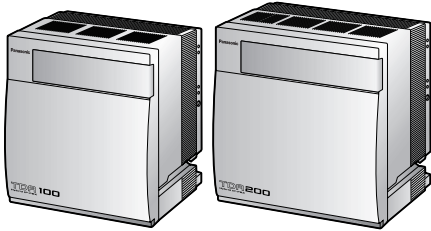# Panasonic

Hybrid IP-PBX
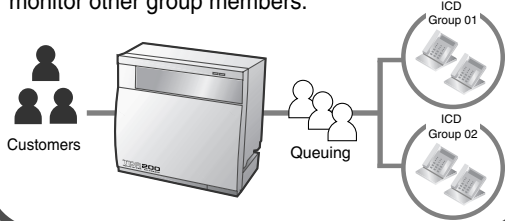
User Manual

KX-TDA100
Model **KX-TDA200**

Thank you for purchasing the Panasonic Hybrid IP-PBX, KX-TDA100/KX-TDA200.
Please read this manual carefully before using this product and save this manual for future use.

Call Center

This PBX can establish Incoming Call Distribution Groups (ICD Group) by which a large volume of calls from the external customers could be received. One extension can act as the supervisor, and monitor other group members.

1.8 Call Center

Wireless System

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

Appendix

Easy Operation

If you are using a certain Panasonic telephone that is equipped with a navigation key/jog dial and a display, it helps you to access the desired feature easily. Also, you will be informed of the arrival of a incoming call or a message waiting by the lamp if it is equipped.

Navigation Key   Jog Dial   Message/Ringer Lamp

1.1 Before Operating the Telephones

Voice Mail Integration

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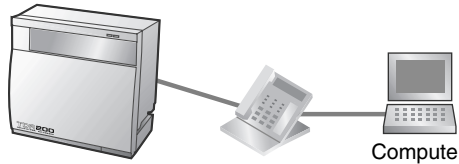
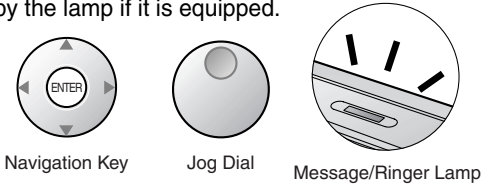1.9.3 Voice Processing System

PC Phone/PC Console

This PBX supports the PC Phone/PC Console when your computer is connected to certain Panasonic telephones via USB interface. The PC Phone/PC Console provides advanced control and monitoring of your PBX.

Computer

Consult your dealer

Call Record
(Station Message Detail Recording)

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

Date	Time	Ext	· · · · · · ·
01/02/02	10:03AM	1230	· · · · · · ·
01/02/02	11:07AM	2230	· · · · · · ·

Consult your dealer

Important Information

The following icons are used frequently in this manual.

‼ Hints   Conditions

Notice

The Proprietary Telephone is abbreviated as "PT".

The Single Line Telephone is abbreviated as "SLT".

The Portable Station is abbreviated as "PS".

The Proprietary Telephone with a Display is abbreviated as "Display PT".

IMPORTANT SAFETY INSTRUCTIONS

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

1. Read and understand all instructions.

2. Follow all warnings and instructions marked on the product.

3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.

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

5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.

6. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or other heat source. This product should not be placed in a built-in installation unless proper ventilation is provided.

7. This product should be operated only from the type of power source indicated on the product label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.

8. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the safety purpose of the grounding type plug.

9. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by people walking on it.

10. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.

11. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.

12. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified person when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.

13. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

    a) When the power supply cord or plug is damaged or frayed.

    b) If liquid has been spilled into the product.

    c) If the product has been exposed to rain or water.

    d) If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

    e) If the product has been dropped or the cabinet has been damaged.

    f) If the product exhibits a distinct change in performance.

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

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

<u>SAVE THESE INSTRUCTIONS</u>

Attention

- If there is any trouble, disconnect the unit from the telephone line. Plug the telephone directly into the telephone line. If the telephone operates properly, do not reconnect the unit to the line until the problem has been repaired by an authorized Panasonic Factory Service Center. If the telephone does not operate properly, chances are that the problem is in the telephone system, and not in the unit.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps, motors and televisions. These noise sources can interfere with the performance of the unit.
- This unit should be kept free of dust, moisture, high temperature (more than 40 °C [104 °F]) and vibration, and should not be exposed to direct sunlight.
- Never attempt to insert wires, pins, etc., into the vents or holes of this unit.
- Do not use benzene, 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 for KX-TDA100/KX-TDA200 use.

