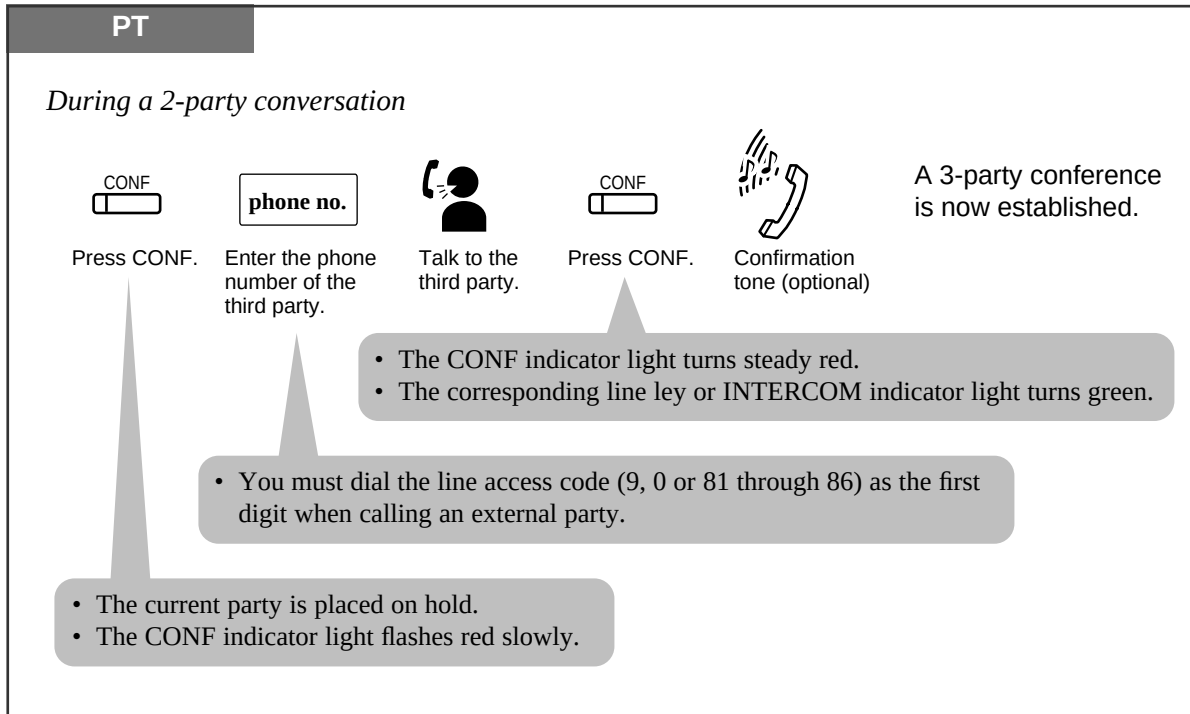
• See the Installation Manual, Section 3, "Absent Message Capability".

1.7 Useful Features

Conference (3-party)

During a 2-party conversation, you can add a third party to make a 3-party conference. The maximum number of extensions and exchange lines in a conference can be changed by System Programming.

Establishing a conference



1.7 Useful Features

To leave the conference

Any telephone



Hang up or press SP-PHONE.

- The other two parties may continue their conversation.
- If the other two parties are both exchange lines, they will be disconnected.

To talk to the original party while holding the third party

SLT



Press Recall.



Confirmation tone (optional)



Talk to the original party.

To terminate one party and talk to the other

PT



CO

or



INTERCOM

Press the line key or INTERCOM of the party to remain connected.



Confirmation tone (optional)



Talk.

- A conversation with the desired party is established and the other party is disconnected.

1.7 Useful Features



- A conference call can also be established by “Executive Busy Override”.
- When a 2-party call is changed to a 3-party call or vice versa, a confirmation tone is sent to all parties. The tone can be disabled.
- PT

 • Pressing a line key which is not in the conference allows you to exit from the conference, leaving the other two parties connected unless they are both exchange lines. If the other parties are both exchange lines, they will be disconnected.
- PT

 • If the third party does not answer, press the line key or INTERCOM button to return to the second party.
- PT

 • To change a 3-party conference to a 5-party conference, refer to “Conference (5-party)”.
- SLT

 • You can return to the original party before the third party answers by pressing the Recall button.
- SLT

 • If “Hold-2” or “Hold-3” is assigned in System Programming, you must dial “50” after pressing the Recall button.



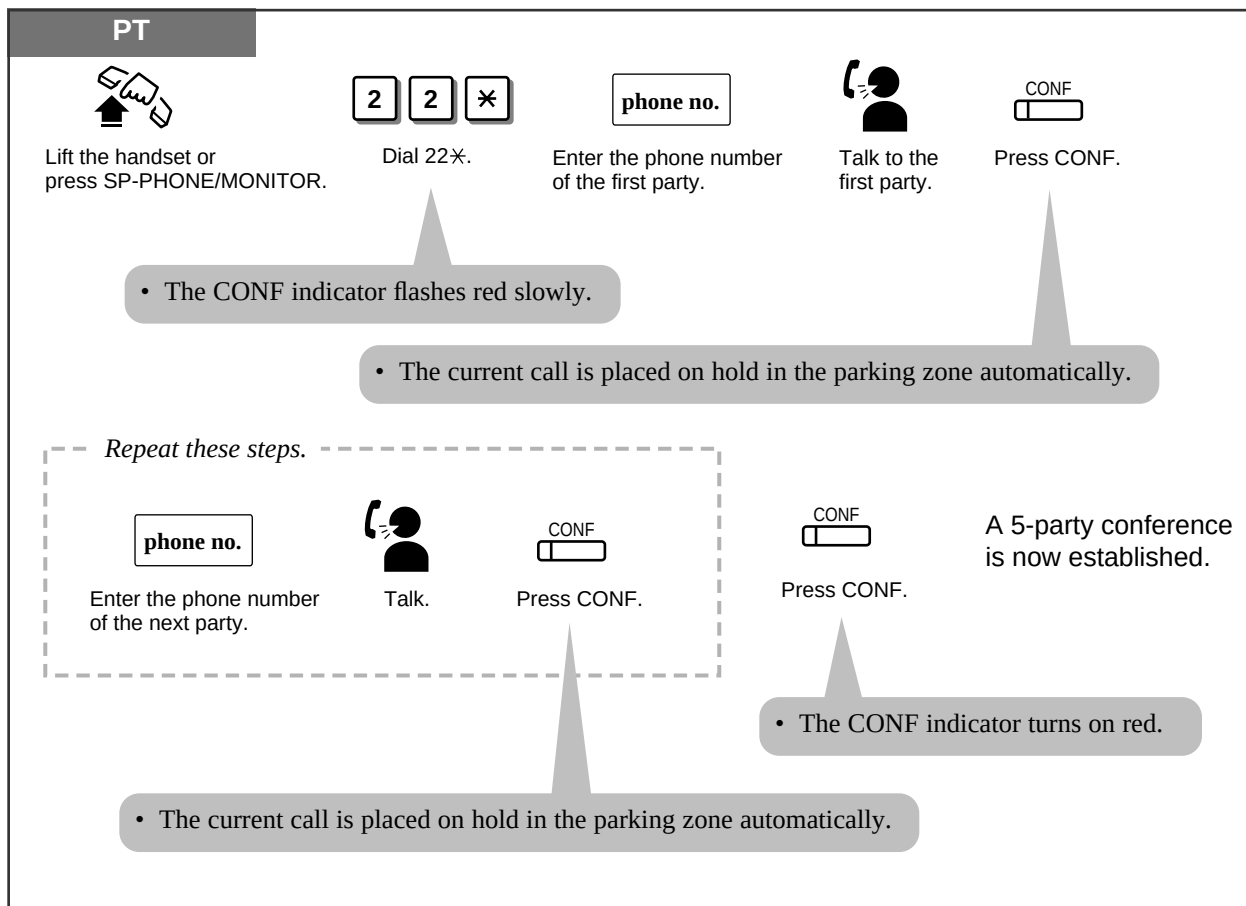
- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”,
CONF (Conference) Button
- 1.3 Making Calls, “Interrupting an Existing Call (Executive Busy Override)”,
Executive Busy Override — Extension,
Executive Busy Override — Exchange Line
- See the Installation Manual, Section 3, “Conference (3-party)”.

1.7 Useful Features

Conference (5-party)

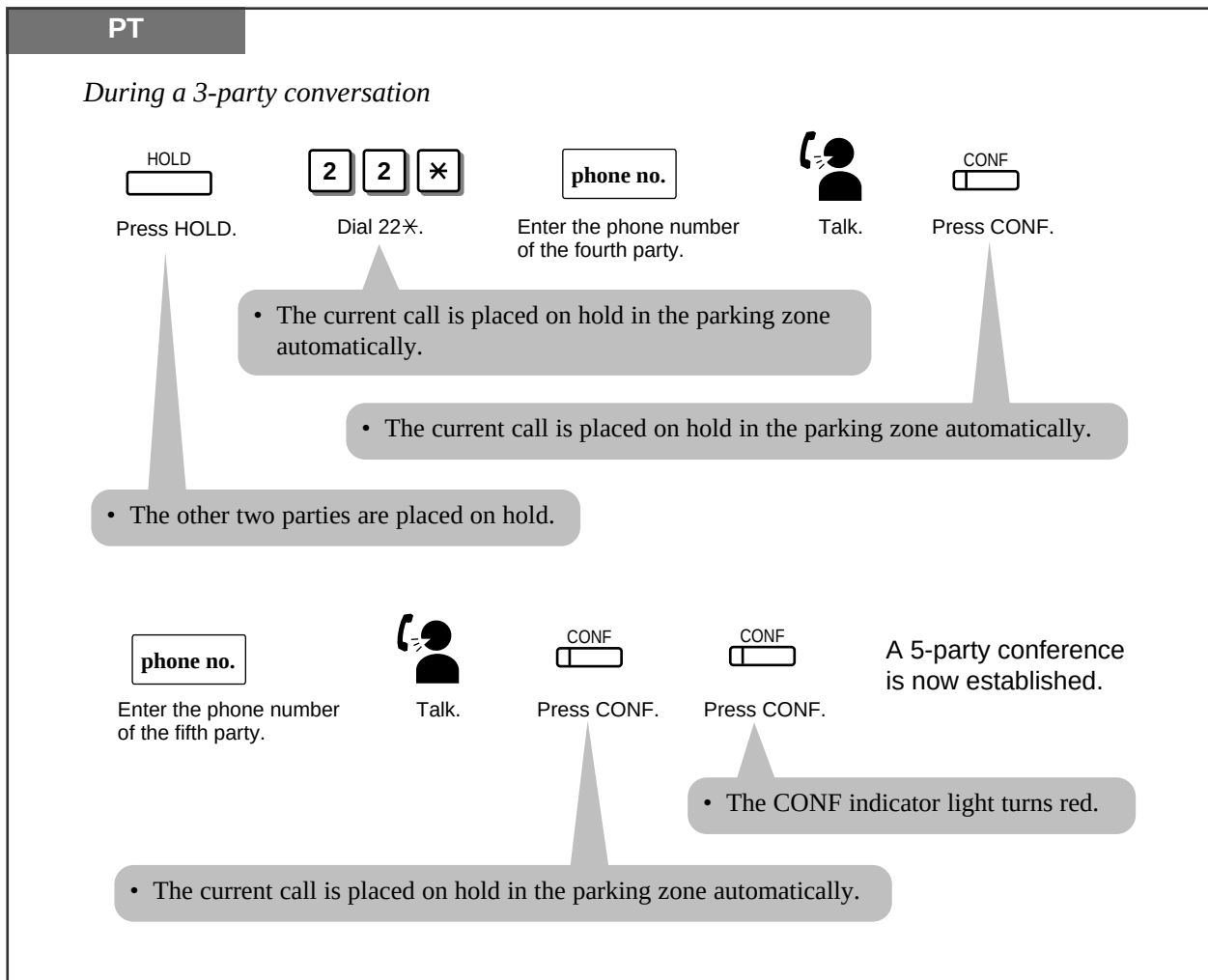
Allows you to establish a 5-party conference. The members of a conference may be up to 5 extensions, or 3 extensions and 2 exchange lines.

Establishing a conference



1.7 Useful Features

To change to a 5-party conference during a 3-party conference



1.7 *Useful Features*



- PT • System programming is required to execute this feature.
- PT • Up to 2 exchange lines can join a conference.
- PT • When a 5-party conference is changed to a 4-party conference, a confirmation tone is sent to all parties. The tone can be disabled.
- PT • A 3-party conference between 3 extensions cannot be changed to a 5-party conference. (The HOLD button cannot be used.)
- PT • When a 5-party conference is established, a confirmation tone is sent to all parties. The tone can be disabled.
- PT • More than one 5-party conference cannot be established at the same time.
- PT • The Unattended Conference and Executive Busy Override features are not available during a 5-party conference.
- PT • During a 5-party conference, the Call Park feature cannot be used by another extension.
- PT • If parked calls are not retrieved within 5 minutes during a 5-party conference, ringing or an alarm tone will be heard (Call Park Recall).
- PT • When the extension who started the 5-party conference goes on-hook, the 5-party conference is terminated.
- PT • When an incoming call is received, a Call Waiting tone is heard. You can answer the call after leaving the conference by going off-hook.
- SLT • This feature cannot be used with a single line telephone.



- 1.3 Making Calls, “Interrupting an Existing Call (Executive Busy Override)”
- 1.5 During a Conversation, “Call Waiting”
- 1.7 Useful Features, “Conference (3-party)”
- 1.7 Useful Features, “Conference, Unattended”
- See the Installation Manual, Section 3, “Conference (5-party)”.

1.7 Useful Features

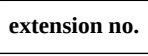
Leaving a Message (Message Waiting)

When the called extension is busy or does not answer your call, you can leave a message so that the called party may call you back.

As a message receiver, the MESSAGE button light lets you know that a call has been received. If you receive a message, you can call back the original party by a simple operation. This feature is available only for proprietary telephones with a MESSAGE button.

Leaving a message

Any Telephone



Lift the handset or press SP-PHONE/MONITOR.

Dial 701.

Enter the extension number where the message will be left.

Dial #.

Confirmation tone and dial tone

Hang up or press SP-PHONE/MONITOR.

- Single line telephone users can dial "0" instead of "#".

PT

If the called extension is busy or does not answer



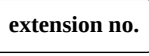
Press MESSAGE.

Confirmation tone and dial tone

Hang up or press SP-PHONE/MONITOR.

Cancelling a message

Any Telephone



Lift the handset or press SP-PHONE/MONITOR.

Dial 702.

Enter the extension number where you left a message.

Dial #.

Confirmation tone and dial tone

Hang up or press SP-PHONE/MONITOR.

- Single line telephone users can dial "0" instead of "#".

Cancelling using the MESSAGE button

PT



Lift the handset or press SP-PHONE/MONITOR.

Enter the extension number where you left a message.

Press MESSAGE twice.

Confirmation tone and dial tone

Hang up or press SP-PHONE/MONITOR.

1.7 Useful Features

Checking and Selecting a message by the message receiver

If there is a message, the message waiting lamp (MESSAGE indicator) light will be on.

PT

When the telephone is idle and on-hook



Press MESSAGE repeatedly until the desired message appears.

- The stored messages are shown on the display in the order they were received.

Calling back the message sender

PT



Lift the handset or press SP-PHONE/MONITOR.



Press MESSAGE.



Talk.

- If you have more than one message at your extension, the line connects you to the selected message sender.
- The message is cleared after the conversation.

Clearing all messages by the message receiver

PT



Lift the handset or press SP-PHONE/MONITOR.



Dial 700.



Dial #.



Hang up or press SP-PHONE/MONITOR.

- All messages are cleared.



- PT** • Each extension can have a maximum of 8 simultaneous messages. If you try to set the ninth message, you will hear reorder tone.
- PT** • If the MESSAGE indicator does not go out after returning a message, there is another message.
- PT** • If multiple message notifications are left at your extension, call back is executed in the order received.
- PT** • If you select a specific message to call back, the other call backs will be executed in the order received, starting with the one selected.
(e.g.) 5 → 6 → 7 → 8 → 1 → 2 → 3 → 4



- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, Restoring the MESSAGE Button
- See the Installation Manual, Section 3, “Message Waiting”.

1.7 Useful Features

Calling with Account Codes (Account Code Entry)

An account code is used to identify outside calls for accounting and billing purposes. The account code is appended to the “Station Message Detail Recording (SMDR)” call record. For incoming outside calls, account codes are not required. For outgoing outside calls, account codes are often required. You can enter account codes in the following 4 modes.

