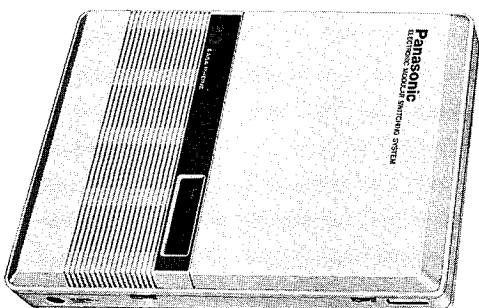


STATION USER GUIDE

For touch tone and rotary telephone

Panasonic
EASA-PHONE

KX-T30810



See this Station User Guide when you use a touch tone or rotary telephone as an extension.

Basic Operation Detailed Operation

PANUG-017 -

Panasonic Company

Division of Matsushita Electric Corporation of America

One Panasonic Way, Secaucus, New Jersey 07094

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Division of Matsushita Electric of Puerto Rico, Inc.

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Station Program Clear

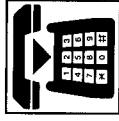
Dialing (79#) will clear station programs on that extension.

- The following feature can be canceled.
 - Call Forwarding
 - Data Line Security
 - Dial Call Pickup Deny
 - Do not Disturb



LIFT THE
HANDSET

DIAL "79#"



HANG UP

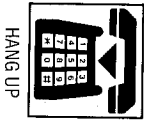
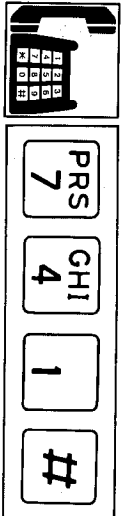
- If dial tone (continuous tone) changes to reorder tone (intermittent tone) or a mistake is made, hang up and start again.
- Various activation tones and Ringing will be heard. (Refer to page 5-6 in INSTALLATION MANUAL.)
- If you phone has the FLASH key, depress it instead of flashing the hookswitch.

Station Programming (cont.)

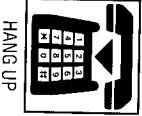
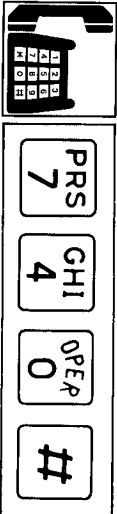
Data Line Security

This feature provides security when transmitting data through an extension of the KX-T30810. Call waiting tones and hold time reminder tone are prohibited in this mode.

■ Setting



■ To Cancel



Detach this position

Quick Reference Card

TO MAKE CALLS

- Lift the handset first.
- After finishing your conversation, hang up the handset.

INTER OFFICE CALLING (Intercom)	Dial extension number (1 through 18)
OUTWARD DIALING Automatic Line Access	WXY 9 Dial phone number
Individual Line Access	TUV 8 Dial CO number (1 through 3) Dial phone number
SPEED DIALING (A rotary phone is not available.)	* Dial speed access code (00 through 99)
CALLING DOORPHONE	For doorphone 1 DEF 3 1 For doorphone 2 DEF 3 ABC 2

WHEN A LINE IS BUSY

AUTOMATIC CALL BACK BUSY (camp-on)	TUV 8 Dial CO number	Hear a busy tone	MNO 6 Hear 2 beeps	Hang up handset
For out side calls	Dial Extension number	Hear a busy tone	MNO 6 hear 2 beeps	Hang up handset
For intercom calls	Dial Extension number	Hear a busy tone	1	
BUSY STATION SIGNALING	Dial Extension number	Hear a busy tone	1	
LAST NUMBER REDIAL	Lift handset	#		

● You may dial "80" instead of pressing the "#" button

Do not Disturb

Each extension can be individually programmed from receiving outside or intercom calls.

■ Setting



LIFT THE HANDSET

DIAL "7110#"



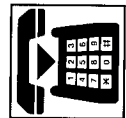
HANG UP

■ To Cancel



LIFT THE HANDSET

DIAL "70#"



HANG UP

TO RECEIVE CALLS	
ANSWER	Lift handset
DIAL CALL PICKUP	Lift handset CHI 4 OPF 0
DIRECTED CALL PICKUP	Lift handset CHI 4 Dial ringing extension number
CALL PARK RETRIEVE	Lift handset JKL 5 Dial parked extension number