When you ship the product

Carefully pack and send it prepaid, adequately insured and preferably in the original carton. Attach a postage-paid letter, detailing the symptom, to the outside of the carton. DO NOT send the product to the Executive or Regional Sales offices. They are NOT equipped to make repairs.

Product service

Panasonic Factory Servicenters for this product are listed in the servicenter directory. Consult a certified Panasonic dealer for detailed instructions.

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

MODEL NO.: _____

SERIAL NO.: _____

For your future reference

DATE OF PURCHACE   _____

NAME OF DEALER   _____

DEALER'S ADDRESS   _____

_____

_____

_____

DEALER'S TELEPHONE NO.   _____

F.C.C. REQUIREMENTS AND RELEVANT INFORMATION

1. **Notification to the Telephone Company**

   This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the side of this equipment is a label that contains, among other information, a product identifier in the format US: ACJMF03AKX-TDA100. If requested, this number must be provided to the telephone company.

   Installation must be performed by a qualified professional installer. If required, provide the telephone company with the following technical information:

   - Telephone numbers to which the system will be connected
   - Make: Panasonic
   - Model: KX-TDA100 and KX-TDA200
   - Certification No.: found on the side of the unit
   - Ringer Equivalence No.: 0.3A
   - Facility Interface Code: 02LS2, 04DU9.BN/DN/1KN/1SN, METALLIC
   - Service Order Code: 9.0F, 6.0P
   - Required Network Interface Jack: RJ21X, RJ48C, RJ2HX

2. **Ringer Equivalence Number (REN)**

   The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US: ACJMF03AKX-TDA100. The digits represented by 03 are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

3. **Incidence of Harm to the Telephone Lines**

   If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

4. **Changes in Telephone Company Communications Facilities, Equipment, Operations and Procedures**

   The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

5. **Trouble with this equipment**

   If trouble is experienced with this equipment, for repair or warranty information, please see the attached warranty, which includes the Servicenter Directory. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

6. **Connection to Party Line**

   Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

7. **Combined Use with Alarm Equipment**

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Note

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this device.

When programming emergency numbers and/or making test calls to emergency numbers:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

WARNING

The software contained in the ARS and TRS/Barring features to allow user access to the network must be upgraded to recognize newly established network area codes and exchange codes as they are placed into service.
Failure to upgrade the premises PBXs or peripheral equipment to recognize the new codes as they are established will restrict the customer and the customer's employees from gaining access to the network and to these codes.
KEEP THE SOFTWARE UP-TO-DATE WITH THE LATEST DATA.

For Cell Station

CAUTION

Any changes or modifications not expressly approved by the party responsible for compliance could void user's authority to operate this device.

Note

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.
• Increase the separation between the equipment and receiver.
• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
• Consult the dealer or an experienced radio/TV technician for help.

Some wireless telephones operate at frequencies that may cause interference to nearby TVs and VCRs. To minimize or prevent such interference, the base of the wireless telephone should not be placed near or on top of a TV or VCR. If interference is experienced, move the wireless telephone further away from the TV or VCR. This will often reduce, or eliminate, interference. Operating near 2.4 GHz electrical appliances may cause interference. Move away from the electrical appliances.

CAUTION

To comply with FCC RF exposure requirements in uncontrolled environment:

• This equipment must be installed and operated in accordance with provided instructions and a minimum 20 cm (8 in) spacing must be provided between antenna and all person's body (excluding extremities of hands, wrist and feet) during wireless modes of operation.
• This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

Medical—consult the manufacturer of any personal medical devices, such as pacemakers, to determine if they are adequately shielded from external RF (radio frequency) energy. (The unit operates in the frequency range of 2401 MHz to 2480 MHz, and the power output level can range from 0.004 W to 0.4 W.) Do not use the unit in health care facilities if any regulations posted in the area instruct you not to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF (radio frequency) energy.

# Table of Contents

Section 1

Operation

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

1.1 Before Operating the Telephones

1.1.1 Before Operating the Telephones

◆◆ What Kind of Telephone Can Be Used?