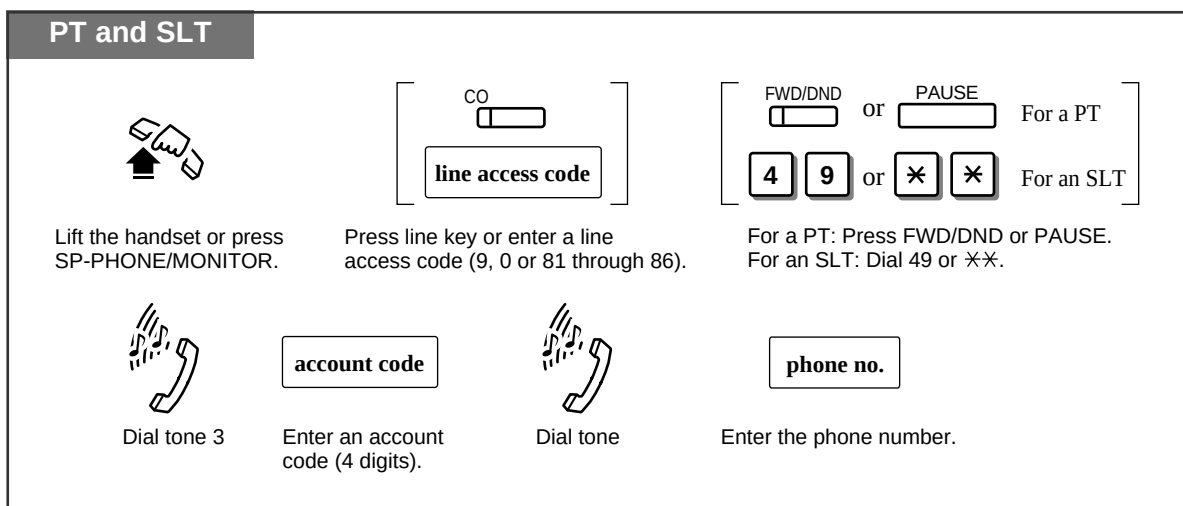
Verify - All mode: You must always enter a pre-set account code.

Verify - Toll (Call Barring) mode: You can enter a pre-set account code so that you can override call barring.

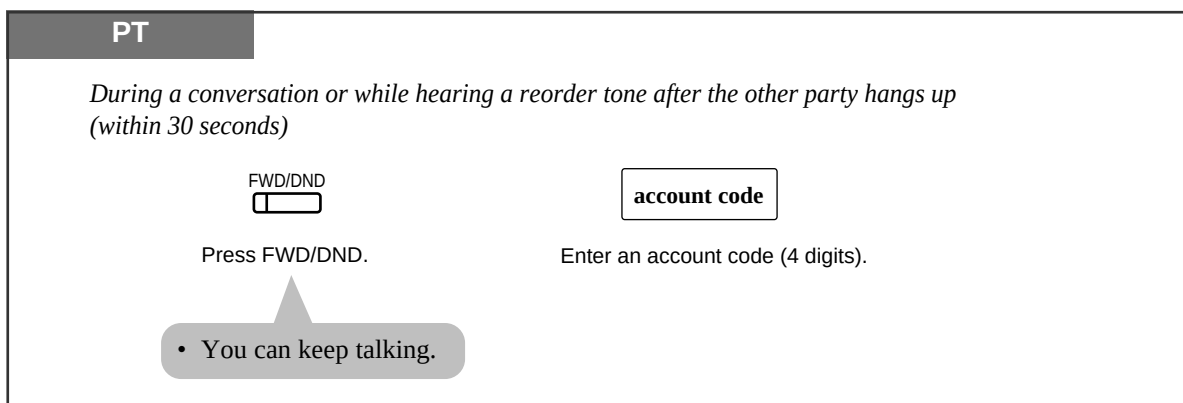
Option mode: An account code can be entered when a record of the account code is required. It can be any number.

Forced mode: You must always enter an account code. It can be any number.

Making calls with account codes except in the Option mode



Making calls with account codes in the Option mode and receiving calls



1.7 *Useful Features*



- In the Verify-All mode, you must always enter a pre-set account code when making an outside call. In the Verify-Toll (Call Barring) mode, you can enter a pre-set account code only when you need to override call barring.
- You do not need to make an account code entry when receiving incoming calls.
- You can clear and re-enter a number by pressing “* *” or the FWD/DND button while entering an account code.
- An account code can be stored into Auto Dialling (“One-Touch Dialling”, “Pickup Dialling”, “System/Personal Speed Dialling”, “Call Forwarding — to Exchange Line”). To store an account code, “* *” must be entered before the account code.

Example (Pickup Dialling):

— **[Off-hook] [742] [Line Access Code] [* *] [Account Code] [Phone Number] [#]
[On-hook]**

- If the account code entered does not match the pre-set account code in the verify-all mode, when making an outside call, reorder tone is heard.

PT

- An account code has 4 digits (0 through 9). RECALL, PAUSE, etc. cannot be used.

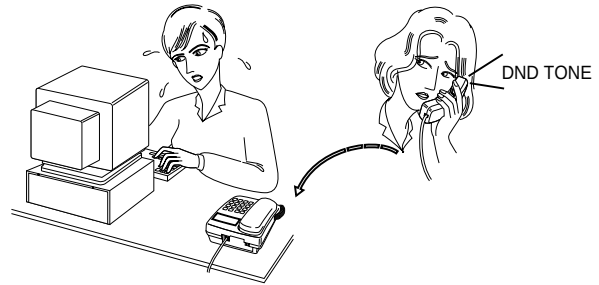


- See the Installation Manual, Section 3, “Station Message Detail Recording (SMDR)”.
- See the Installation Manual, Section 3, “Account Code Entry”.
- See the Installation Manual, Section 3, “Call Barring Override by Account Codes”.

1.7 Useful Features

Rejecting Incoming Calls (Do Not Disturb — DND)

Allows you to prevent other parties from disturbing you. Your extension will not receive intercom or outside calls.



Setting / Cancelling

PT and SLT


Lift the handset or press SP-PHONE/MONITOR.

FWD/DND

71

For a PT
For an SLT: Dial 71.

4

0

To set.
To cancel.

#

Dial #.


Confirmation tone and dial tone


Hang up or press SP-PHONE/MONITOR.

- Single line telephone users can dial “0” instead of “#”.



- A calling extension that has “Do Not Disturb (DND) Override” enabled can call your extension even if “Do Not Disturb (DND)” is set.
- DND also blocks paging announcements.
- If the Call Forwarding feature has already been set, setting the DND feature will cancel Call Forwarding.
- The Timed Reminder alarm and Hold Recall features override this feature.
- PT** • A flexible line key on a proprietary telephone which is not provided with FWD/DND button can be assigned as the FWD/DND button.
- PT** • If the “Do Not Disturb (DND)” mode is set, you can still answer a call by pressing the line key.
- PT** • The lighting patterns of the FWD/DND button are as follows.
 - Off: Both functions are not set.
 - Red: DND mode
 - Flashing red slowly: FWD mode



- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, FWD/DND Button
- 1.6 Before Leaving Your Desk, “Forwarding a Call (Call Forwarding)”
- 1.7 Useful Features, “Calling an Extension which Has Do Not Disturb Set (Do Not Disturb Override)”
- See the Installation Manual, Section 3, “Do Not Disturb (DND)”.

1.7 Useful Features

Calling an Extension which Has Do Not Disturb Set (Do Not Disturb Override)

Allows you to call an extension even though the “Do Not Disturb — DND” feature is set. System Programming is required to use this feature.

Any Telephone

If you make an intercom call and hear a Do Not Disturb (DND) tone



DND tone



Dial 2.



Wait for an answer.



- If you hear a reorder tone after dialling 2, the “Do Not Disturb Override” feature is not set at your extension.
- If you hear a busy tone after dialling 2, the line is busy. You can use the Automatic Callback Busy feature.



- 1.7 Useful Features, “Rejecting Incoming Calls (Do Not Disturb — DND)”
- See the Installation Manual, Section 3, “Do Not Disturb (DND)”.

1.7 Useful Features

Secret Dialling

Allows you to conceal all or part(s) of a “System Speed Dialling number” or “One-Touch Dialling number” assigned to a flexible line key, both which normally appear on the display.

PT

When storing the phone number

INTERCOM

Press INTERCOM before and after the part you wish to conceal.

<PT Display Example>

901344-853[506] — “506” is not shown on the display when you dial.



- PT** • A secret code, “[” or “]” (pressing the INTERCOM button), is counted as 1 digit.
- PT** • You can conceal one or more parts of a telephone number.
- PT** • If the phone number “901344-853[506]” has been stored, the display will show the following when the call is made.

01344-853 . . .
- PT** • You can program whether to print out the concealed number(s) on the call logging through System Programming.
- PT** • Do not press the INTERCOM button before a line access number (9, 0 or 81 through 86).



- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, One-Touch Dialling Button
- 1.3 Making Calls, “Dialling by Simply Pressing a Button (One-Touch Dialling)”
- 1.3 Making Calls, “Dialling using System Speed Dialling (System Speed Dialling)”
- See the Installation Manual, Section 3, “Secret Dialling”.

1.7 Useful Features

Alarm Setting (Timed Reminder)

You can receive a ringback at your telephone to remind you of a meeting or appointment. Either once or daily (everyday until cancelled) is available at a pre-set time. At home, you can also use this feature as a wake-up call.



Setting

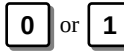
Any Telephone

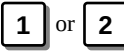
 Lift the handset or press SP-PHONE/MONITOR.

 Dial 76.

 Enter the hour (01 through 12).

 Enter the minute (00 through 59).

 For AM: Dial 0. For PM: Dial 1.

 For a one time alarm*1: Dial 1. For a daily alarm*2: Dial 2.

 Dial #.

 Hang up or press SP-PHONE/MONITOR.

- Single line telephone users can dial "0" instead of "#".

*1 An alarm will be heard at the preset time and then the setting is cleared.
*2 An alarm will be heard daily at the preset time until the setting is changed or cancelled.

Cancelling

Any Telephone

 Lift the handset or press SP-PHONE/MONITOR.

 Dial 762#.

 Confirmation tone and dial tone

 Hang up or press SP-PHONE/MONITOR.

- Single line telephone users can dial "0" instead of "#".

1.7 Useful Features

Checking the set time (with a display PT only)

PT



Lift the handset or press
SP-PHONE/MONITOR.



Dial 763#.



Hang up or press
SP-PHONE/MONITOR.

Stopping the alarm

Any Telephone



Lift the handset.

- Pressing any key also stops the alarm.
- This tone confirms that you have a Timed Reminder.



- Be sure the system clock is set correctly.
- The alarm continues for 30 seconds.
- If you receive an incoming call during the alarm, ringing starts after the alarm stops.
- If the alarm is set to sound during a conversation, the alarm will start after the conversation.
- If you set a new time, the preset time will be cleared.



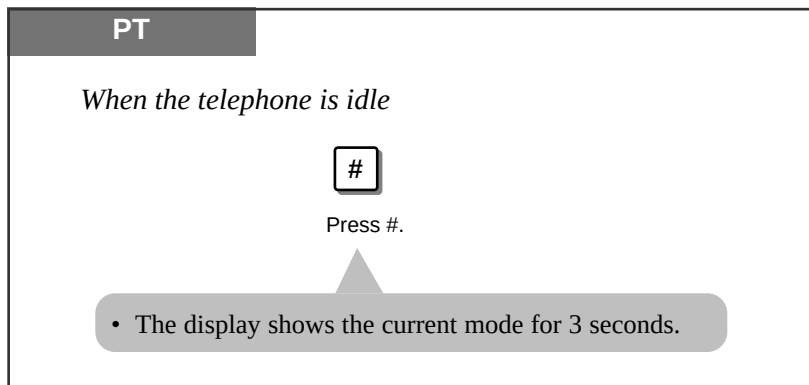
- See the Installation Manual, Section 3, “Timed Reminder”.

1.7 Useful Features

Time (Day/Night/Lunch) Service

This system supports the Day, Night and Lunch modes. The system operation for originating and receiving calls can be different in the day, night and lunch modes. “Time Service” can only be set by the operator and manager. For a PT user, even if your extension is not assigned as the operator or manager, you can use your display to check the current mode.

Confirming the current mode (with a display PT only)



- The Day/Night/Lunch mode is automatically switched at a predetermined time (default: 9:00 a.m. for every day, 5:30 p.m. for every night), if the automatic mode is selected.



- 1.8 Operator/Manager Service Features, “Time(Day/Night/Lunch) Service Setting”
- See the Installation Manual, Section 3, “Time (Day/Night/Lunch) Service”.

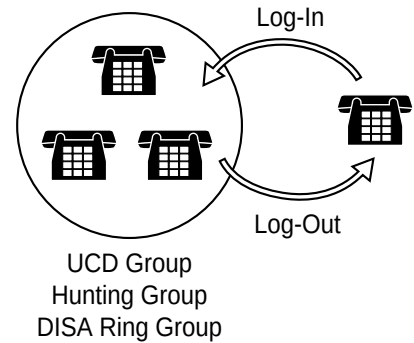
1.7 Useful Features

Joining or Leaving a Call Distribution Group (Log-In/Log-Out)

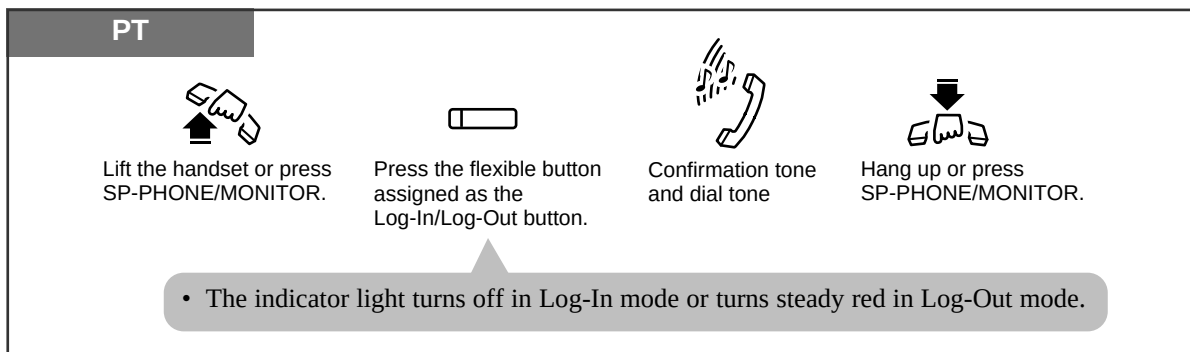
Allows you to assign the Log-In mode or Log-Out mode within a hunting, DISA ring or UCD group. When in Log-Out mode, you can leave the group temporarily, preventing group calls from ringing at your extension. The lighting patterns of the Log-In/Log-Out button on a proprietary telephone and status are as follows.

Off: Log-In mode

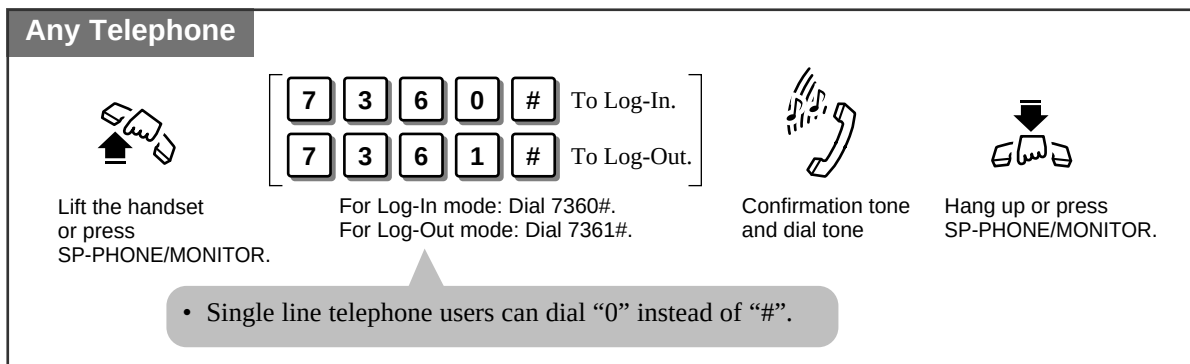
Red: Log-Out mode



Log-In / Log-Out (Using the Log-In/Log-Out button)



Log-In / Log-Out (Using the feature number)



- The default is “Log-In” mode.
- There should be at least one extension in the group that is logged-in.
- The last member of an extension group cannot log out.
- The Log-In/Log-Out button can be assigned to a flexible line key.

PT



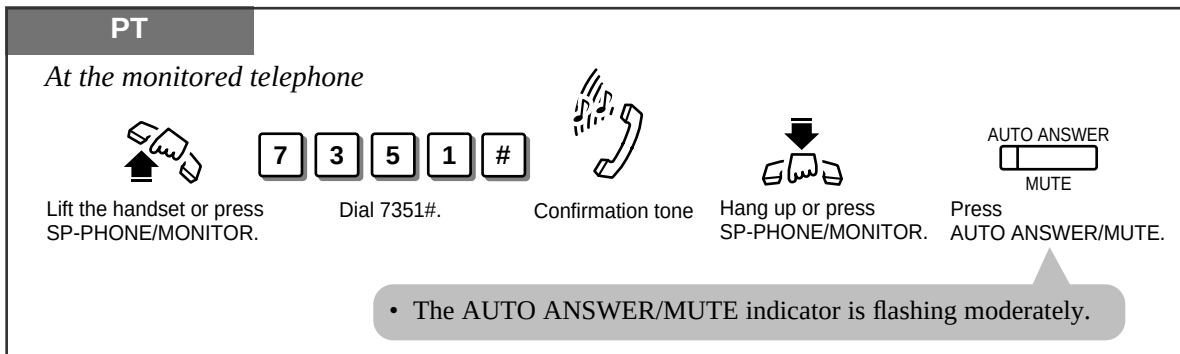
- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, Log-In/Log-Out Button
- See the Installation Manual, Section 3, “Extension Hunting”.
- See the Installation Manual, Section 3, “Direct Inward System Access (DISA)”.
- See the Installation Manual, Section 3, “Uniform Call Distribution (UCD)”.
- See the Installation Manual, Section 3, “Log-In/Log-Out”.