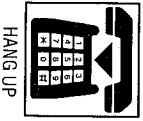
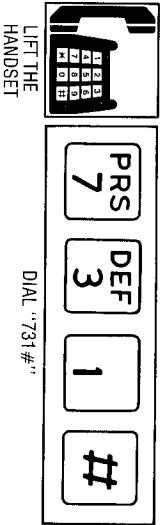
WHILE HAVING A CONVERSATION	
CALL ON HOLD To hold	Flash hookswitch Hear 2 beeps
To cancel	Flash hookswitch
CALL SPLITTING	Flash hookswitch Dial 2nd party • To alternate, flash hookswitch repeatedly
CONFERENCE	Flash hookswitch Dial 2nd party Consult with 2nd party Flash hookswitch DEF 3
CALL WAITING	Hear a call waiting tone Flash hookswitch Hang up handset <ul style="list-style-type: none"> • Original call will be on hold and new call can be talked. • To terminate the original call and talk to the 2nd call, hang up and then lift the handset. (You don't need to flash the hookswitch.)

Station Programming (cont.)

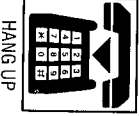
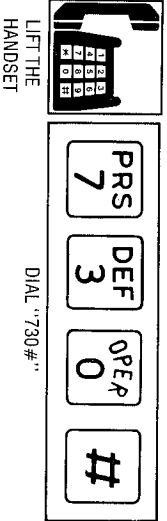
Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.

■ Setting



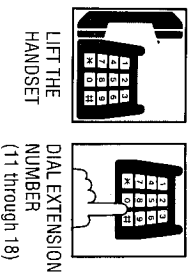
■ To Cancel



To Make Calls

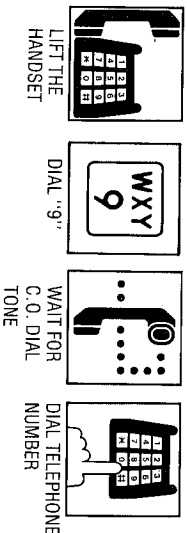
Inter Office Calling (Intercom)

Station to station dialing within the KX-T30810 system.



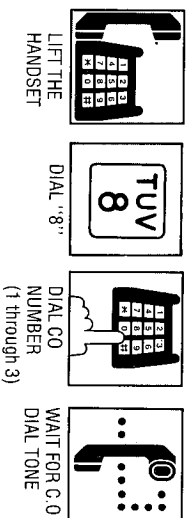
Outward Dialing

Each extension can automatically select an idle CO (Central Office) Line within the KX-T30810.

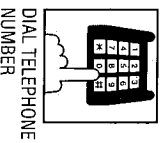


■ Automatic Line Access

An alternative method is to dial 8 and CO number. System will access individually any of 3 CO's.



■ Individual Line Access



To Make Calls (cont.)

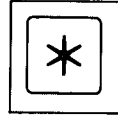
Speed Dialing

There are 100 systems of speed dial numbers available.

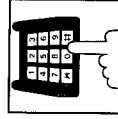
■ Automatic Selection of CO



LIFT THE
HANDSET



PRESS "*"



DIAL SPEED
ACCESS CODE
(00 through 99)

- It is no need to access a CO line.
- A rotary phone is not available for the speed calling.
- Continuous use of speed dialing is impossible.

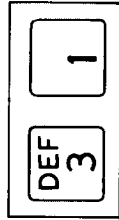
Calling Doorphone

Up to two doorphone (KX-T30865) can be connected to the KX-T30810.

■ Doorphone 1



LIFT THE
HANDSET

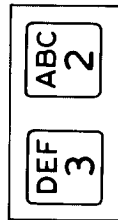


DIAL "31"

■ Doorphone 2



LIFT THE
HANDSET



DIAL "32"

Station Programming

You may dial "0" instead of pressing the "#" button.

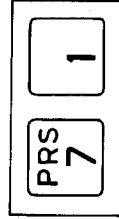
Call Forwarding

Intercom or outside calls to your extension can be automatically forwarded to any extension within the system.

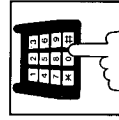
■ Setting



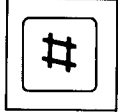
LIFT THE
HANDSET



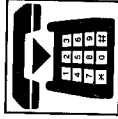
DIAL "71"



DIAL THE
EXTENSION
NUMBER



DIAL "#"

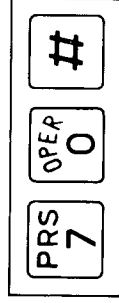


HANG UP

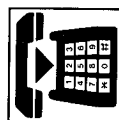
■ To Cancel



LIFT THE
HANDSET



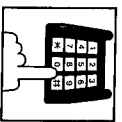
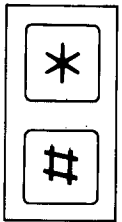
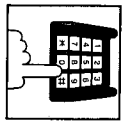
DIAL "70#"