You can use a single line telephone (SLT), such as a rotary pulse telephone or a Panasonic proprietary telephone (PT) such as the KX-T7636. You can also use a Panasonic Portable Station (PS), e.g., KX-TD7690. Use the feature depending on the telephone you are using. If you are using

a Panasonic proprietary telephone with a special feature button such as ⬚REDIAL or a display (Display PT) or both, you can follow the operation with the button or display messages for easy programming. If you use a large display telephone (e.g., KX-T7636), you can follow the displayed messages to use the features. If your telephone does not have feature buttons and/or a display, you may operate the PBX by entering a feature number instead. Follow the operation for your type of telephone.
If you use a Console, you can use the buttons on the Console as the buttons on the connected proprietary telephone.
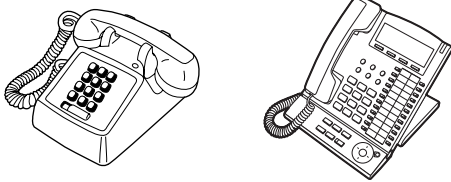
!!
• If you use a Panasonic proprietary telephone which does not have feature buttons, you may change one of the unused flexible buttons to a feature button. Refer to "3.1.3 Customizing the Buttons".

Portable Station (PS) Registration

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

◆◆ Feature Numbers

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

- Flexible feature number
- Fixed feature number

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

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

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

◆◆ Tone

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

◆◆ Display

In this manual, you will see "the display ...". This refers to the display of a Panasonic proprietary telephone. If your telephone is not a Panasonic display proprietary telephone, the message will not be displayed.
If you use a Panasonic display proprietary telephone, the display helps you confirm the settings. Some proprietary telephones also give you easy access to features. A message is displayed depending on the feature. By pressing the corresponding button on the side or at the bottom of the display, or pressing the Navigator Key, you can access the desired feature.
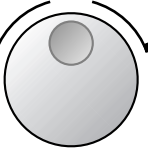Furthermore, depending on the display proprietary telephone, you can operate features or make calls using the display message. Refer to "1.11 Display Proprietary Telephone".
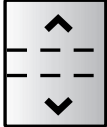
Your Extension Number

If you use a Panasonic display proprietary telephone, you can check your own extension number on the display. Press the TRANSFER button or Soft (S1) button while on-hook.

◆◆ Using a Navigator Key/Jog Dial/Volume Key

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

Navigator Key	Jog Dial	Volume Key
Up (Level **increases**) **Left** ◄ ENTER ► **Right** **Down** (Level **decreases**)	**Left** (counter-clockwise) → Level **decreases** **Right** (clockwise) → Level **increases**	**Up** (Level **increases**) **Down** (Level **decreases**)

◆◆ Examples

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

◆◆ Restrictions

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

◆◆ Icon Descriptions
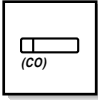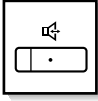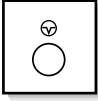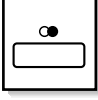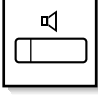
The following icons show you the feature availability, notes and action to use the features.

	This feature cannot be used with a single line telephone.	(CO) OR **9** OR **8** CO line group no.	Seize a CO line (One of the following). • Press the CO button. • Dial automatic line access number 9. • Dial CO line group access number and CO line group number.
	See "Programming" for Related Programming if necessary.		
	Off-hook (One of the following). • Lift the handset. • Press the SP-PHONE button. • Press the MONITOR button. (To start talking, lift the handset.) • Press TALK button.		Press the Call button on the Doorphone.
	On-hook (One of the following). • Hang up. • Press the SP-PHONE button. • Press the MONITOR button. • Press CANCEL button.		Press the hookswitch lightly.
	Press the corresponding feature button on the proprietary telephone.		Talk.
desired no.	Enter the required number. <Example> account code Enter the account code.	♪	You will hear a busy, confirmation, dial, ring or ringback tone. B. Tone: Busy Tone C. Tone: Confirmation Tone D. Tone: Dial Tone R. Tone: Ring Tone R. B. Tone: Ringback Tone
extension no.	Dial an extension number.	outside phone no.	Dial outside phone number.
phone no.	Dial the telephone number.		
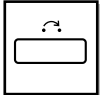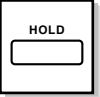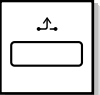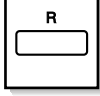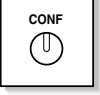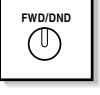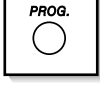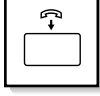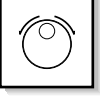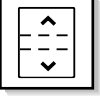
◆◆ ## When You Use a Panasonic Proprietary Telephone

If you use a Panasonic proprietary telephone and the Console, they may have some of the useful feature buttons described below. For a PS user, refer to "Operating Instructions" for PS. These buttons make operations simple. The illustrations may differ from the buttons on your telephone.