1.7 Useful Features

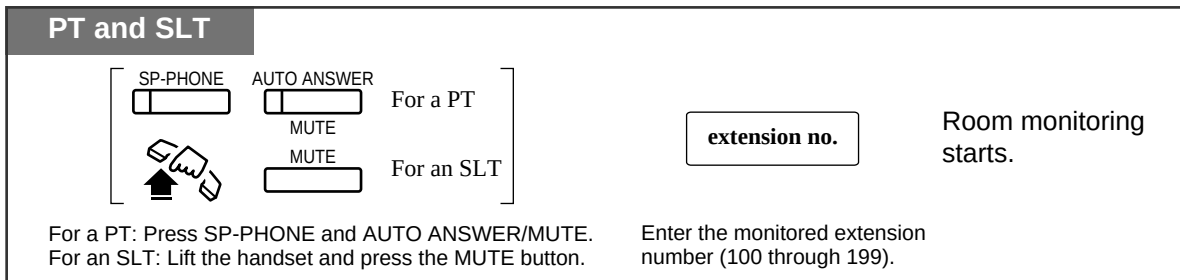
Room Monitor

Allows you to monitor a room through a proprietary telephone with an AUTO ANSWER/MUTE button. The proprietary telephone you want to monitor should be set to allow monitoring beforehand. You can also monitor through a doorphone. You can use a proprietary telephone with an AUTO ANSWER/MUTE button and single line telephone with a MUTE button for monitoring.

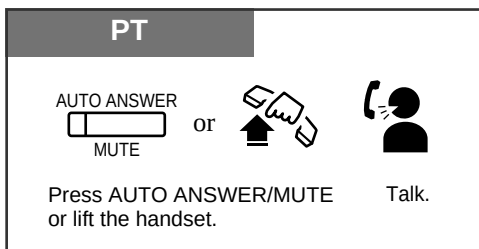
Monitoring using a PT



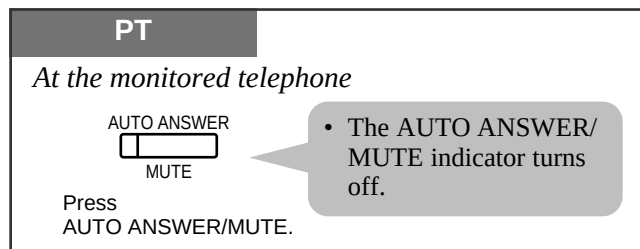
Monitoring



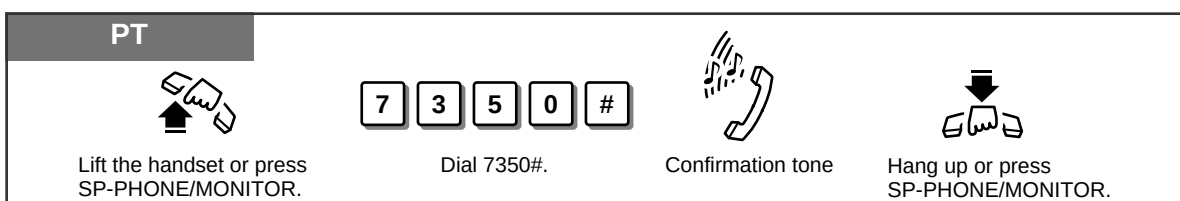
Paging a monitored room



Cancelling a monitor temporarily



Cancelling



1.7 Useful Features

Monitoring through a doorphone

PT and SLT

SP-PHONE



AUTO ANSWER

MUTE

MUTE

For a PT

For an SLT

3

1

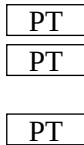
doorphone no.

Monitoring starts.

For a PT: Press SP-PHONE and AUTO ANSWER/MUTE.
For an SLT: Lift the handset and press the MUTE button.

Dial 31.

Enter the monitored doorphone number (1 through 4).



- The doorphone access tone can be eliminated by System Programming.
- System Programming is required to monitor through a PT.
- The access tone will not be sent to the monitored PT. The paging tone will also not be sent to the monitored PT.
- This feature is not available when using a KX-T7050 .



- See the Installation Manual, Section 3, “Room Monitor”.
- See the Installation Manual, Section 3, “Doorphone Call”.

Data Line Security

Your extension can be protected against interruptions from the “Call Waiting”, “Hold Alarm”, and “Executive Busy Override” features. Data communication devices, such as computers and facsimiles, can operate uninterrupted.

Setting / Cancelling

Any Telephone



Lift the handset or press SP-PHONE/MONITOR.

7

3

0

1

#

To set.

7

3

0

0

#

To cancel.

To set: Dial 7301#.

To cancel: Dial 7300#.



Confirmation tone and dial tone



Hang up or press SP-PHONE/MONITOR.

- Single line telephone users can dial “0” instead of “#”.



- 1.3 Making Calls, “Interrupting an Existing Call (Executive Busy Override)”, Executive Busy Override — Extension, Executive Busy Override — Exchange Line
- 1.5 During a Conversation “Call Waiting”
- See the Installation Manual, Section 3, “Data Line Security”.
- See the Installation Manual, Section 3, “Hold”.

1.7 Useful Features

Parallel Connection of a Proprietary Telephone and Single Line Telephone (Parallelled Telephone Connection)

Any extension connected to extension ports 01 through 16 can be connected in parallel with a proprietary telephone and a single line telephone. In the event of a power failure, CO1 and CO4 can be accessed using the single line telephones that are connected in parallel with the proprietary telephones to extension ports 01 and 09 respectively. If the extension receives a call, ringing will be heard from the proprietary telephone and the single line telephone. You can answer the call by using either the proprietary telephone or the single line telephone. An answering machine, facsimile, MODEM (personal computer), etc., can be connected instead of a single line telephone.

System Programming is required to enable this feature.



- PT** • A proprietary telephone LCD will show you the status of the single line telephone.
- SLT** • The following features will not work with a single line telephone connected in parallel with a proprietary telephone.
 - Call Splitting
 - External Feature Access
 - Account code input
 - Conference
 - Door opener while talking to the doorphone
 - Pickup dialling
- SLT** • A single line telephone connected in parallel with a proprietary telephone cannot make a call in the following cases.
 - The proprietary telephone is set to the BGM mode.
 - The proprietary telephone is receiving a page through the built-in speaker.
 - The proprietary telephone is set to the PROGRAM mode.
- SLT** • A single line telephone connected in parallel with a proprietary telephone will not ring in the following cases.
 - The proprietary telephone is set to Handsfree Answerback.
 - The proprietary telephone is set to “Voice Call” in the Intercom Alert Assignment.



- See the Installation Manual, Section 3, “Parallelled Telephone Connection”.

Mixed Extension Dialling

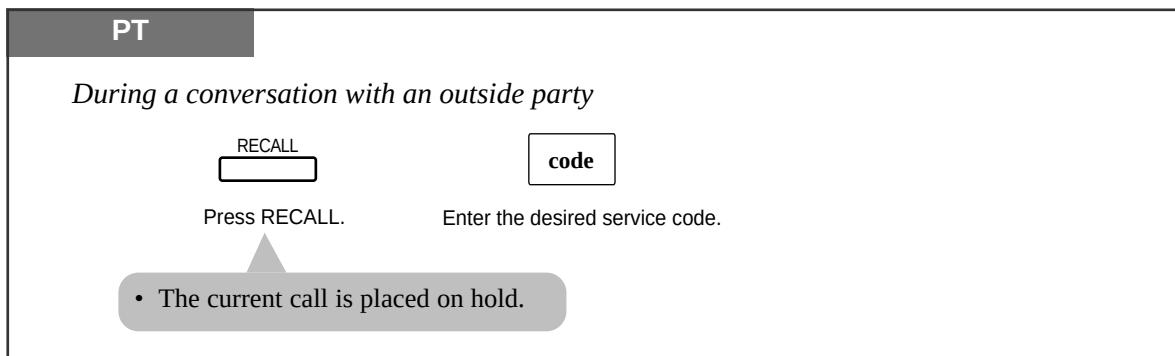
Any telephone, either a KX-T7130/KX-T7020/KX-T7050, single line rotary phone (10 pps, 20 pps) or single line touch tone telephone, may be used as an extension for the system.

1.7 Useful Features

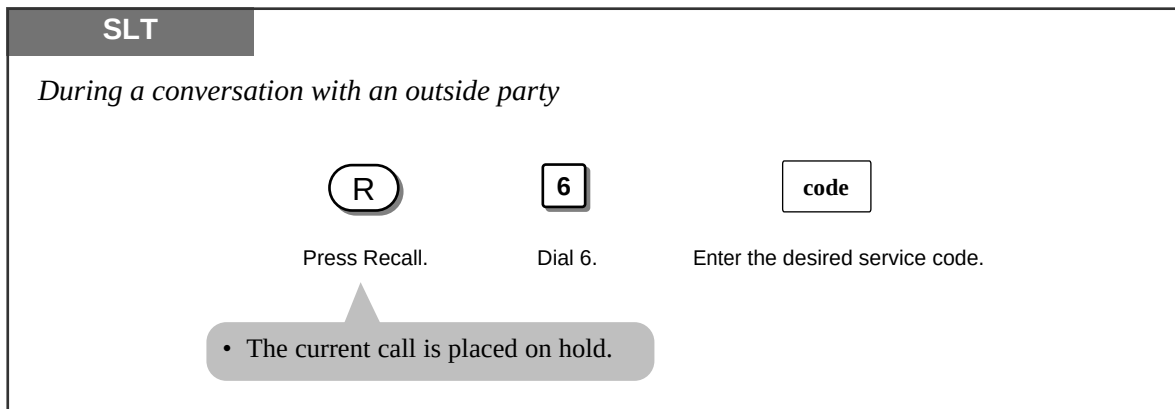
External Feature Access

Allows you to access special features (e.g. Call Waiting) offered by a host PBX or Local Exchange. This feature is effective only during an outside call. You can access the feature by using either the RECALL button or the feature number.

Using the RECALL button



Using the feature number



PT
PT

- A “Recall Time” must be assigned as required by the host PBX, or exchange line.
- You may access some features of the host PBX using the RECALL button. If the system is connected to a host PBX and the recall operation is required, follow the recall operation procedure which is required by the host PBX.
- The RECALL button also allows you to disconnect the current call and make another call without hanging up by System Programming. You can also assign a flexible key for the recall button.



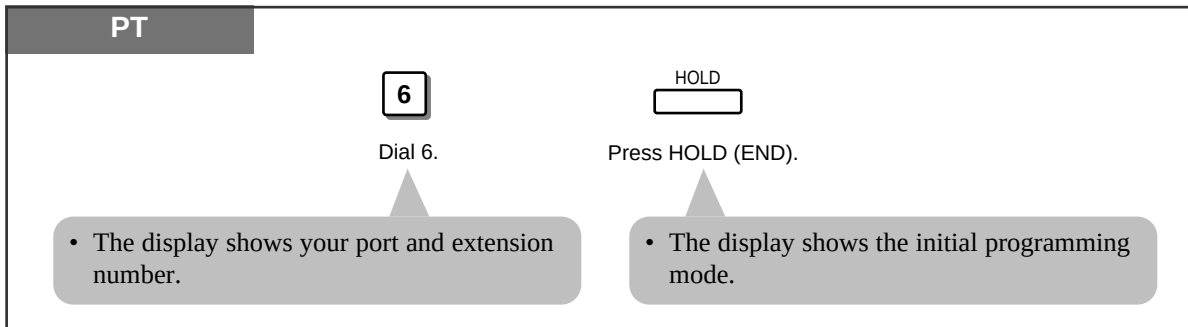
- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, One-Touch Access for System Features
- 1.3 Making Calls, “Recall”
- See the Installation Manual, Section 3, “External Feature Access”.

1.7 Useful Features

Self-Extension Number Confirmation (KX-T7130 only)

Allows you to display your port and extension number.

To program, set the MEMORY switch on the proprietary telephone to “PROGRAM”.



- Be sure the handset is on the cradle and the SP-PHONE button is off.
- After programming, return the MEMORY switch to the “SET” position.
- You can confirm your Self-Extension Number by pressing “* *” while on-hook.

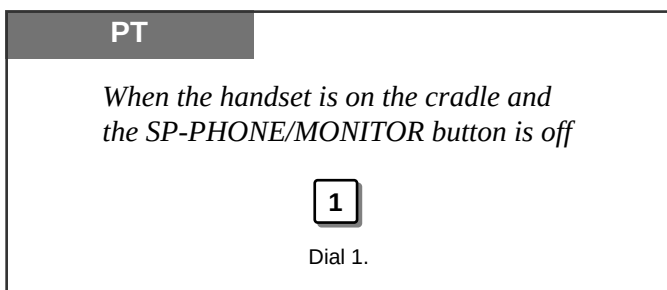


- See the Installation Manual, Section 3, “Self-Extension Number Confirmation (KX-T7130 only)”.

Turning the Background Music on (BGM)

You can listen to background music through the built-in speaker of the telephone. An external music source, such as a radio, can be connected. The music stops whenever a call comes in, a page comes in, or you go off-hook.

Setting / Cancelling



- See the Installation Manual, Section 3, “Music on Hold/Background Music (BGM)”.

1.7 Useful Features

Extension Button Confirmation (KX-T7130 only)

You can confirm the values stored in the button using the LCD.

Checking

Press the button you want to confirm.

PT				
REDIAL 		FWD/DND 	MESSAGE 	CO
Press REDIAL.	Press PROGRAMMABLE FEATURE.	Press FWD/DND.	Press MESSAGE.	Press flexible line key.

DSS Console	
No. 	
Press DSS.	Press PROGRAMMABLE FEATURE.
• First set the MEMORY switch to “PROGRAM”.	



- Be sure the handset is on the cradle and the SP-PHONE button is off.
- When the display exceeds 17 characters, the “&” mark will be displayed on the right side of the LCD.
- After confirming the values stored in DSS buttons on the DSS Console, return the MEMORY switch to the “SET” position.



- See the Installation Manual, Section 3, “Extension Button Confirmation (KX-T7130 only)”.

Pulse to Tone Conversion

Allows you to change the dialling mode from Pulse to Tone to access services that require tones, such as computer based telephone services and Voice Mail.

Any Telephone		
phone no. (Pulse mode) 	* #	desired no. (Tone mode)
Enter the phone number (Pulse mode).	Dial *#.	Enter the desired number (Tone mode).



- You cannot change from Tone to Pulse dialling mode.



- See the Installation Manual, Section 3, “Pulse to Tone Conversion”.

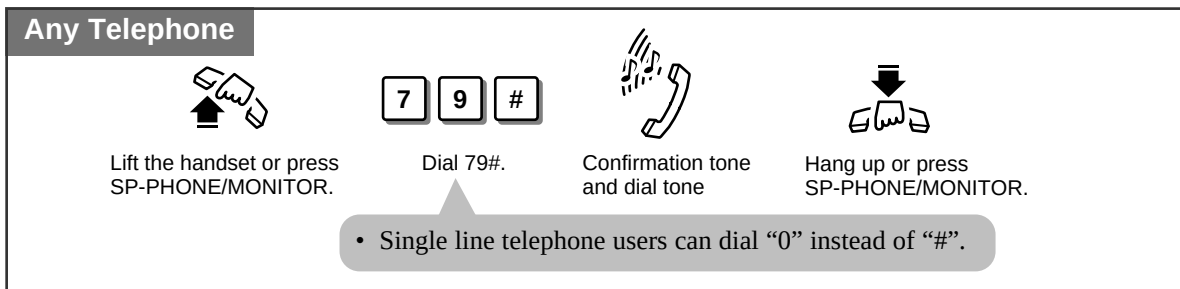
1.7 Useful Features

Cancelling Features (Extension Feature Clear)

Allows you to reset the following extension features to the default settings.

- | | |
|--------------------------------------|---|
| a) Absent Message Capability | k) Message Waiting |
| b) Automatic Callback Busy (Camp-On) | – (All messages will be erased.) |
| c) Background Music (BGM) | l) Pickup Dialling |
| d) Call Forwarding | – (The stored telephone number will be erased.) |
| e) Call Pickup Deny | m) Paging-Deny |
| f) Call Waiting | n) Room Monitor |
| g) Data Line Security | o) Timed Reminder |
| h) Do Not Disturb (DND) | p) Voice Mail Integration |
| i) Executive Busy Override Deny | |
| j) Log-In/Log-Out | |

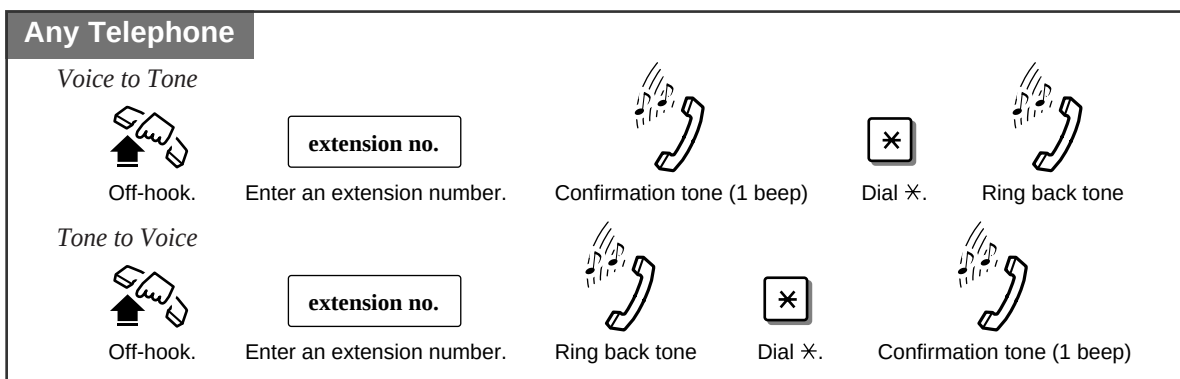
Clearing the current feature settings



- See the Installation Manual, Section 3, “Extension Feature Clear”.