HANG UP

Pulse/Tone Conversion

When the dialing mode is required to change a pulse mode to a tone mode in one dialing sequence, this feature is used. (e.g. computer-accessed long distance service)



DIAL THE PHONE NUMBER

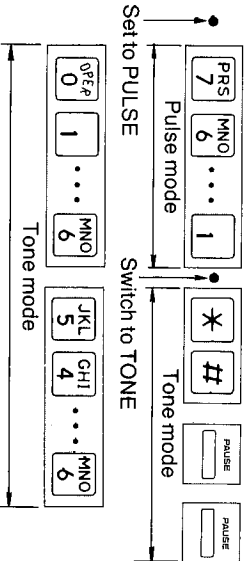
DIAL "*" #"

DIAL THE PHONE NUMBER

- When you dial using this feature, you must use the line selected in a pulse mode.
- Phone number after dialing "*" # " will be changed to tone mode.
- A rotary phone is not available for the Pulse/Tone Conversion.
- You should press "*" and "#" buttons within 10 seconds after the number of the long distance service company.

■ When you use a standard telephone equipped with automatic dialer, be careful the followings:
Example: Computer-accessed long distance service

- Local access telephone number of the alternate long distance service company 765-4321, Authorization no. 0123456, Long distance no. 543-210-9876
- Pulse mode is required by local access telephone number of the alternate long distance service company.
- Service of MCI, SPRINT, METRO or other systems is used.



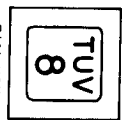
Store the long distance service company no. in PULSE mode, and switch to the TONE mode to memory the following numbers.

Automatic Call Back Busy (Camp-on)

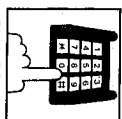
If the intercom extension or outside line you have dialed is busy, you will be automatically called back when the extension or the outside line becomes free using this function.

This feature is also known as camp-on.

■ For outside calls



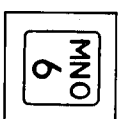
DIAL "8"



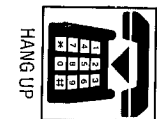
DIAL GO NUMBER (1 through 3)



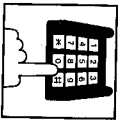
YOU WILL HEAR A BUSY TONE



DIAL "6"



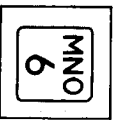
■ For intercom calls



DIAL EXTENSION NUMBER (1 through 18)



YOU WILL HEAR A BUSY TONE



DIAL "6"



CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD



HANG UP

■ When hearing a ring back



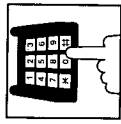
LIFT THE HANSET

- When intercom calls, you will hear the ring back tone.
- When outside calls, you will hear the dial tone from CO.
- A call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during camp-on mode, the camp-on mode will be canceled.

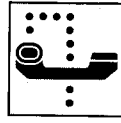
When a Line is Busy (cont.)

Busy Station Signaling

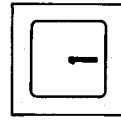
If the extension you have dialed is busy, you can inform that extension that another intercom call is reaching by three beeps. For use of this feature, the other extension is required to be set this feature beforehand in the KX-T30810.



DIAL EXTENSION NUMBER (11 through 18)



YOU WILL HEAR A BUSY TONE



DIAL "1"

- To answer your signaling, see "Call Waiting" on page 13.

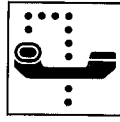
External Feature Access

Allows extension user to access features of central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by Central Office.)

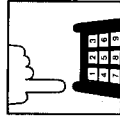
- The external feature (call waiting) can only be accessed when engaged on an outside call.

- The following example shows you one of the procedures.

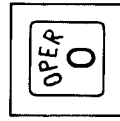
■ Call Waiting—Outside Line



WILL HEAR A CALL WAITING TONE



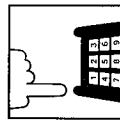
FLASH HOOKSWITCH



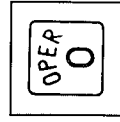
DIAL "0"



CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD



FLASH HOOKSWITCH



DIAL "0"



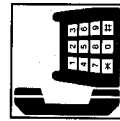
CONSULT WITH THE ORIGINAL CALLER WHILE THE 2ND CALL IS ON HOLD

(If the calling party on hold hang up, the line is terminated.)