Fixed Buttons

(CO)	**CO**: Used to make or receive an outside call. (Button assignment is required.) Also used as feature buttons. (Button assignment is required.) (Only the CO line "number" [e.g., 1, 2] may be shown on some telephones.)	SP-PHONE	**SP-PHONE**: Used for hands-free operation.
AUTO DIAL STORE	**AUTO DIAL/STORE**: Used for System/Personal Speed Dialing or storing program changes.	PAUSE	**PAUSE**: Used to insert a pause when storing a telephone number. This button also functions as the PROGRAM button when there is no PROGRAM button on your telephone.
REDIAL	**REDIAL**: Used to redial the last dialed number.	MESSAGE	**MESSAGE**: Used to leave a message waiting indication or call back the party who left the message waiting indication.
INTERCOM INT'	**INTERCOM**: Used to make or receive intercom calls.		**Soft Buttons**: Used to select the item displayed on the bottom of the display.
MONITOR	**MONITOR**: Used for hands-free dialing. You can monitor the party's voice in hands-free mode.	AUTO ANS MUTE	**AUTO ANS (Auto Answer)/MUTE**: Used to receive an incoming call in hands-free mode or mute the microphone during a conversation.

	TRANSFER: Used to transfer a call to another party.		**HOLD**: Used to place a call on hold.
	FLASH/RECALL: Used to disconnect the current call and make another call without hanging up.		**CONF (Conference)**: Used to establish a multiple party conversation.
	VOICE CALL/MUTE: Used to monitor an intercom call automatically, but it cannot be used for hands-free conversations. It also mutes the handset microphone during a conversation.		**Call Forwarding (FWD)/Do Not Disturb (DND)**: Used to perform Call Forwarding (FWD) or Do Not Disturb (DND).
	PROGRAM: Used to enter and exit the Programming mode.		**ANSWER**: Used to answer an incoming call.
	RELEASE: Used to disconnect the line.		**Navigator Key/Jog Dial/Volume Key**: Used to adjust the volume and the display contrast or select desired items.

(PF)	**Programmable Feature (PF)**: *Located on the upper part of the CO button array or on the DSS Console.* Assigns the desired button and used to access the stored feature. Mostly used as a One-Touch Dialing button. (Only the "F and number" may be shown on some telephones.)	**MODE**	**MODE**: Used to shift the display to access various features.
SELECT	**SELECT**: Used to select the displayed item or to call the displayed phone number.	**SHIFT**	**SHIFT**: Used to access the second level of Soft button features.
ENTER	**ENTER**: Used to confirm the selected item.		**CANCEL**: Used to cancel the selected item.

Customized Buttons

If the term is in parentheses like (Account) in this section, it means a flexible button has been made into an "Account" button. To customize, refer to "3.1.3 Customizing the Buttons".

Buttons	Feature
Loop-CO (L-CO)	Used to access an idle CO line for making outside calls. Incoming outside calls from any CO line arrive at this button.
Group-CO (G-CO)	Used to access an idle CO line in a specified CO line group for making outside calls. Incoming calls from CO lines in the assigned CO line group arrive at this button.
Single-CO (S-CO)	Used to access a specified CO line for making or receiving outside calls.
Direct Station Selection (DSS)	Used to access an extension with one-touch. It is also possible to be changed to the other feature button.
One-touch Dialing	Used to access a desired party or system feature with one-touch.
Group Directory Number (G-DN)	Used to access a specified incoming call distribution group for making or receiving calls.
Message	Used to leave a message waiting indication or call back the party who left the message waiting indication.
Message for another extension	Used to have a Message button for another extension.
Call Forwarding (FWD)/Do Not Disturb (DND)—Both calls	Used to forward all calls to a specified destination or refuse.
FWD/DND—Outside calls	Used to forward CO line calls to a specified destination or refuse.
FWD/DND—Intercom calls	Used to forward intercom calls to a specified destination or refuse.
Group FWD—Both calls	Used to forward all the calls to your group to specified destination.
Group FWD—Outside calls	Used to forward the CO line calls to your group to a specified destination.
Group FWD—Intercom calls	Used to forward the intercom calls to your group to a specified destination.