Alternate Calling — Ring/Voice

“Voice Call” which is set at the called party’s extension can be switched to “Tone Call” (ringing) and vice versa. This feature must be set beforehand at the called party’s extension. Refer to Proprietary Telephone Settings (Section 1.2). A rotary phone cannot use this feature.



- See the Installation Manual, Section 3, “Alternate Calling — Ring/Voice”.

1.7 Useful Features

Doorphone Call

Allows you to have a conversation with a visitor at your doorphone.
Up to 4 doorphones can be connected to the system.

Calling an extension from a doorphone

Any Doorphone



Press the Doorphone button for 1 second. Wait for an answer and talk.

Answering a doorphone call

Any Telephone

When you hear the doorphone ring tone at the extension:



Lift the handset or press SP-PHONE.

Calling a doorphone

Any Telephone



Lift the handset or press SP-PHONE. Dial 31. Enter a doorphone number (1 through 4). Confirmation tone Talk.



- An optional doorphone/door opener card and doorphones are necessary for this feature.
- If you do not answer an incoming doorphone call within 15 or 30 seconds, the call will be cancelled.
- You must program the extensions which can receive calls from each doorphone for the day, night and lunch modes.
- Any extension user can call a doorphone.
- The Call Waiting feature is not available with doorphone calls.
- Doorphone 1 and Doorphone 2 cannot receive calls simultaneously. When one is in use, an extension user cannot have a conversation with the other. This is the same for Doorphone 3 and Doorphone 4.
- Doorphones can also be used for the Room Monitor feature.



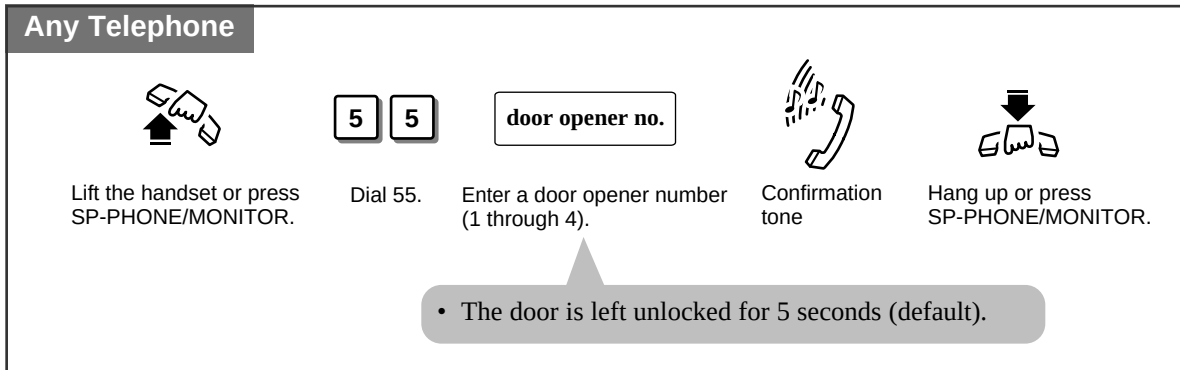
- 1.7 Useful Features, “Room Monitor”
- See the Installation Manual, Section 3, “Doorphone Call”.

1.7 Useful Features

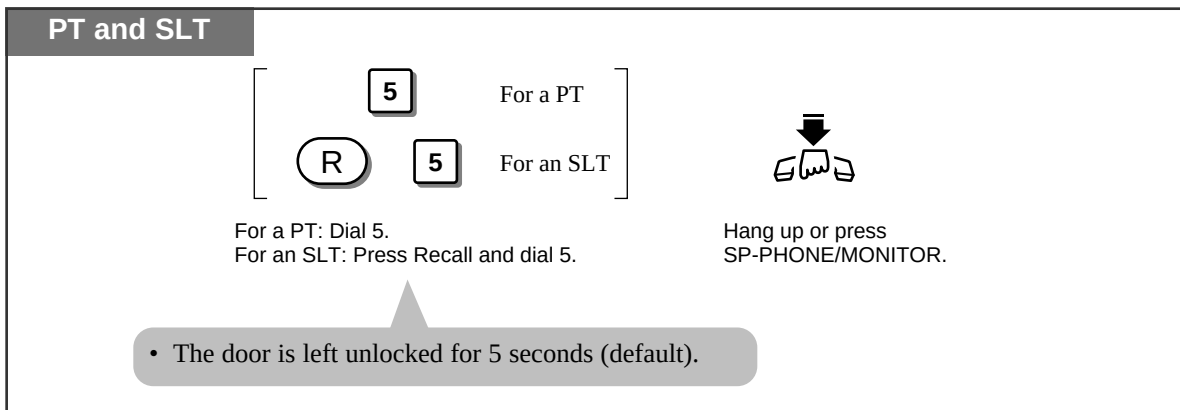
Door Opener

Allows you to unlock the door from your telephone.
Up to 4 door openers can be connected to the system.

To unlock the door from an assigned extension



To unlock the door while talking to the doorphone



- An optional doorphone/door opener card is necessary for this feature.
- If you dial 5 again while the door is open, the door will stay open for another 5 seconds (default).
- You can program the extensions which can open the doors for the day, night and lunch modes.
- You can modify the door opener timer in System Programming.
- The door opener will open the door, even if a doorphone is not installed.



- See the Installation Manual, Section 3, “Door Opener”.

1.7 Useful Features

Voice Mail Integration for KX-TVP100

Allows you to use a Panasonic Voice Processing System (KX-TVP100) to forward your calls to a mailbox in the system. A caller can leave a message in your mailbox. If you use a proprietary telephone which has a MESSAGE button, the button light will turn on to let you know you have messages. If you use a single line telephone, dial tone 3 will let you know you have messages when you go off-hook.

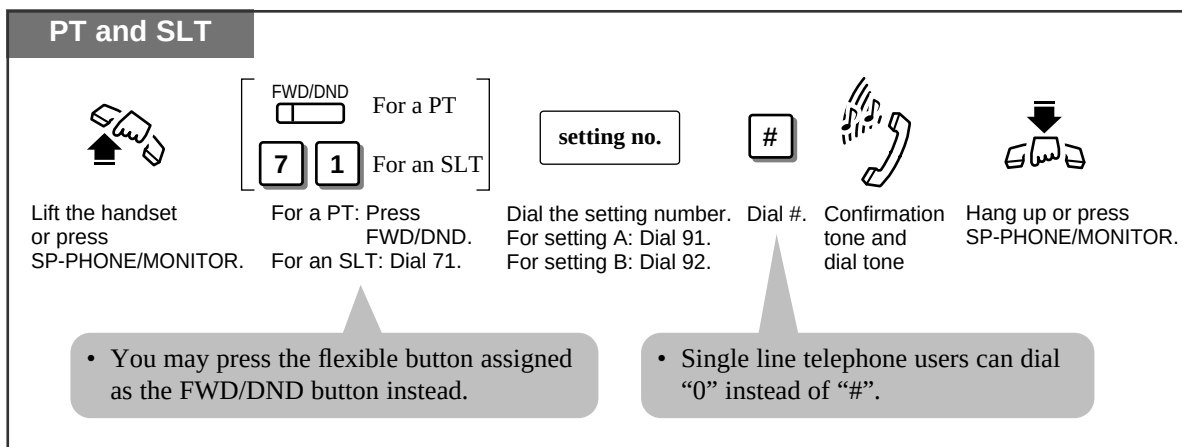
If this feature is enabled, the system automatically sends the Follow-on ID to the Voice Mail Port before connecting the caller. You must choose one of the following two settings for the Follow-on ID format.

Setting A: only sends the extension number to the Voice Mail Port.

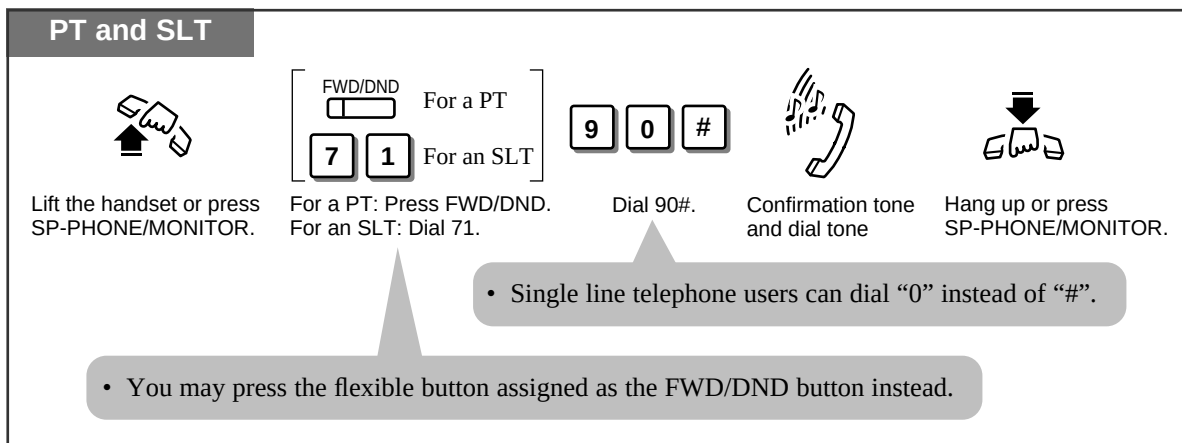
Setting B: sends “#6” followed by the extension number. “#6” is used by a Panasonic KX-TVP100 to force the VPS port into voice mail service.

The setting depends on the format required by your voice processing system.

Setting



Cancelling

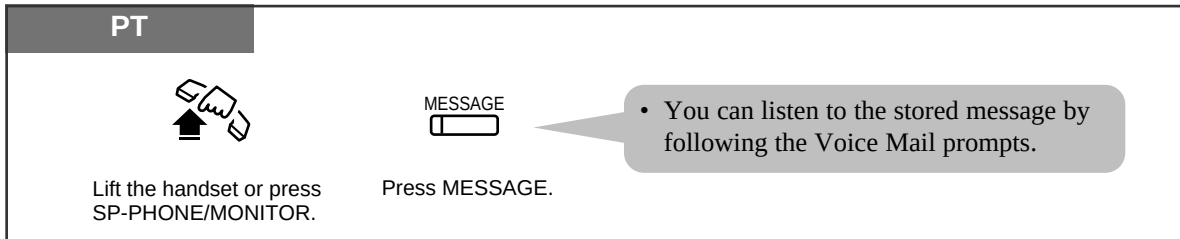


1.7 Useful Features

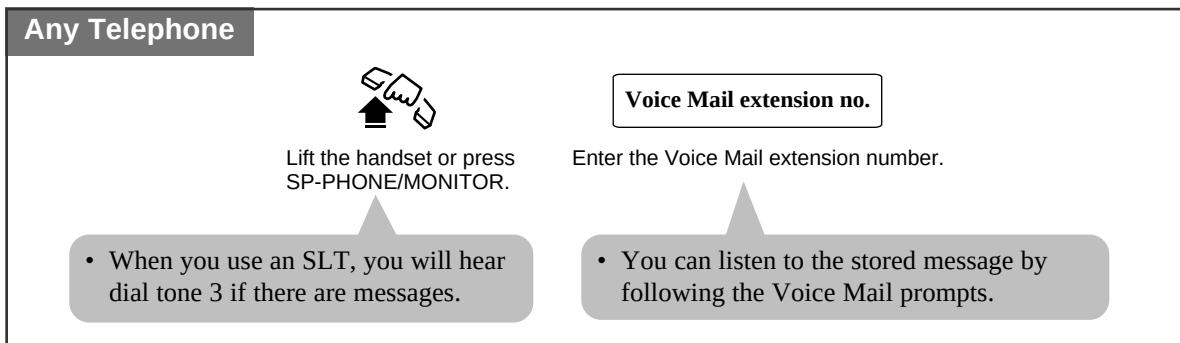
Listening to a stored message

You can listen to the messages stored in your mailbox easily. There are two operations to play back messages.

Using the Message Waiting (MESSAGE) button



By manual dialling



- To forward your calls to your mailbox by the Call Forwarding feature, you have to set “Call Forwarding — All Calls” or “Call Forwarding — Busy or No Answer”.

The setting is as follows.

[Lift receiver] [FWD/DND or 71] [91# or 92#] (after hearing a confirmation tone and dial tone) [FWD/DND or 71] [1 (All Calls) or 2 (Busy or No Answer)] [Voice mail extension number] [#] [Replace receiver]

The cancelling is as follows.

[Lift receiver] [FWD/DND or 71] [90#] (after hearing a confirmation tone and dial tone) [FWD/DND or 71] [0#] [Replace receiver]

PT

- A flexible key can be assigned as the FWD/DND button.

SLT

- You will hear dial tone 3 if there are messages in your mailbox when you lift your receiver. When you access voice mail, you have to listen to all of the new messages. If you do not listen to all of the messages, dial tone 3 will be eliminated and you will not know there are messages in your mailbox the next time you lift your receiver.



- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”, FWD/DND Button, Restoring the Message Button
- 1.6 Before Leaving Your Desk “Forwarding a Call (Call Forwarding)”, All Calls, Busy or No Answer
- See the Installation Manual, Section 3, “Intercept Routing”.
- See the Installation Manual, Section 3, “Voice Mail Integration for KX-TVP100”.

1.7 Useful Features

Calling Using Your Privileges from Another Extension (Walking COS)

Allows you to use your calling privileges (Call Barring — Class of Service) at another extension. You may override restrictions which may be set at the extension.

Making a call

Any Telephone

At another extension

	 					
Lift the handset or press SP-PHONE/MONITOR.	Dial 7*.	Dial your extension password.	Enter your extension number.	Dial #.	Confirmation tone and dial tone	Enter the phone number.

- You must dial a line access code (9, 0 or 81 through 86) or press the line key when calling an external party.



- Call Barring Class of Service (COS) is used to define the feature. Each extension is assigned a Call Barring COS number.
- A rotary telephone cannot use this feature.

SLT



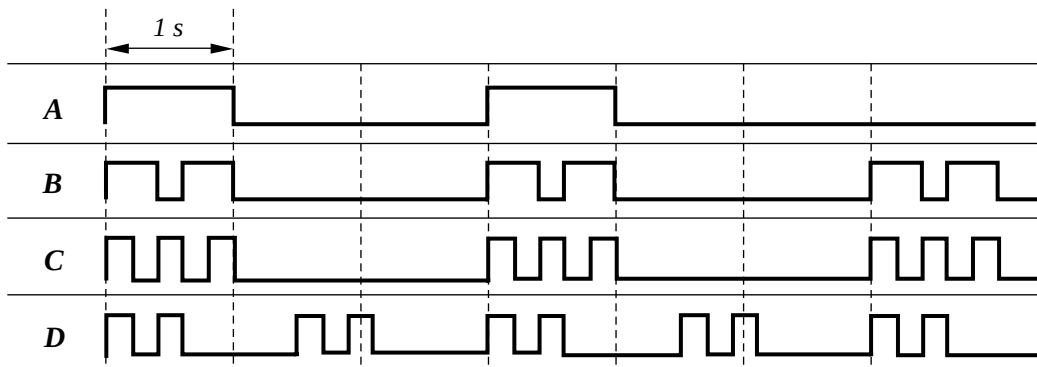
- 1.8 Operator/Manager Service Features, “Extension Password Set (Manager only)”
- See the Installation Manual, Section 3, “Walking COS”.

1.7 Useful Features

Ring Pattern Selection

A different ringing pattern is used to distinguish intercom calls from incoming outside calls.

- You can select the ringing pattern as follows in System Programming.
 - Exchange line: 3 patterns (A, B or C)
 - Extension: 3 patterns (A, B or C)
 - Doorphone: 4 patterns (A, B, C or D)



- 2.1 Tone / Ring Tone List
- See the Installation Manual, Section 3, “Ring Pattern Selection”.

Distinctive Dial Tones

A distinctive dial tone will be heard from the handset if the extension user has previously activated a certain feature.

Dial Tone 1: Ordinary dial tone

Dial Tone 2: When any of the following features are activated.

- Absent Message Capability
- Back Ground Music (BGM) (only a proprietary telephone)
- Call Forwarding
- Call Pickup Deny
- Data Line Security
- Do Not Disturb (DND)
- Electronic Extension Lockout
- Message Waiting (only a proprietary telephone)
- Pickup Dialling (only a single line telephone)
- Remote Extension Lock Control
- Timed Reminder

Dial Tone 3: When performing Account Code Entry and answering a Timed Reminder call. Also sent when going off-hook with an SLT which has a message in a Voice Processing System.