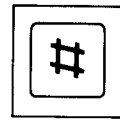
- Flashing the hookswitch and dialing "0" means flash operation.
- If KX-T30810 is connected to host PBX and flash operation is required, follow the procedure of flash operation which is required in the host PBX.

Last Number Redial

The last phone number dialed on an outgoing call to CO can be redialed.



LIFT THE HANDSET



PRESS "#"

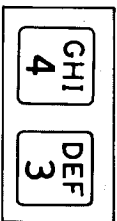
- You may dial "80" instead of pressing the "#" button.

Paging-Answer

A page from built-in speaker or external paging equipment can be answered from any extension.



LIFT THE HANDSET



DIAL "43"



CONFIRMATION TONE OF 1 BEEP WILL BE HEARD



TALK

Answer



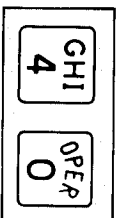
LIFT THE HANDSET

Dial Call Pickup

Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.



LIFT THE HANDSET



DIAL "40"

Intercom Alerting Mode

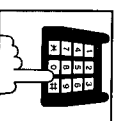
"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

- This feature required to be set beforehand in the KX-T30810. For programming, see page 2-29 in installation manual.

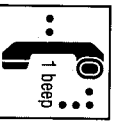
Switching to Tone Alerting



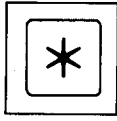
LIFT THE HANDSET



DIAL EXTENSION NUMBER (11 through 18)



WAIT UNTIL A CONFIRMATION TONE IS HEARD



PRESS "*" "



RING BACK TONE

- A rotary phone is not available.
- You should press "*" button within 10 seconds after the dialing.

Directed Call Pickup

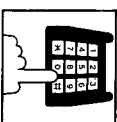
An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.



LIFT THE HANDSET



DIAL "4"



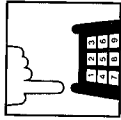
DIAL THE RINGING EXTENSION NUMBER (11 through 18)

To Receive Calls (cont.)

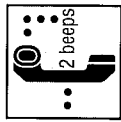
Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

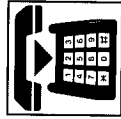
■ To Park a call



FLASH
HOOKSWITCH
HANDSET



CONFIRMATION
TONE



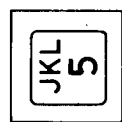
REPLACE
HANDSET

- Do not depress hookswitch for more than one second, or party will be disconnected.

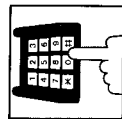
■ To Retrieve a Parked Call at Any Other Extension



LIFT THE
HANDSET



DIAL "5"



DIAL PARKED
EXTENSION
NUMBER

Doorphone



LIFT THE
HANDSET

- If calls from doorphones are not answered within 15 seconds, the calls will be cancelled.
- Each extension has to be programmed for receiving from doorphones. See the "Programmable Doorphone" on page 2-30 in Installation Manual.

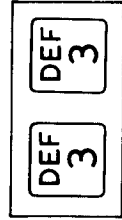
Paging-External

Allows access to external paging equipment.

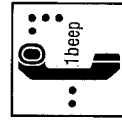
■ To Access



LIFT THE
HANDSET



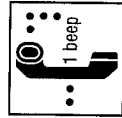
DIAL "33"



CONFIRMATION
TONE



PAGE



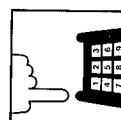
WAIT FOR
CONFIRMATION
TONE AND TALK
OR HANG UP



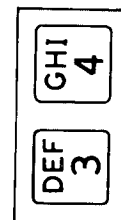
Page will be
heard from
external
paging
equipment.

Paging and Transfer

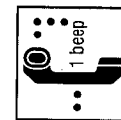
■ To Transfer a Call to the Paged Person



FLASH
HOOKSWITCH TO
PLACE A CALL
ON HOLD



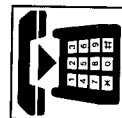
DIAL "34"



CONFIRMATION
TONE



PAGE



WAIT FOR AN
ANSWER
AND HANG UP

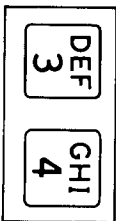
- At step 2 above, dial 35, 36 or 33 instead of 34.

Use of Other Features

Paging All Extensions

Allows paging to all extensions.

■ To Access



LIFT THE HANDSET

DIAL "34"



CONFIRMATION TONE OF 1 BEEP WILL BE HEARD



PAGE

WAIT FOR AN ANSWER AND TALK

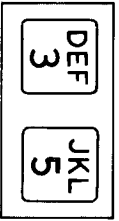
■ Page will be heard only from the built-in speaker of a KX-T30830, a KX-T30850 or a KX-T30820. It will not be heard from the built-in speaker of standard telephone.