Buttons	Feature
Account	Used to enter an account code.
Conference	Used to establish a multiple party conversation.
Terminate	Used to disconnect the current call and make another call without hanging up.
External Feature Access (EFA)	Used to access special features offered by a host PBX or a telephone company.
Call Park	Used to park or retrieve a call in a preset parking zone.
Call Park (Automatic Park Zone)	Used to park a call in an idle parking zone automatically.
Call Log	Used to show the incoming call information.
Call Log for ICD Group	Used to have a Call Log button for incoming call distribution group.
Log-in/Log-out	Used to switch between the log-in and log-out mode.
Log-in/Log-out of a specified group	Used to have a Log-in/Log-out button for another incoming call distribution group.
Log-in/Log-out for all groups	Used to have a Log-in/Log-out button for all groups.
Hurry-up	Used to transfer the longest waiting call in the queue of an incoming call distribution group to the overflow destination.
Wrap-up	Used to switch the wrap-up status, Ready and Not Ready mode.
System Alarm	Used to confirm a PBX error. For more details, consult your dealer.
Time Service (Day/Night/ Lunch/Break)	Used to switch the time service mode.
Answer	Used to answer an incoming call.
Release	Used to disconnect the line during or after a conversation or to complete a Call Transfer.
Toll Restriction (TRS)	Used to change the toll restriction level of other extension users temporarily.
Calling Line Identification Restriction (CLIR)	Used to switch between the CLIP and CLIR services.
Connected Line Identification Restriction (COLR)	Used to switch between the COLP and COLR services.
Headset	Used to talk using the headset.
Time Service Switching Mode (Automatic/Manual)	Used to switch the time service mode, Automatic or Manual.
Two-way Record	Used to record a conversation into your own mailbox.
Two-way Transfer	Used to record a conversation into the mailbox of a specific extension.
One-touch Two-way Transfer	Used to record a conversation into the mailbox of a specific extension with one-touch.
Live Call Screening (LCS)	Used to monitor your own voice mailbox while an incoming caller is leaving a message and, if desired, intercept the call.

Buttons	Feature
Voice Mail Transfer	Used to transfer a call to the mailbox of a specified extension.

◆◆ How to Follow the Steps
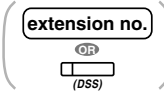
An example of system operation is shown below.

◆◆ **Calling Another Extension** — — — — — — — — — —

Feature title

To another extension (Intercom Call) — — — — —

PT/SLT/PS

Off-hook. ▶ Dial **extension number** or press **DSS.** ▶ Talk. — — — — — — —

extension no.
OR
(DSS)

Operation steps
The description of the icons are explained on "Icon Descriptions".

- The DSS button light shows the current status as follows:
  Off: The extension is idle.
  Red on: Your or another extension is using the line. — — — — — — —

Conditions

- To call using a directory, refer to "1.11.2 Using the Directories". — — — — —
- **For quick operation**
  If you are an operator or dial some extensions frequently, DSS buttons are useful.

Hints

Customizing Your Phone
- 3.1.3 Customizing the Buttons
  Create or edit a Direct Station Selection (DSS) button.

Programming References: The related or required programming is noted.

◆◆ Connection Example

This diagram shows you a connection example.

Telephone Company

Computer

Hybrid IP-PBX

IP-type
Private Network

Router

Computer

Computer
(Server)

Computer
Printer

Single Line
Telephone

Single Line
Telephone

Computer

Fax Machine

Digital Proprietary
Telephone

Computer

Doorphone & Door Opener

Wireless Phone

Analog Proprietary
Telephone

External Music Source

Portable   Cell
Station   Station

Digital Proprietary
Telephone

Pager/   Amplifier
Speaker

Voice Processing
System

USB

KX-T7636/
KX-T7633

Computer

1.2 Making Calls

1.2.1 Basic Calling

— Calling Another Extension
— Calling an Outside Party
— TIE Line Access
— Account Code Entry

◆◆ Calling Another Extension
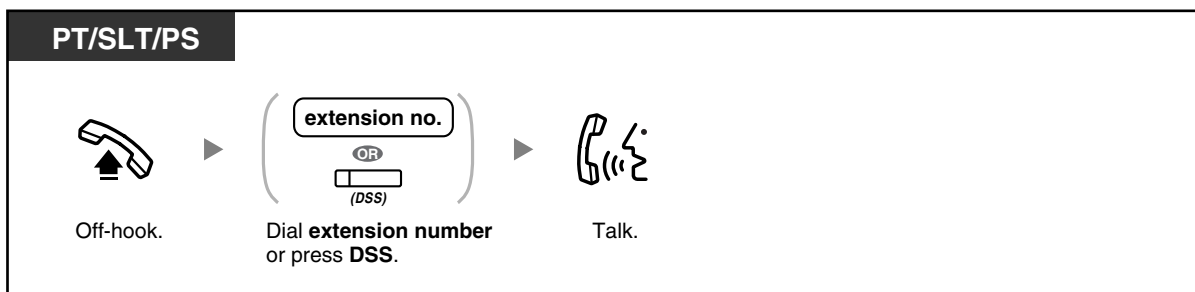
Intercom Call

```
PT/SLT/PS
```


| Off-hook. | Dial **extension number** or press **DSS**. | Talk. |

- The DSS button light shows the current status as follows:
  Off: The extension is idle.
  Red on: Your or another extension is using the line.