- 2.1 Tone / Ring Tone List
- See the Installation Manual, Section 3, “Distinctive Dial Tones”.

1.7 *Useful Features*

Power Failure Transfer

During a power failure, each of the following exchange lines will be connected to an assigned extension.

Exchange line 1: extension port 01

Exchange line 4: extension port 09



- During a power failure, all features cannot be used except for incoming and outgoing outside calls from extension ports 01 and 09.
- If extension ports 01 and 09 are connected to proprietary telephones, disconnect the units and connect single line telephones.



- See the Installation Manual, Section 3, “Power Failure Transfer”.

Lockout

If one party in a conversation goes on-hook, both parties will be disconnected from the speech path automatically. Reorder tone is sent to the off-hook party before they are disconnected. No operation is necessary.

1.8 Operator / Manager Service Features

The system supports one operator and one manager. Any extension can be appointed as the operator and extension port 01 is appointed as the manager. System Programming is required to assign the operator. They can perform the following features.

- 1) Date and Time Setting
- 2) Electronic Extension Lockout — CANCEL ALL
- 3) Timed Reminder, Remote (Wake-Up Call)
- 4) Outgoing Message (OGM)
- 5) Remote Extension Lock
- 6) Time (Day/Night/Lunch) Service Setting
- 7) Extension Password Set (Manager only)

Date and Time Setting

When the current time setting is wrong, you can adjust it by the following procedure.

Setting

PT				
0 Dial 0.	year Enter the year (last 2 digits).	month Enter the month (01 through 12).	day Enter the day (01 through 31).	day of the week Enter the day of the week. 0: For Sun 1: For Mon 2: For Tue 3: For Wed 4: For Thu 5: For Fri 6: For Sat
hour Enter the hour (01 through 12).	minute Enter the minute (00 through 59).	0 or 1 Dial 0 or 1. For AM: Dial 0. For PM: Dial 1.	AUTO DIAL STORE Press AUTO DIAL/STORE. • The STORE indicator light turns on.	



- Be sure the handset is on the cradle and the SP-PHONE button is off.
- To program, set the MEMORY switch on the proprietary telephone to “PROGRAM”.
- After programming, return the MEMORY switch to the “SET” position.



- See the Installation Manual, Section 3, “Date and Time Setting”.

1.8 Operator / Manager Service Features

Electronic Extension Lockout — CANCEL ALL

You can cancel Electronic Extension Lockout at all extensions.

Setting

PT	
8 Dial 8.	AUTO DIAL STORE Press AUTO DIAL/STORE.



- Be sure the handset is on the cradle and the SP-PHONE button is off.
- To program, set the MEMORY switch on the proprietary telephone to “PROGRAM”.
- After programming, return the MEMORY switch to the “SET” position.



- See the Installation Manual, Section 3, “Extension Lock”.

Timed Reminder, Remote (Wake-Up Call)

The operator or manager can remotely set or cancel the Timed Reminder at a particular extension.

Setting

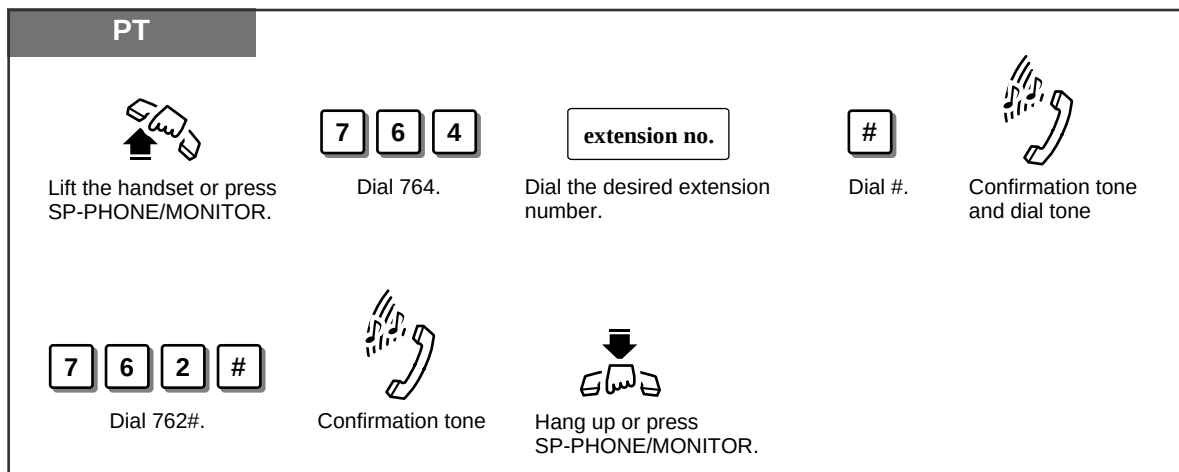
PT							
 Lift the handset or press SP-PHONE/MONITOR.	764 Dial 764.	extension no. Dial the desired extension number.	# Dial #.	 Confirmation tone and dial tone	76 Dial 76.	hour Enter the hour (01 through 12).	
minute Enter the minute (00 through 59).	0 or 1 For AM: Dial 0. For PM: Dial 1.	1 or 2 For a one time alarm* ¹ : Dial 1. For a daily alarm* ² : Dial 2.	# Dial #.	 Confirmation tone	 Hang up or press SP-PHONE/MONITOR.		

*¹ An alarm will be heard at the preset time and then the setting is cleared.

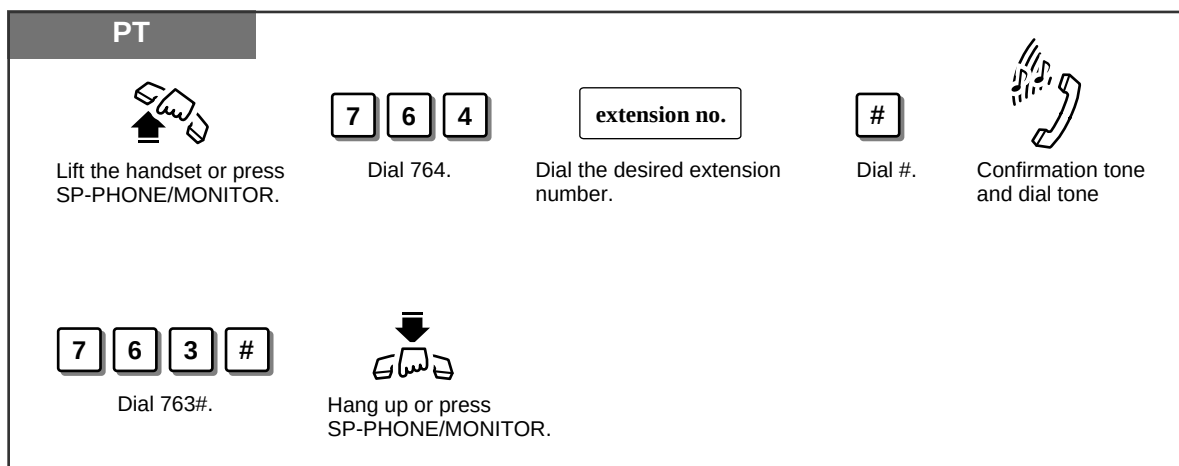
*² An alarm will be heard daily at the preset time until the setting is changed or cancelled.

1.8 Operator / Manager Service Features

Cancelling



Checking the time setting (with a display PT only)



- 1.7 Useful Features, “Alarm Setting (Timed Reminder)”
- See the Installation Manual, Section 3, “Timed Reminder”.

1.8 Operator / Manager Service Features

Outgoing Message (OGM)

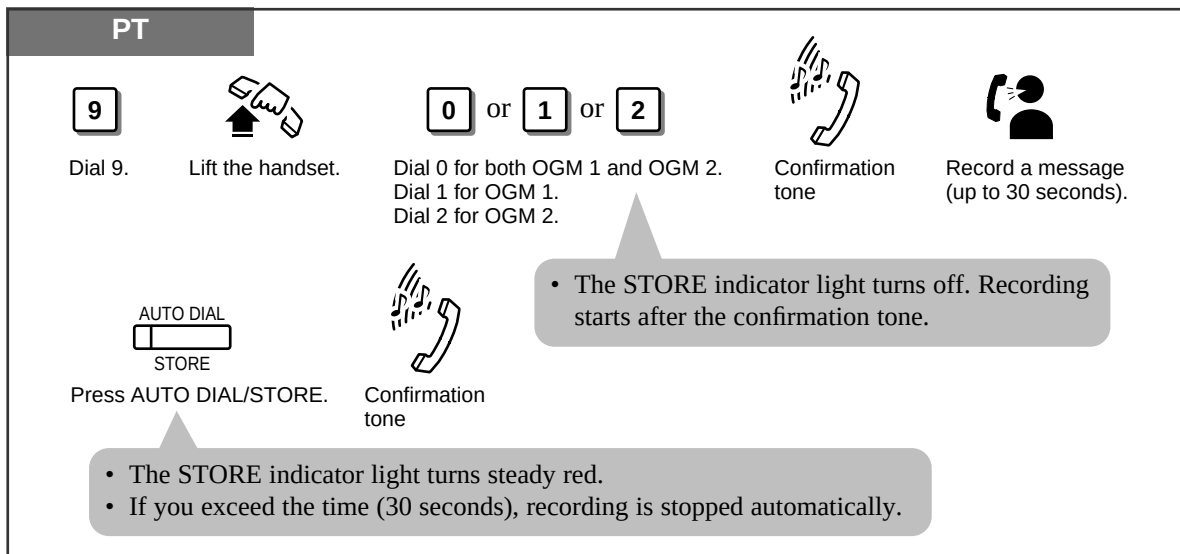
The operator or manager can record or play back the outgoing message.

This is played when a caller accesses the DISA or UCD feature.

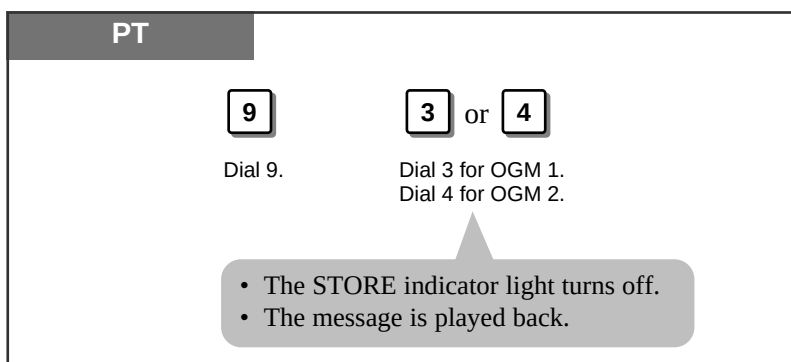
Two Outgoing Messages (OGM 1 and OGM 2) are available for DISA 1, DISA 2, UCD and UCD-END.

To program, set the MEMORY switch on the proprietary telephone to “PROGRAM”.

Recording a message



Playing back a message



- Be sure the handset is on the cradle and the SP-PHONE button is off.
- After programming, return the MEMORY switch to the “SET” position.



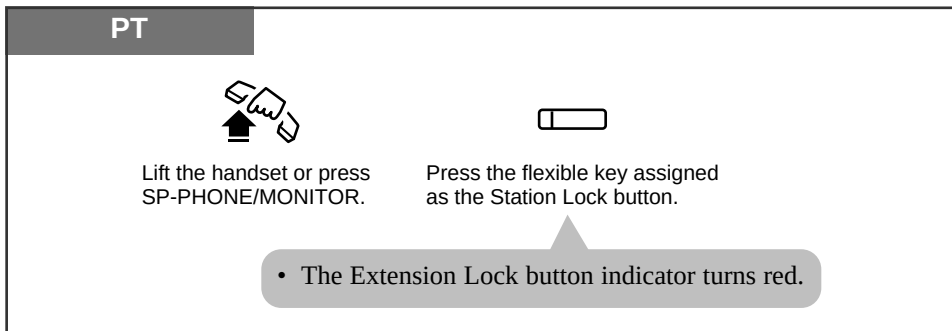
- See the Installation Manual, Section 3, “Direct Inward System Access (DISA)”.
- See the Installation Manual, Section 3, “Uniform Call Distribution (UCD)”.
- See the Installation Manual, Section 3, “Outgoing Message (OGM)”.

1.8 Operator / Manager Service Features

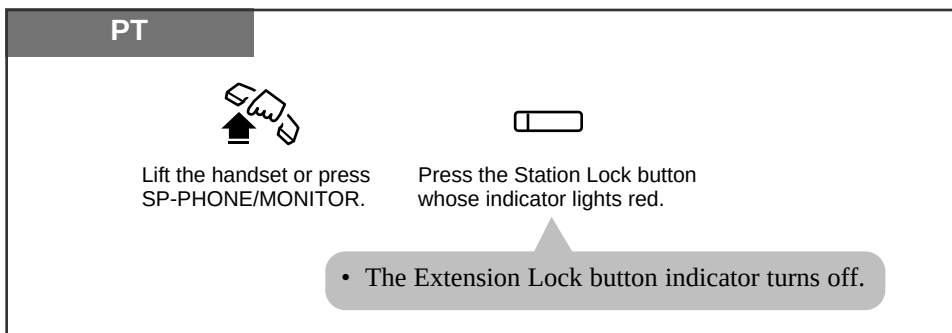
Remote Extension Lock

The operator or manager can remotely lock or unlock a particular extension. You can prohibit outside calls.

Locking



Unlocking



- This feature overrides the “Electronic Extension Lockout” feature. If “Electronic Extension Lockout” has already been set by the extension user and this feature is set afterwards, the user cannot unlock their extension. Only the operator or manager can cancel the lock.
- Extension passwords must be assigned to the operator and manager extensions beforehand.
- An extension user can make a call at the locked extension depending on system programming. System programming determines which barring level applies to a call at the locked extension.



- 1.6 Before Leaving Your Desk, “Locking Your Telephone (Electronic Extension Lockout)”
- See the Installation Manual, Section 3, “Extension Lock”.

1.8 Operator / Manager Service Features

Time (Day/Night/Lunch) Service Setting

This system supports the day, night and lunch modes. The system operation for originating and receiving calls can be different in the day, night and lunch modes. Call barring can be programmed to prevent unauthorised calls for each mode.

Changing Day, Night or Lunch mode in manual or automatic mode

PT



Lift the handset or press SP-PHONE/MONITOR.

7	8	1	#
7	8	2	#
7	8	3	#

or  For Manual-Day mode
or  For Manual-Night mode
or  For Manual-Lunch mode

For manual-day mode: Dial 781# or press the DSS button assigned as the Day button.
For manual-night mode: Dial 782# or press the DSS button assigned as the Night button.
For manual-lunch mode: Dial 783# or press the DSS button assigned as the Lunch button.



Confirmation tone and dial tone



Hang up or press SP-PHONE/MONITOR.

- The assigned button indicator turns on.

Cancelling the manual Day, Night or Lunch mode and returning to the automatic mode

PT



Lift the handset or press SP-PHONE/MONITOR.

7	8	0	#
---	---	---	---

Dial 780#.



Confirmation tone and dial tone



Hang up or press SP-PHONE/MONITOR.

Confirming the current mode (with a display PT only)

PT

When the telephone is idle

#

Press #.

- The display shows the current mode for 3 seconds.



- The day/night/lunch mode can be changed either automatically at a predetermined time (default: 9:00 a.m. for every day, 5:30 p.m. for every night) or manually at any time by System Programming.
- Even if the automatic mode has been selected by System Programming, the operator or manager can change the day, night and lunch modes manually.
- The following programs have separate day, night and lunch programming.
 - 1) Delayed Ringing Assignment
 - 2) Door Opener Assignment
 - 3) Doorphone Ringing Assignment
 - 4) Flexible Outward Dialling Assignment
 - 5) Flexible Ringing Assignment
 - 6) Exchange Line Mode
 - 7) Call Barring – Class of Service (COS) Assignment
- If the lunch mode is set using feature number 783# in the automatic mode, the mode will not be changed until the lunch mode is cancelled using feature number 780#. The day and night modes are automatically changed at the programmed time even if feature number 780# is not entered.
- Feature number 780# is not accepted in the manual mode.
- One of the day, night or lunch button indicators on the DSS console lights red to display the current mode.
- If the day, night or lunch mode is changed manually when the system is set to automatic mode and the manager starts System Programming, the manual setting will be cancelled after System Programming is completed. It will return to the automatic day, night or lunch mode.