Paging Group

Allows paging to either of two groups.

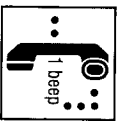
■ To Access

For Pickup Group 1



LIFT THE HANDSET

DIAL "35"



CONFIRMATION TONE



PAGE

WAIT FOR AN ANSWER AND TALK

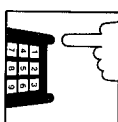
■ For Pickup Group 2
At step 2 above, dial 36 instead of 35.
Page will be heard only from the built-in speaker of a KX-T30830, KX-T30850 or a KX-T30820. It will not be heard from the built-in speaker of standard telephone.

While having a conversation

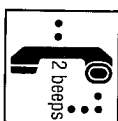
Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call on hold may be used. Intercom and outside calls may be placed on hold.

■ To Place a Call on Hold



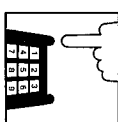
FLASH HOOKSWITCH



CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD

• Do not depress hookswitch for more than one second, or party will be disconnected.

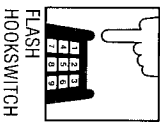
■ To Cancel



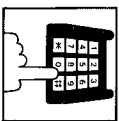
FLASH HOOKSWITCH

Call Splitting

Allows station user to alternate between two parties, either intercom or outside.



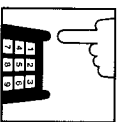
FLASH HOOKSWITCH



DIAL SECOND PARTY



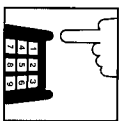
CONSULT 2ND PARTY 1ST PARTY ON HOLD



FLASH HOOKSWITCH



2ND PARTY ON HOLD 1ST PARTY IN CONSULTATION



FLASH HOOKSWITCH

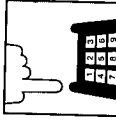


1ST PARTY ON HOLD 2ND PARTY IN CONSULTATION

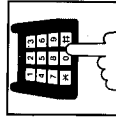
While having a conversation (cont.)

Conference

Allows for up to three party conference, (2-outside/1-inside), (1-outside/2-inside) or (3-inside).



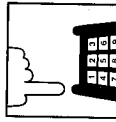
FLASH HOOKSWITCH PUTS 1ST PARTY ON HOLD



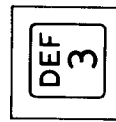
DIAL 2ND PARTY



CONSULT WITH 2ND PARTY



FLASH HOOKSWITCH



DIAL "3" (3-party conference now established.)

To Terminate Conference

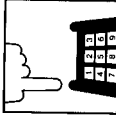
Replace the handset.

- The other two parties are directly connected together and can converse with each other. (Intercom calls and intercom to outside are OK, outside to outside is not possible.)

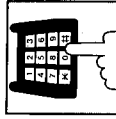
Call Transfer

Outside or intercom calls may be transferred to any extension manually.

To Transfer After Other Extension Answers



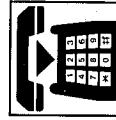
FLASH HOOKSWITCH



DIAL EXTENSION NUMBER

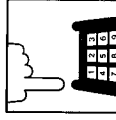


ANNOUNCE AND WAIT FOR AN ANSWER

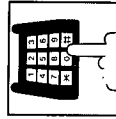


HANG UP

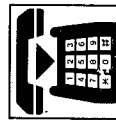
To Transfer without Announcing the other Extension



FLASH HOOKSWITCH



DIAL EXTENSION NUMBER

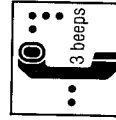


HANG UP

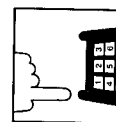
Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.

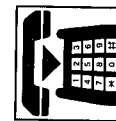
This feature is required to be set beforehand in the KX-T30810. For programming, see page 2-24 in installation manual.



WILL HEAR CALL WAITING TONE



FLASH HOOKSWITCH PUTS 1ST PARTY ON HOLD



HANG UP



LIFT THE HANDSET



CONSULT NEW CALLER

- When you use the hold button of a standard telephone, above-mentioned feature is not available.
- To terminate the original call and talk to the 2nd call, hang up and then lift the handset. (You don't need to flash the hookswitch.)

To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:



LIFT THE HANDSET

To Change the Party to Whom a Call is Transferred before Hanging up

Flash the hookswitch to retrieve the call, then repeat the procedure of Call Transfer.