- To call using a directory, refer to "1.11.2 Directories".
- **For quick operation**
  If you are an operator or dial some extensions frequently, DSS buttons are useful.

Customizing Your Phone
- 3.1.3 Customizing the Buttons
  Create or edit a Direct Station Selection (DSS) button.

Operator Call

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

```
PT/SLT/PS
```


| Off-hook. | Enter **0**. |
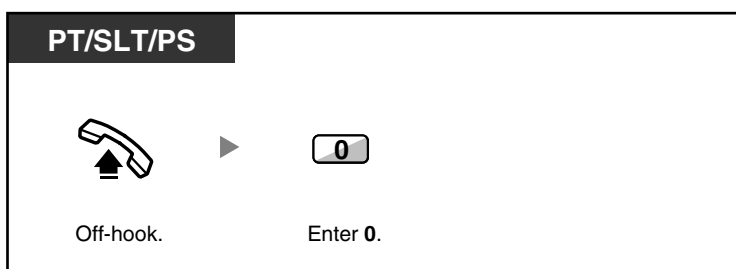
◆◆ Calling an Outside Party

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

Automatic Line Access

PT/SLT/PS

Off-hook. ▶ Press **L-CO** or enter **automatic line access number**. ▶ Dial **outside phone number**. ▶ Talk.

(L-CO) OR **9**

outside phone no.

CO Line Group Access

PT/SLT/PS

Off-hook. ▶ Press **G-CO** or enter **CO line group access number** and then **CO line group number** (2 digits). ▶ Dial **outside phone number**. ▶ Talk.

(G-CO) OR **8** | CO line group no.

outside phone no.
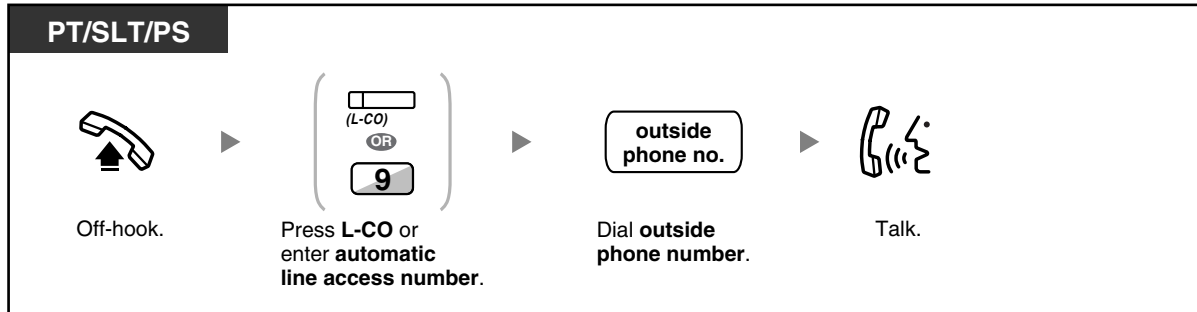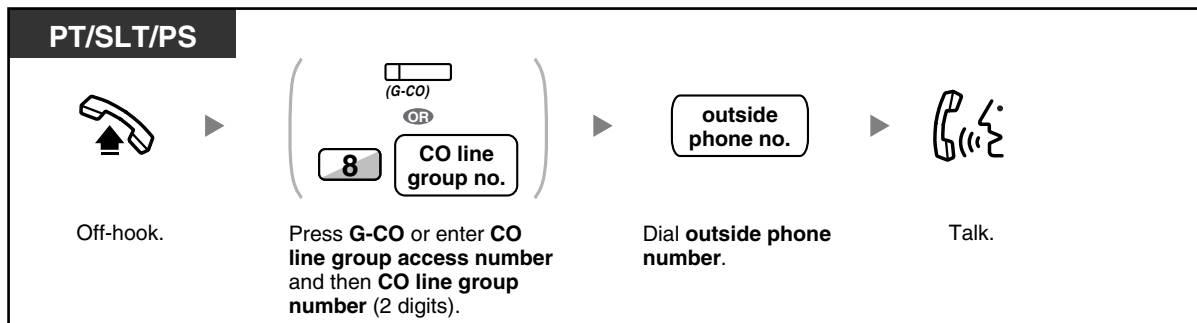
To select the specified CO line