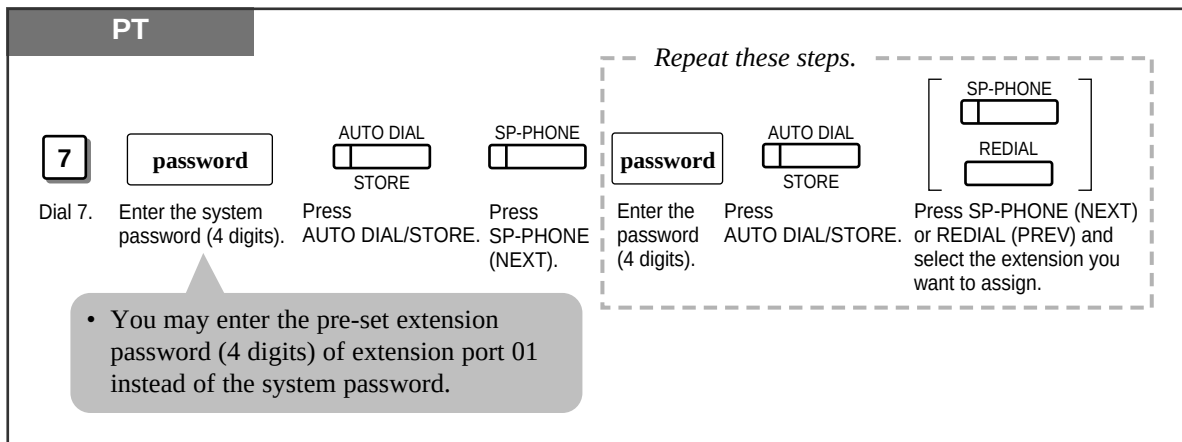
- 1.7 Useful Features, “Doorphone Call”
- 1.7 Useful Features, “Door Opener”
- See the Installation Manual, Section 3, “Direct In Line (DIL)”.
- See the Installation Manual, Section 3, “Call Barring”.
- See the Installation Manual, Section 3, “Time (Day/Night/Lunch) Service”.

1.8 Operator / Manager Service Features

Extension Password Set (Manager only)

The manager can assign a password to each extension. The assigned password can be used for the Walking COS feature.

Setting



- Be sure the handset is on the cradle and the SP-PHONE button is off.
- To program, set the MEMORY switch on the proprietary telephone to “PROGRAM”.
- After programming, return the MEMORY switch to the “SET” position.
- The extension number is displayed in the order of the port number when you press the NEXT or PREV button.
- To erase an incorrect entry, press the CLEAR (TRANSFER) button and enter a new number.



- 1.7 Useful Features, “Calling Using Your Privileges from Another Extension (Walking COS)”
- See the Installation Manual, Section 3, “Extension Password/System Password”.
- See the Installation Manual, Section 3, “Walking COS”.

1.9 *DSS Console Features*

With a Direct Station Selection (DSS) Console, model KX-T7040, you can make or transfer calls and access system features with the touch of a button. The DSS Console must be connected to a Panasonic Advanced Hybrid System and paired with a PT. System Programming is required to designate the extension ports of the DSS Console. With a paired telephone, you can carry out the following operations using the DSS Console.

- Direct access to an extension (Direct Extension Dialling)
- Quick access to an external party (One-Touch Dialling)
- Quick access to a system feature (One-Touch Access for System Features)
- Easy transfer to an extension (Call Transfer)
- Quick access to the day mode (Time (Day/Night/Lunch) Service) (Operator/Manager only)
- Quick access to the night mode (Time (Day/Night/Lunch) Service) (Operator/Manager only)
- Quick access to the lunch mode (Time (Day/Night/Lunch) Service) (Operator/Manager only)
- Quick setting of the Remote Extension Lock Control (Remote Extension Lock Control) (Operator/Manager only)



- The KX-T7040 and Proprietary Telephone (PT) should be placed side by side on your desk.
- A single line telephone cannot be paired with the KX-T7040.
- For System Programming, please refer to the Installation Manual.

Initial Settings

PF buttons are provided with no default settings, while each DSS button has a default setting as follows.

DSS 01–24: extension numbers 201–224

DSS 25–32: no default settings

To meet your various needs, DSS buttons can be changed to other function buttons.

Every DSS or PF button can be assigned to another extension number, telephone number or feature number.



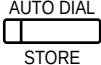
- Be sure the handset is on the cradle and the SP-PHONE button is off.
- To program, set the MEMORY switch on the proprietary telephone to “PROGRAM”.
- After programming, return the MEMORY switch to the “SET” position.
- As to the buttons on your DSS Console, please refer to your DSS Console manual.

1.9 DSS Console Features

Extension Number Assignment

You can assign a desired number to a DSS button.

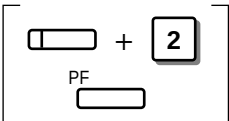
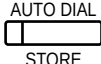
PT and DSS Console

[DSS Console]	[Paired telephone]	[Paired telephone]	[Paired telephone]	Repeat these steps to program numbers for other DSS buttons.
				
Press the desired DSS button.	Dial 1.	Enter the desired extension number.	Press AUTO DIAL/STORE.	

One-Touch Dialling Assignment

You can assign a DSS or PF button as a One-Touch Dialling button. The number can be an extension number or a telephone number. Up to 24 digits can be stored in each memory location.

PT and DSS Console

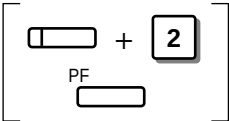
[DSS Console and Paired telephone]	[Paired telephone]	[Paired telephone]	Repeat these steps to program numbers for other DSS or PF buttons.
			
Press the desired DSS button (on the DSS Console) and dial 2 (on the paired telephone), or press the PF button (on the DSS Console).	Enter the desired number.	Press AUTO DIAL/STORE.	

- When you assign an outside phone number, you must enter a line access code first.

One-Touch Access Assignment for System Features

You can assign a desired feature to a DSS or PF button.

PT and DSS Console

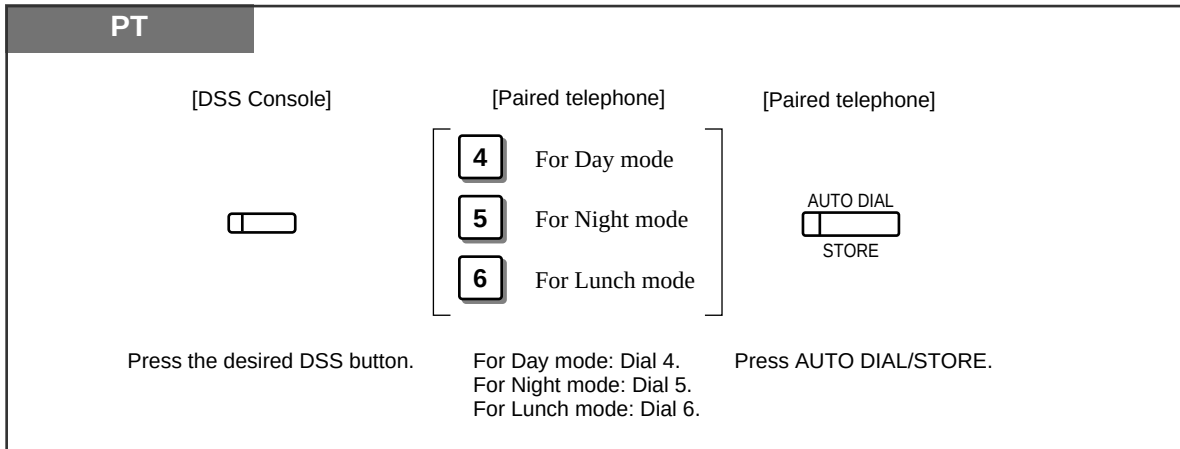
[DSS Console and Paired telephone]	[Paired telephone]	[Paired telephone]	Repeat these steps to program numbers for other DSS or PF buttons.
			
Press the desired DSS button (on the DSS Console) and dial 2 (on the paired telephone), or press the PF button (on the DSS Console).	Enter the desired number.	Press AUTO DIAL/STORE.	

- If you wish to access the “Paging — All extensions” feature, enter feature number 330.

1.9 DSS Console Features

Day, Night and Lunch Buttons Assignment (Operator/Manager only)

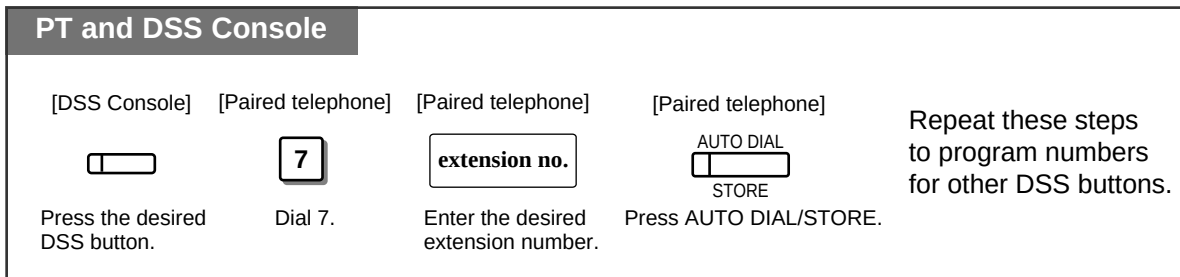
You can assign a DSS button as a Day, Night or Lunch button. Simply pressing the assigned button sets the day, night or lunch mode.



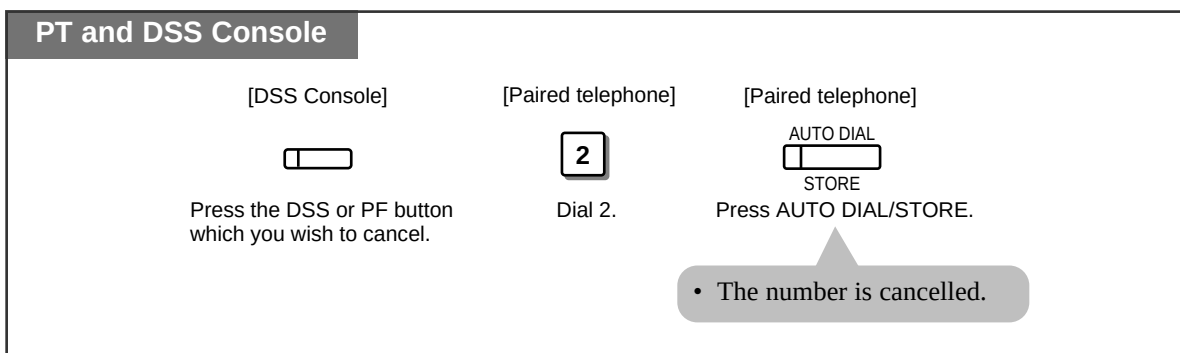
- See the Installation Manual, Section 3, "Time (Day/Night/Lunch) Service".

Extension Lock Button Assignment (Operator/Manager only)

You can assign the Extension Lock button to a DSS button for the remote extension lock control feature.



To clear a button



1.9 DSS Console Features



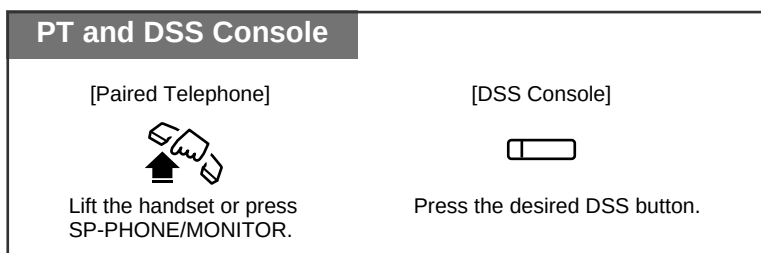
- DSS buttons can be changed to any of the following function buttons.
 - a) *Another* DSS Button (Every DSS button can be assigned to another extension number.)
 - b) One-Touch Dialling Button
 - c) Day Button (Operator/Manager only)
 - d) Night Button (Operator/Manager only)
 - e) Lunch Button (Operator/Manager only)
 - f) Extension Lock Button (Operator/Manager only)
- PF buttons can be changed to One-Touch Dialling buttons.
- When the STORE button is pressed after programming, you will hear beep tones as follows.
 - 1 beep: The entry is different from the one that was stored previously.
 - 2 beeps: The entry is the same as the previously stored one.
- You can check the stored data in the following way.
 1. Set the MEMORY switch to “PROGRAM”.
 2. Press the desired button while on-hook.The data will be displayed. After checking the data return the MEMORY switch to the “SET” position.



- 1.2 Proprietary Telephone Settings, “Customising the Buttons on Your Telephone”,
DSS Button,
One-Touch Dialling Button

Direct Extension Dialling

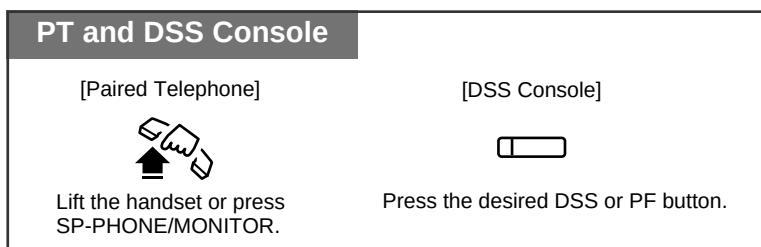
An extension can be called and accessed by simply pressing a DSS button. The BLF shows if the extension is engaged.



- By System Programming you can press a DSS button directly to make an intercom call without going off-hook.

One-Touch Dialling

The stored number is dialled automatically by pressing a programmed DSS or PF button.



1.9 DSS Console Features

One-Touch Access for System Features

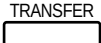
You can access system features by pressing a programmed DSS or PF button.

PT and DSS Console	
[Paired Telephone]  Lift the handset or press SP-PHONE/MONITOR.	[DSS Console]  Press the desired DSS or PF button.

Call Transfer

A call can be transferred to an extension using a DSS button.

Without Transfer

PT and DSS Console	
<i>During a conversation</i>	
[Paired Telephone]  Press TRANSFER.	[DSS Console]  Press the desired DSS button.

With Transfer

An outside call can be transferred to an extension using a one-touch operation. The One-Touch Transfer function must be set through System Programming.

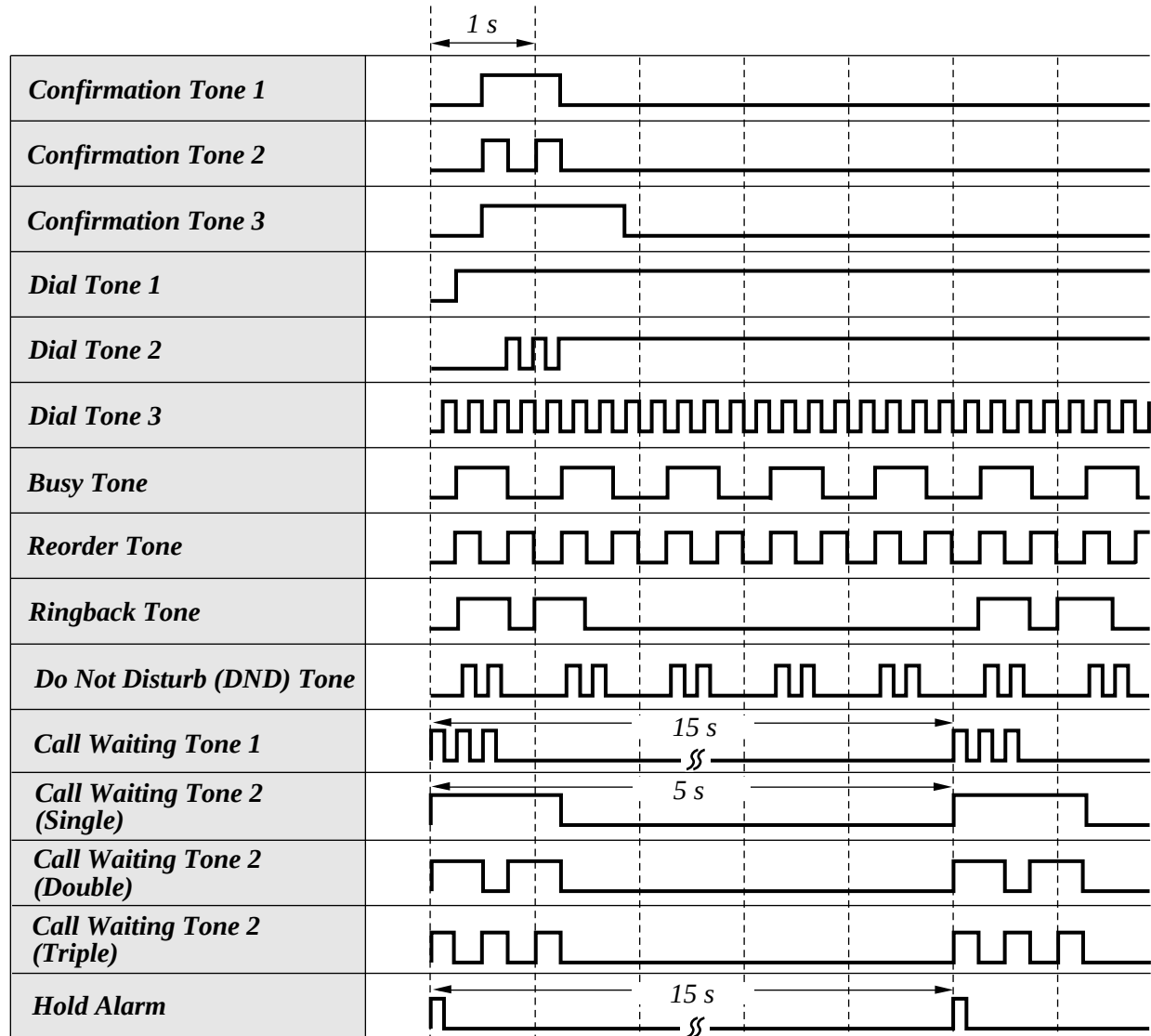
PT and DSS Console
<i>During a conversation</i> [DSS Console]  Press the desired DSS button. The other party is placed on hold and the destination extension is called.

Section 2

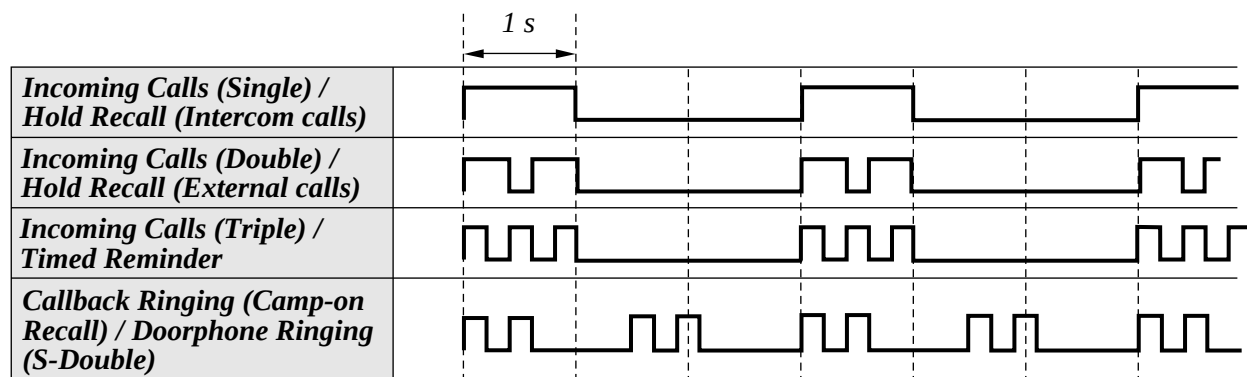
Appendix

2.1 Tone / Ring Tone List

< TONE >



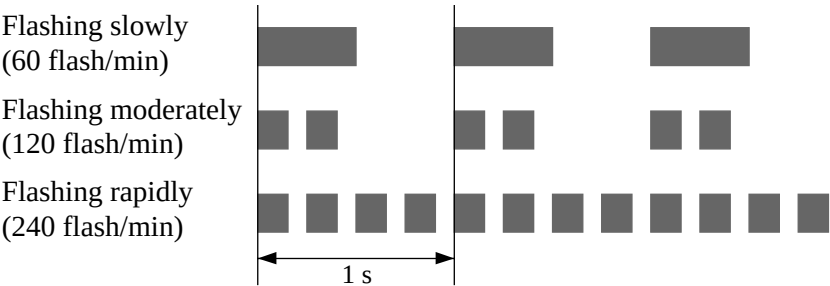
< RING TONE >



2.2 LED Indication

The Light Emitting Diode (LED) indicates the line conditions using lighting patterns.

Flashing light patterns



LED Indication on the INTERCOM Button

The table below shows the lighting patterns for intercom line conditions.

INTERCOM button	Intercom Line Condition
Off	Idle
Green On	You are using the line.
Flashing Green Slowly	You are holding a line.
Flashing Green Moderately	Intercom call exclusive hold
Flashing Green Rapidly	Incoming intercom/doorphone call

LED Indication on the Line Key

The table below shows the lighting patterns for exchange line conditions.

Line Key	Exchange Line Condition
Off	Idle
Green On	You are using the line.
Flashing Green Slowly	You are holding a line.
Flashing Green Moderately	You are holding a line on exclusive hold.
Flashing Red Rapidly	Incoming call
Red On	Another person is using the line.
Flashing Red Slowly	Another person is holding the line.*

— Item with a * is only available on a Single Exchange Line key.

BLF on DSS Button

The Busy Lamp Field (BLF) indicator button is red when the corresponding extension is busy. This is available for flexible line keys assigned as DSS buttons on proprietary telephones and DSS buttons on the DSS console.

2.3 Feature Number List

Feature Numbers and Additional Required Digits

FEATURE	NUMBER	ADDITIONAL REQUIRED DIGITS
Absent Message Capability set / cancel	75	1–6 / 0 + #
Account Code Entry for an SLT	49 or * *	Account code
Call Forwarding set / cancel	71	1–3 + desired number / 0 + #
Call Forwarding — Follow Me set / cancel	71	5 / 8 + EXTN. (extension no.) + #
Call Hold (Hold Mode 2 or 3) for an SLT	50	
Call Hold, Retrieve outside call / intercom call	53 / 5	CO (exchange line no.) / EXTN.
Call Park / Call Park Retrieve	36 / 56	0–9
Call Pickup, Directed	4	EXTN.
Call Pickup, Group	40	
Call Pickup Deny set / cancel	72	1 / 0 + #
Call Retrieve from TAM	4* ¹	
Call Waiting set / cancel for extensions	732	1 / 0 + #
Call Waiting set / cancel for exchange lines	731	1 / 0 + #
Conference (5-party)	22*	phone no. + CONF
Data Line Security set / cancel	730	1 / 0 + #
Do Not Disturb (DND) set / cancel	71	4 / 0 + #
Doorphone Call calling / door open	31 / 55	1–4
Electronic Extension Lockout set	77	0000–9999 twice + #
Electronic Extension Lockout cancel	77	0000–9999 + #
Executive Busy Override Deny set / cancel	733	0 / 1 + #
Extension Number	200–299	
External Feature Access	6	
Log-In / Log-Out	736	0 / 1 + #
Message Waiting set / cancel	70	(1 + EXTN.) / (2 + EXTN.) + #
Message Waiting cancel all messages	70	0 + #
Operator Call	0	
Outward Dialling		
— Line Access, Automatic	9	
— Line Access, Trunk Group	8	1–6

*¹ Dial after dialling the TAM's extension number and hearing busy tone.

2.3 Feature Number List

FEATURE	NUMBER	ADDITIONAL REQUIRED DIGITS
Paging — All extensions & External	33	* or 9
Paging — External	34	
Paging — All extensions / Group	33	0 / 1–8
Paging — Answer	43	
Paging Deny set / cancel	734	1 / 0 + #
Personal Speed Dialling	1* or #	0–9
Personal Speed Dialling store	2*	(0–9) + phone no. + #
Personal Speed Dialling confirm	3*	0–9 + #
Pickup Dialling (Hot Line) assign / set / cancel for an SLT	74	2 + phone no. / 1 / 0 + #
Redial, Last Number for an SLT	## or 80	
Room Monitor set / cancel	735	1 / 0 + #
Extension Feature Clear	79	#
System Speed Dialling for an SLT	*	00–99
Timed Reminder set	76	hhmm* ² + (0 / 1) + (1 / 2) + #
Timed Reminder cancel / confirm	76	2 / 3 + #
Timed Reminder, Remote cancel	764	EXTN. + # + 762#
Timed Reminder, Remote check	764	EXTN. + # + 763#
Timed Reminder, Remote set	764	EXTN. + # + 76 + hhmm* ² + (0 / 1) + (1 / 2) + #
Time Service set / cancel	78	1–3 / 0 + #
Voice Mail Integration set / cancel	719	1–2 / 0 + #
Walking COS	7*	Extension password + EXTN. + #

*² hhmm

hh: hour (01 – 12) / mm: minute (00 – 59)

2.3 *Feature Number List*

Feature Numbers

FEATURE	NUMBER
<i>While a busy tone is heard</i>	
Automatic Callback Busy (Camp-On)	6
Busy Extension Signalling	2
Executive Busy Override	3
<i>While a Do Not Disturb tone is heard</i>	
Do Not Disturb (DND) Override	2
<i>During a call or while talking</i>	
Alternate Calling — Ring/Voice	×
Conference	3
Door open	5
Pulse to Tone Conversion	×#
<i>When the telephone is on-hook</i>	
Background Music (BGM) on/off	1
Time (Day/Night/Lunch) mode display	#
EXTN. and extension name/ Date (day/month) and time display/ date (month/day/year/day of the week) display changing	×



- When “×” or “#” are included in a feature number, users with rotary telephones cannot access the feature except for the ones which can use “0” instead of “#”.

2.4 Display Example

Due to the Trilingual Selection Feature, you can select the display in English, Spanish or Portuguese by System Programming. The left part is the English display and the right part is the Spanish display.

ENGLISH DISPLAY	SPANISH DISPLAY	DESCRIPTION
Set Time & Date	Fijar Hora/Fecha	Factory setting. The system clock is not working properly.
1 Jan 12:00AM 1 Jan 20:00	1 Ene 12:00AM 1 Ene 20:00	The current date and time using a 12-hour clock. The current date and time using a 24-hour clock. — Pressing “*” while on-hook alternates between this display and the following two displays.
Jan 1, 1998 Thu	Ene 1, 1998 JUE	The current date and day of the week.
223: 223:Tony Viola	223: 223:Tony Viola	Making or receiving an intercom call. Also, displayed while on-hook. The extension name is not assigned. Making or receiving an intercom call or called by “Camp-On” (intercom recall). Also, displayed while ringing. The extension name is assigned. Confirming key programming on a DSS or MESSAGE button.
201: Busy	201: Ocupada	The destination extension is busy.
9-01344-862072P&	9-01344-862072P&	Confirming the key programming on the REDIAL, SAVE, or One-Touch Dialling button.
→223:Tony Viola	→223:Tony Viola	Making or receiving an intercom call to or from a forwarded extension. The extension name is assigned.
→201: Busy	→201: Ocupada	The call is forwarded to a busy extension.
Alarm 10:15AM	Alarma 10:15AM	The “Timed Reminder” setting is completed or a “Timed Reminder” call was received (1-time mode). Confirming the “Timed Reminder” programming.
Alarm 10:15AM*	Alarma 10:15AM*	The “Timed Reminder” setting is completed or a “Timed Reminder” call was received (everyday mode). Confirming the “Timed Reminder” programming.
Alarm Cancel	Alarma Desact	“Timed Reminder” has been cancelled.
Alarm Not Stored	Alarma No Fijada	Confirming “Timed Reminder” programming when it is not stored.
At Ext 201	En la Ext 201	Absent Message 3.

2.4 Display Example

ENGLISH DISPLAY	SPANISH DISPLAY	DESCRIPTION
Back at 11:00AM	Regreso 11:00AM	Absent Message 4.
BGM off	Musica Desact	Back Ground Music has been turned off.
BGM on	Musica Ambiental	Back Ground Music has been turned on.
Busy	Ocupado	The doorphone or external pager called is in use.
Busy Ovrde Allow	Intrmision Permt	“Executive Busy Override Deny” has been turned off.
Busy Ovrde Deny	Intrmision NEG.	“Executive Busy Override Deny” has been turned on.
C.Pickup Allow	Permite Recoger	“Call Pickup Deny” has been turned off.
C.Pickup Deny	Recoger Negado	“Call Pickup Deny” has been turned on.
Call on CO 1	Sonando LN 1	An exchange line is ringing at your extension.
Call Prked at 1	Estacionada 1	A call has been parked.
Callback All COs	Llamar Todas LN	Callback when free has been set for the first available exchange line.
Callback CO 1	Llamar a LN 1	Callback when free has been set for line 1.
Callback CO G1	Llamar a LN G1	Callback when free has been set for trunk group 1.
Callback Ext 201	Llamar a Ext 201	Callback when free has been set for extension 201.
CO 1	LN 1	An idle exchange line is selected.
CO 1 0:01'15	LN 1 0:01'15	The duration of an incoming call.
CO 1 & CO 2	LN 1 Y LN 2	A Conference with two exchange lines.
CO 3 Free	LN 3 Libre	Called by Callback when free (Exchange line recall).
Conference	Conferencia	Confirming key programming on the Conference button.
CO in Use	LN en Uso	The selected exchange line is busy.
CO Not Assigned	LN No Asignada	The desired exchange line is not available (not assigned).
CW(CO) Off	LE(LN) Desact	“Call Waiting” disabled for outside calls.
CW(CO) On	LE(LN) Activa	“Call Waiting” enabled for outside calls.
CW(Ext) Off	LE(Ext) Desact	“Call Waiting” disabled for intercom calls.
CW(Ext) On	LE(Ext) Activa	“Call Waiting” enabled for intercom calls.
Data Mode Off	Modo Data Off	“Data Line Security” is turned off.
Data Mode On	Modo Data Act	“Data Line Security” is turned on.
Day Mode	Modo Dia	Day mode status. — “Time (Day/Night/Lunch) Service”
Do Not Disturb	No molester	Confirming the key programming on the FWD/DND button. “Do Not Disturb (DND)” has been set.

2.4 Display Example

ENGLISH DISPLAY	SPANISH DISPLAY	DESCRIPTION
D - Opener 1-On	Abrepuerta 1-Act	Door 1 released
Door Phone 1	Interfono 1	Making or receiving a doorphone call.
Ext201 & CO 1	Ext201 Y LN 1	Conference with an extension and exchange line.
Ext201 & Ext202	Ext201 Y Ext202	Conference with two extensions.
Enter ACCNT Code	Entrar Codigo	Pressing the FWD/DND or PAUSE button. — “Account Code Entry”
Ext Data Clear	Borrar Data Ext	“Extension Feature Clear” completed.
External Page	Voceo Externo	“Paging — External” accessed.
FWD(ALL) All COs	DSV(Todas) a LN	“Call Forwarding — to Exchange Line” set. Confirming the key programming on the FWD/DND button.
FWD (All) CO G1	DSV(Todas) GLN 1	“Call Forwarding — to Exchange Line” (- to trunk group) set. Confirming the key programming on the FWD/DND button.
FWD(ALL) Ext201	DSV(Todas)Ext201	“Call Forwarding — All Calls” set. Confirming the key programming on the FWD/DND button.
FWD(B/NA) Ext201	DSV(0/NC) Ext201	“Call Forwarding — Busy or No Answer” set. Confirming the key programming on the FWD/DND button.
FWD(From) Ext201	DSV(desde)Ext201	“Call Forwarding — Follow Me” set.
FWD/DND Cancel	Cancela DSV/No M	“Call Forwarding” or “Do Not Disturb (DND)” cancelled.
FWD V.M. Off	DSV V.M. Off	“Call Forwarding to Voice Mail” cancelled.
FWD V.M. On	DSV V.M. Act	“Call Forwarding to Voice Mail — setting A” set.
FWD V.M.(#6) On	DSV V.M.(#6) On	“Call Forwarding to Voice Mail — setting B” set.
Gone Home	Se Fue a Casa	Absent Message 2.
Group Log In	Entrada de Grupo	Your extension is logged into the hunt group.
Group Log Out	Salida de Grupo	You are logged out of the hunt group.
In a Meeting	Estoy en Reunion	Absent Message 6.
Locked : 1234	Bloqueada: 1234	“Electronic Extension Lockout” is set.
Lunch Mode	Modo Almuerzo	Lunch mode status. — “Time (Day/Night/Lunch) Service”
Message Cancel	Mensaje Desact	Absent Message cancelled.

2.4 Display Example

ENGLISH DISPLAY	SPANISH DISPLAY	DESCRIPTION
MW at Ext 201	ME en Ext 201	“Message Waiting” has been left at extension 201.
MW Not Accepted	ME No Aceptado	The “Message Waiting” setting was not accepted.
MW Cancelled	ME Cancelado	“Message Waiting” cancelled.
Night Mode	Modo Nocturno	Night mode status. — “Time (Day/Night/Lunch) Service”
No Held Call	No Retenidas	There is no held call when attempting to retrieve a call on hold or parked call.
No Incoming Call	No Entrante	There is no incoming call when trying to pick up a call.
No Page	No Hay Voceo	When trying to answer a page, there is no call or someone has already answered the page.
Not Valid	No Valido	Operation not permitted.
Out Until 12/12	Fuera has 12/12	Absent Message 5.
Paging All	Voceo a Todos	“Paging — All extensions & External” accessed.
Paging All Ext	Voceo Todas Ext	“Paging — All extensions” accessed.
Paging Allow	Voceo Permitido	“Paging — Deny” cancelled.
Paging Deny	Voceo Negado	“Paging — Deny” set.
Paging Group 1	Voceo Grupo 1	“Paging — Group” accessed.
Park at 1 N/A	Estacio. 1 N/A	The “Call Park” location is in use.
PITS-PGM NO? →	Programa NO? →	Extension Programming mode.
PSD Set 1	Persona 1	“Personal Speed Dialling” is set.
PSD 1 Not Stored	No Grabado	Confirming the Personal Speed Dialling number.
RCL: Ext 201	RCL: Ext 201	Called by transfer recall, without a name. — “Call Transfer”
Restricted	Restringido	The outgoing call is barred.
Room Monitor Off	Cancelar Monitor	“Room Monitor” cancelled.
Room Monitor On	Activar Monitor	“Room Monitor” set.
Set COS Ext201	Clase Ext201	The Walking COS feature is set.
Transfer to C0	Transferir a LN	The destination extension has set “Call Forwarding — to Exchange Line”.
Unlocked	Desbloqueada	“Electronic Extension Lockout” cancelled.
Will Return Soon	Regresare Pronto	Absent Message 1.

2.5 Troubleshooting

If a power failure occurs...

Your system allows certain extensions to make and receive calls on certain lines (Power Failure Transfer) and retains system programming.

Power Failure Transfer

A specific extension will be automatically connected to a specific exchange line. This provides exchange line calls between the following extensions and exchange lines.