PT/PS

Off-hook. ▶ *(S-CO)* ▶ Press **S-CO**. ▶ Dial **outside phone number**. ▶ Talk.

outside phone no.
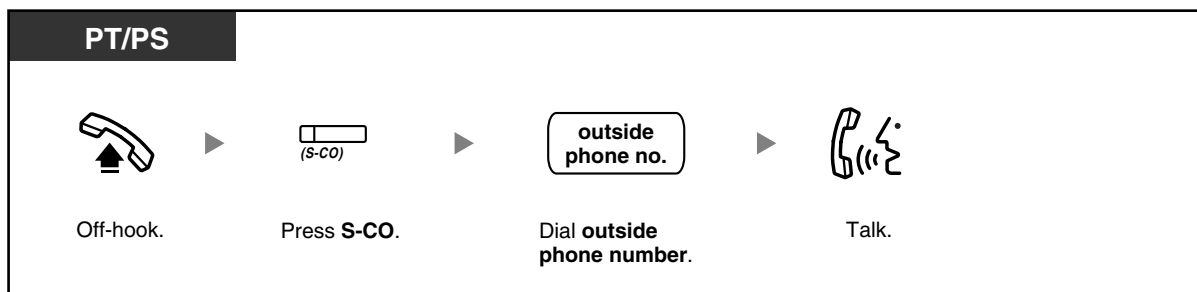
- Each of the S-CO button or G-CO button light shows the current status as follows:
  Off: The line is idle.
  Red on: The line is in use.
- You may be restricted from making a call to the specified outside party. To make a call, refer to "1.2.6 Calling without Restrictions".

‼ • **To confirm number before dialing**, you can enter a phone number and confirm it on the display and then go off-hook. (Predialing)
• **To make a call to another party without going on-hook**, press the FLASH/RECALL button. It will re-access the CO line and provide external dial tone. Pressing the Terminate button will provide intercom dial tone. You can dial the new phone number without going on/off-hook.

☞ **Customizing Your Phone**
• 3.1.2 Settings on the Programming Mode–**Preferred Line Assignment—Outgoing**
Select the seized line when going off-hook.
• 3.1.3 Customizing the Buttons
Create or edit a Loop-CO (L-CO) button, a Group-CO (G-CO) button, a Single-CO (S-CO) button or a Terminate button.

◆◆ TIE Line Access

When your PBX is connected to a private network, you can access it.

To call

PT/SLT/PS			
Off-hook.	Enter **7**.	Dial **private phone number**.	Talk.

◆◆ Account Code Entry

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

PT/SLT/PS

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

Dial **outside phone number**.

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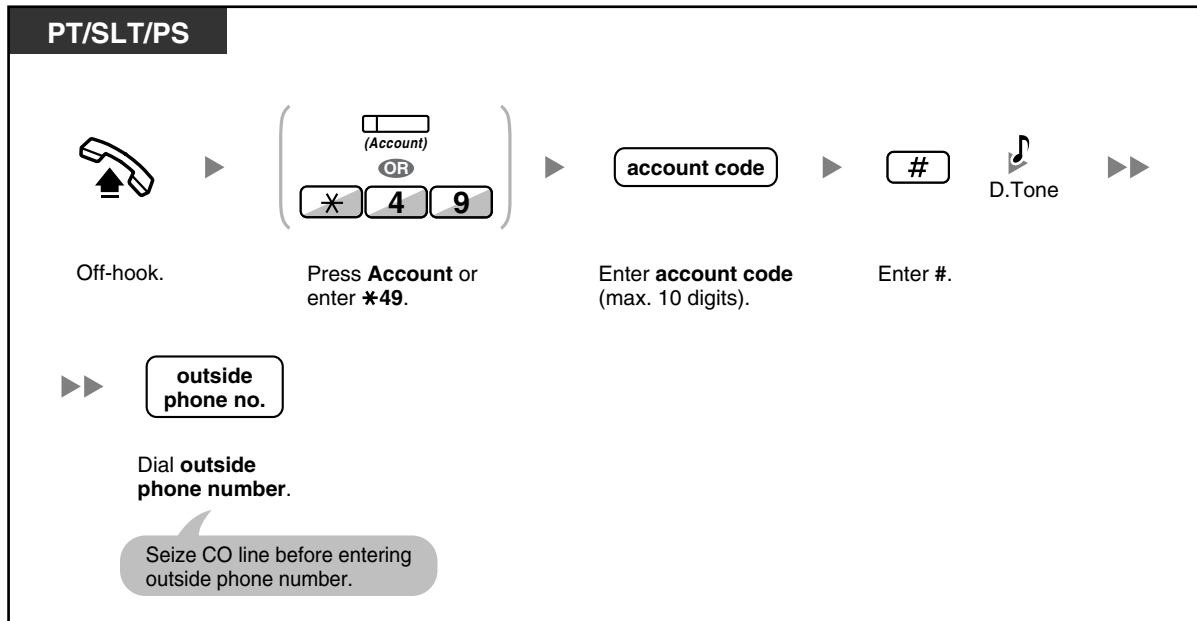
- • **A Panasonic proprietary telephone extension user** can enter an account code during a conversation and when hearing reorder tone after the other party hangs up.
- • Account codes may use the digits "0" through "9".
- • **If you enter the wrong code,** press the "✱" key and re-enter the account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