Exchange line 1 is connected to extension port 01.

Exchange line 4 is connected to extension port 09.

- All other conversations will be disconnected during a power failure.
- Proprietary telephones (PT) cannot be used during a power failure. A single line telephone will work in the event of a power failure. Connect a single line telephone to the above port.
- When power is restored after a power failure, your system automatically restarts, maintaining as much of the previous system settings as possible.

Problem	Probable Cause	Possible Solution
Nothing is heard in the handsfree mode.	“Headset” mode is selected.	Set the mode to “Handset”.
The unit does not ring.	• The exchange line is not programmed to ring. • The Ringer Volume is set to “OFF”.	• To program exchange lines, refer to the Installation Manual. • Increase the Ringer Volume. Refer to “Volume Control” in Proprietary Telephone Settings.
The display flashes the following message. Set Time & Date	The system internal clock is not working properly.	Contact your maintainer.

Index

-
- A** Absent Message Capability 1-58
Account Code Entry 1-67
Adjustment → Control
Alarm Setting (Timed Reminder) 1-72
Alternate Calling — Ring/Voice 1-82
Answering → Receiving Calls
Automatic Callback Busy — Camp-On 1-30
- B** Background Music (BGM) 1-80
Busy Extension Signalling..... 1-29
Busy Lamp Field (BLF) 2-3
Button
 CONF (Conference)..... 1-11
 Day 1-100
 DSS (Direct Station Selection) 1-10
 Extension Button Confirmation 1-81
 Extension Lock 1-100
 Flexible DSS 1-8
 Flexible Line 1-8
 Flexible MESSAGE..... 1-8
 FWD/DND (Forward/Do Not Disturb)1-12
 Line Access 1-9
 Log-In/Log-Out 1-12
 Lunch 1-100
 MESSAGE..... 1-13
 Night 1-100
 One-Touch Dialling 1-11
 Other Exchange Lines (O-CO) 1-9
 PROGRAM 1-4
 SAVE 1-12
 Single Exchange Line (S-CO) 1-9
 Trunk Group (G-CO)..... 1-10
 VOLUME control 1-15
- C** Call Forwarding 1-52
Call Hold 1-38
Call Hold Retrieve 1-40
Calling → Making Calls
Call Park 1-41
Call Pickup..... 1-36
 Denying/allowing 1-37
 Directed 1-36
 Group 1-36
 Retrieving Calls Answered by a TAM 1-37
Call Pickup Deny 1-37
Call Splitting 1-47
Call Transfer 1-102
Call Transfer – to Exchange Line 1-44
Call Transfer – to Extension 1-42
Call Waiting..... 1-45
Call Waiting Tone Selection 1-7
Camp-On (Automatic Callback Busy) 1-30
Cancelling
 Alarm Setting (Timed Reminder) 1-72
 Automatic Callback Busy — Camp-On 1-30
 BGM 1-80
 Call Forwarding 1-56
 Call Pickup Deny 1-37
 Call Waiting..... 1-45
 Data Line Security 1-77
 Do Not Disturb (DND) 1-69
 Electronic Extension Lockout 1-91
 Executive Busy Override Deny 1-33
 Extension Feature Clear..... 1-82
 Handsfree Answerback 1-35
 Message Waiting 1-65
 Microphone Mute 1-51
 Pickup Dialling 1-26
 Room Monitor 1-76
 Time (Day/Night/Lunch) Service Setting .. 1-95
 Timed Reminder, Remote 1-92
 Voice Mail Integration..... 1-86
Checking
 Alarm Setting (Timed Reminder) 1-73
 Extension Button 1-81
 Message Waiting 1-66
 Personal Speed Dialling..... 1-25
 Self-Extension Number 1-80
 Time (Day/Night/Lunch) Service 1-74
 Time (Day/Night/Lunch) Service Setting .. 1-95
 Timed Reminder, Remote 1-92
Clearing
 Extension Feature Clear..... 1-82
 Message Waiting 1-66
CONF (Conference) Button..... 1-11
Conference (3-party) 1-59
Conference (5-party) 1-62
Confirmation → Checking
Control
 Display Contrast 1-14
 Handset receiver volume 1-14
 Ringer volume 1-15
 Speaker volume 1-15
Customising 1-5
-

Index

- D** Data Line Security 1-77
Date and Time Setting 1-90
Day Button 1-100
Direct Extension Dialling 1-101
Display
 Absent Message 1-58
 English 2-7
 Programming Mode 1-4
 Secret Dialling 1-71
 Spanish 2-7
Distinctive Dial Tones 1-88
Do Not Disturb (DND) 1-69
Do Not Disturb (DND) Override 1-70
Door Opener 1-84
Doorphone Call 1-83
DSS Console Features 1-98
 Call Transfer 1-102
 Direct Extension Dialling 1-101
 Initial Settings 1-98
 One-Touch Access for
 System Features 1-102
 One-Touch Dialling 1-101
DSS (Direct Station Selection) Button 1-10
- E** Electronic Extension Lockout 1-57
Electronic Extension Lockout
 – CANCEL ALL 1-91
Emergency Call 1-21
Exchange Line Ringing Selection 1-6
Exclusive Hold 1-39
Executive Busy Override 1-31
 Exchange Line 1-32
 Extension 1-31
Executive Busy Override Deny 1-33
Extension Button Confirmation 1-81
Extension Feature Clear 1-82
Extension Lock Button 1-100
Extension Password Set 1-97
External Feature Access 1-79
- F** Flexible DSS Button 1-8
Flexible Line Key 1-8
Flexible MESSAGE Button 1-8
Forwarding a Call (Call Forwarding) 1-52
 All Calls 1-53
 Busy or No Answer 1-54
 Cancel 1-56
 Follow Me 1-55
 To Exchange Line 1-54
FWD/DND (Forward/Do Not Disturb)
 Button 1-12
- H** Handsfree Answerback 1-35
Handsfree Operation 1-20
Hold
 Alarm 1-38, 1-39, 2-2
 Call (Call Hold) 1-38
 Call Splitting 1-47
 Call Waiting 1-46
 Conference (3-party) 1-59
 Conference (5-party) 1-62
 External Feature Access 1-79
 Exclusively (Exclusive Hold) 1-39
 in System Parking Area (Call Park) 1-41
 Recall 1-38, 1-39, 1-40, 1-41, 1-61, 2-2
 Retrieving (Call Hold Retrieve) 1-40
 Transferring after paging 1-50
- I** Idle Line Preference 1-5
Initial Settings 1-98
 Day, Night and Lunch Buttons
 Assignment 1-100
 Extension Lock Button Assignment 1-100
 Extension Number Assignment 1-99
 One-Touch Access Assignment
 for System Features 1-99
 One-Touch Dialling Assignment 1-99
 To cancel after programming 1-100
Intercom Alert Assignment 1-7
 Tone Call 1-7
 Voice Call 1-7
Intercom Calling 1-16

Index

L	Last Number Redial.....	1-27	Operator Call	1-17
	LED Indication	2-3	Outside	1-17
	Line Key	2-3	Personal Speed Dialling.....	1-24
	INTERCOM Button.....	2-3	Redialling Automatically	
	Lever		(Automatic Redial)	1-27
	CONTRAST	1-14	Redialling the Last Number Dialed	
	RINGER volume	1-15	(Last Number Redial)	1-27
	VOLUME control	1-15	Redialling the Saved Number	
	Line		(Saved Number Redial)	1-28
	Call Transfer – to Exchange Line	1-44	Simply Going Off-Hook	
	Data Line Security	1-77	(Pickup Dialling)	1-26
	Exchange Line Ringing Selection	1-6	Simply Pressing a Button	
	Forwarding a Call (Call Forwarding) –		(One-Touch Dialling)	1-22
	To Exchange Line	1-54	System Speed Dialling.....	1-23
	Idle Line Preference.....	1-5	Your Privileges from Another Extension	
	Line Access Keys	1-9	(Walking COS)	1-87
	Making Outside Calls Using		Manager Service Features	1-90
	Automatic Line Access	1-18	Date and Time Setting	1-90
	Making Outside Calls Using		Electronic Extension Lockout	
	Individual Line Access	1-18	– CANCEL ALL	1-91
	Making Outside Calls Using Individual		Extension Password Set.....	1-97
	Trunk Group Access	1-19	Outgoing Message (OGM)	1-93
	No Line Preference	1-5, 1-6	Remote Extension Lock.....	1-94
	Preferred Line Assignment — Incoming....	1-6	Time (Day/Night/Lunch)	
	Preferred Line Assignment — Outgoing....	1-5	Service Setting.....	1-95
	Prime Line Preference.....	1-5, 1-6	Timed Reminder, Remote	
	Ringing Line Preference	1-6	(Wake-Up Call)	1-91
	Line Access Keys	1-9	MEMORY switch	1-4
	Lockout	1-89	Message	
	Log-In/Log-Out	1-75	Absent	1-58
	Log-In/Log-Out Button	1-12	Button	1-13
	Lunch Button	1-100	Notification (Message Waiting).....	1-65
			Outgoing	1-93
			Voice Mail	1-85
			MESSAGE Button.....	1-13
			Message Waiting	1-65
			Microphone Mute	1-51
			Mixed Extension Dialling	1-78
			Mode	
			Automatic	1-95
			Day	1-74, 1-95
			Forced	1-67
			Lunch	1-74, 1-95
			Manual	1-95
			Night.....	1-74, 1-95
			Option	1-67
			Verify-All	1-67
			Verify-Toll (Call Barring)	1-67
			Without Transfer	1-43
			With Transfer.....	1-43
M	Making Calls			
	Account Codes (Account Code Entry)	1-67		
	Automatic Line Access	1-18		
	Doorphone Call	1-83		
	Emergency Call	1-21		
	Handsfree Operation	1-20		
	Individual Line Access	1-18		
	Individual Trunk			
	Group Access.....	1-19		
	Intercom.....	1-16		

Index

- N** Night Button 1-100
No Line Preference..... 1-5, 1-6
- O** One-Touch Access for
System Features 1-13, 1-102
One-Touch Dialling 1-22, 1-101
One-Touch Dialling Button 1-11
Operator Call 1-17
Operator Service Features 1-90
Date and Time Setting 1-90
Electronic Extension Lockout
– CANCEL ALL 1-91
Outgoing Message (OGM) 1-93
Remote Extension Lock..... 1-94
Time (Day/Night/Lunch)
Service Setting 1-95
Timed Reminder, Remote
(Wake-Up Call) 1-91
Other Exchange Lines (O-CO) Key 1-9
Outgoing Message (OGM) 1-93
Outside Calling 1-17
Automatic Line Access 1-18
Individual Line Access 1-18
Individual Trunk Group Access 1-19
- P** Paging 1-48
All extensions 1-48
All extensions & External 1-49
Answering 1-49
Deny 1-51
External 1-48
Group 1-48
Transferring 1-50
Paralleled Telephone Connection..... 1-78
Personal Speed Dialling..... 1-24
Pickup Dialling 1-26
Power Failure Transfer..... 1-89, 2-11
Preferred Line Assignment — Incoming 1-6
No Line Preference 1-6
Prime Line Preference 1-6
Ringing Line Preference 1-6
Preferred Line Assignment — Outgoing..... 1-5
Idle Line Preference..... 1-5
No Line Preference 1-5
Prime Line Preference 1-5
Prime Line Preference 1-5, 1-6
Programming Mode 1-4
Proprietary Telephone Setting
Data Default Set..... 1-7
Pulse to Tone Conversion 1-81
- R** Recall 1-19
Receiving Calls 1-34
Automatic Callback Busy
— Camp-On..... 1-30
Call Pickup..... 1-36
Call Waiting 1-45, 1-46
Doorphone Call 1-83
Handsfree Answerback 1-35
Paging 1-49
Redial
Last Number 1-27
Saved Number 1-28
Remote Extension Lock..... 1-94
Restoring the MESSAGE Button 1-13
Ringing Line Preference 1-6
Ringing Pattern Selection 1-88
Ring Tone 2-2
Callback Ringing (Camp-on Recall) 2-2
Doorphone Ringing 2-2
Hold Recall 1-38, 1-39, 1-40, 1-41, 1-61, 2-2
Incoming Calls..... 2-2
Timed Reminder 2-2
Room Monitor 1-76

Index

- S** SAVE Button 1-12
Saved Number Redial 1-28
Secret Dialling 1-71
Self-Extension Number Confirmation 1-80
Single Exchange Line (S-CO) Key 1-9
Storing
 Personal Speed Dialling 1-24
 Pickup Dialling 1-26
 Saved Number Redial 1-28
 System Speed Dialling 1-23
Symbol 1-2
System Speed Dialling 1-23
- T** Telephone 1-2, 1-78
Timed Reminder (Alarm Setting) 1-72
Timed Reminder, Remote
 (Wake-Up Call) 1-91
Time (Day/Night/Lunch) Service Setting 1-95
Tone 2-2
 Alarm 1-4
 Busy 1-16, 2-2
 Call Waiting 2-2
 Call Waiting Tone Selection 1-7
 Confirmation 1-4, 1-16, 2-2
 Dial 1-88, 2-2
 Distinctive Dial Tone 1-88
 Do Not Disturb (DND) 1-16, 2-2
 Hold Alarm 1-38, 1-39, 2-2
 Pulse to Tone Conversion 1-81
 Reorder 2-2
 Ringback 1-16, 2-2
 Tone Call 1-7
Tone Call 1-7
Transferring
 after paging (Paging and Transfer) 1-50
 One-Touch Transfer 1-43
 Power Failure 1-89, 2-11
 Screened 1-42
 to an Exchange Line 1-44
 to an Extension 1-42
 Unscreened 1-42
 Using a DSS button 1-43
 Without Transfer 1-43, 1-102
 With Transfer 1-43, 1-102
Trunk Group (G-CO) Key 1-10
- V** Voice Call 1-7
Voice Mail Integration for KX-TVP100 1-85
Volume Control (VOLUME) 1-14
 Ringer volume 1-15
 Speaker volume 1-15
VOLUME Control Button 1-15
- W** Wake-Up Call
 Alarm Setting 1-72
 Timed Reminder, Remote 1-91
Walking COS 1-87

Memo

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Panasonic Business Systems U.K.

Panasonic House, Willoughby Road, Bracknell, Berkshire RG12 8FP

Quick Reference Cards For Single Line Telephones

MAKING CALLS

- Intercom Calling: [Extension No.]
- Operator Call: [0] (or [9])
- Outside Calls-Automatic Line Access: [9] (or [0]) [Phone No.]
- Outside Calls-Individual Trunk Group Access:
[Trunk Group No. (81-86)] [Phone No.]
- System Speed Dialling: [✕] [System Speed Dial No. (00-99)]
- Personal Speed Dialling: [#] [Personal Speed Dial No. (0-9)]
- Redial, Last Number: [#] [#] or [8] [0]
- Automatic Callback Busy (Camp-On): [6]
- Doorphone Call: [3] [1] [Doorphone No. (1-4)]

RECEIVING CALLS

- Call Pickup, Directed: [4] [Extension No.]
- Call Pickup, Group: [4] [0]

DURING A CONVERSATION

- Call Hold / Call Splitting: [Press the Recall button.]
- Call Hold Retrieve-Outside calls: [5] [3] [Exchange Line No.]
- Call Hold Retrieve-Intercom calls: [5] [Extension No.]
- Call Transfer-to Extension: [Press the Recall button.] [Extension No.]
- Call Waiting, Answering: [On-hook] [Off-hook]
- Paging-All Extensions and Transfer: [Press the Recall button.] [3] [3] [0]
- Paging Answer: [4] [3]
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EXTENSION PROGRAMMMING / SETTING• *Personal Speed Dialling-Store:*

2 ✕ Personal Speed Dial No. (0-9) Phone No. #

• *Call Waiting-Outside calls-Set:* 7 3 1 1 #

-Cancel: 7 3 1 0 #

• *Call Waiting-Intercom calls-Set:* 7 3 2 1 #

-Cancel: 7 3 2 0 #

• *Call Forwarding-All Calls:* 7 1 1 Extension No. #• *Call Forwarding-Busy/No Answer:* 7 1 2 Extension No. #• *Call Forwarding-to Exchange Line:*

7 1 3 Line Access Code (9 or 0, or 81-86) Phone No. #

• *Call Forwarding-Cancel:* 7 1 0 #• *Electronic Station Lockout-Lock:* 7 7 Lock Code Twice #• *Electronic Station Lockout-Unlock:* 7 7 Lock Code #• *Message Waiting-Set:* 7 0 1 Extension No. #• *Message Waiting-Cancel:* 7 0 2 Extension No. #• *Do Not Disturb (DND)-Set:* 7 1 4 #• *Do Not Disturb (DND)-Cancel:* 7 1 0 #**PLACE FOR OTHER FEATURES:****EXTENSION PROGRAMMMING / SETTING**• *Personal Speed Dialling-Store:*

2 ✕ Personal Speed Dial No. (0-9) Phone No. #

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-Cancel: 7 3 1 0 #

• *Call Waiting-Intercom calls-Set:* 7 3 2 1 #

-Cancel: 7 3 2 0 #

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To expand the sub-menu, left click the mouse on the symbol, located to the left of the selected text.

▷ for version 3 Adobe Reader

⊞ for version 4 Adobe Reader