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

Customizing Your Phone
- • 3.1.3 Customizing the Buttons
  Create or edit an Account button.

1.2.2   Easy Dialing

This is convenient for frequently dialed phone numbers.
— One-touch Dialing
— Personal Speed Dialing
— System Speed Dialing
— Hot Line
— Quick Dialing

◆◆ One-touch Dialing

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

PT/PS

Off-hook.

▶

(One-touch Dialing)

Press **One-touch Dialing**.
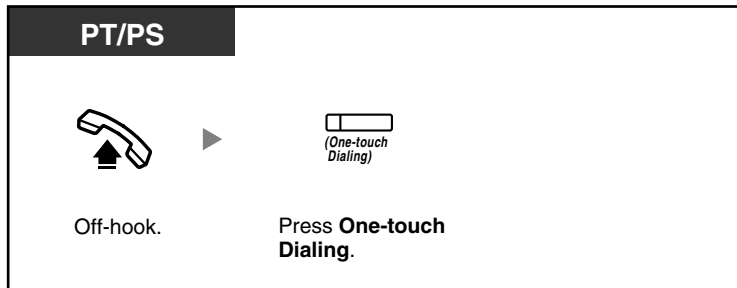
☞ **Customizing Your Phone**
- 3.1.3 Customizing the Buttons
  Create or edit a One-touch Dialing button, store the desired phone number or feature number.

◆◆ Personal Speed Dialing

You can store numbers at your extension for your personal use. (Default: 10 numbers, 00-09)
This feature is also known as Station Speed Dialing.

To store a phone number

PT/SLT

Off-hook.

▶ ✳ 3 0 ▶

Enter ✳**30**.

personal speed dialing no.

Enter **personal speed dialing number** (2 digits).

▶

desired phone no.

Enter **desired phone number** (max. 32 digits).

Enter CO line access number before outside phone number.

▶ **#**

Enter **#**.

C.Tone

On-hook.

To dial

PT/SLT			
Off-hook.	Press **AUTO DIAL** or enter ✱✱.	Enter ✱.	Dial **personal speed dialing number** (2 digits).
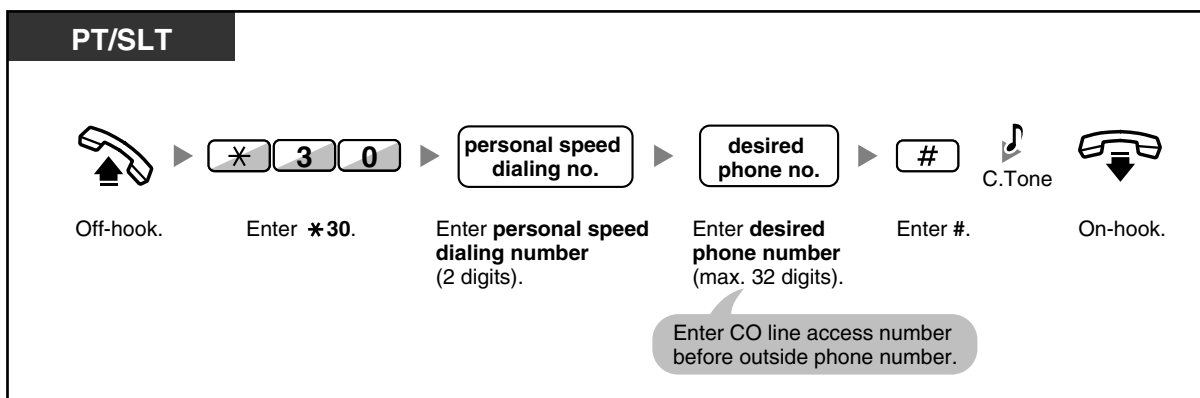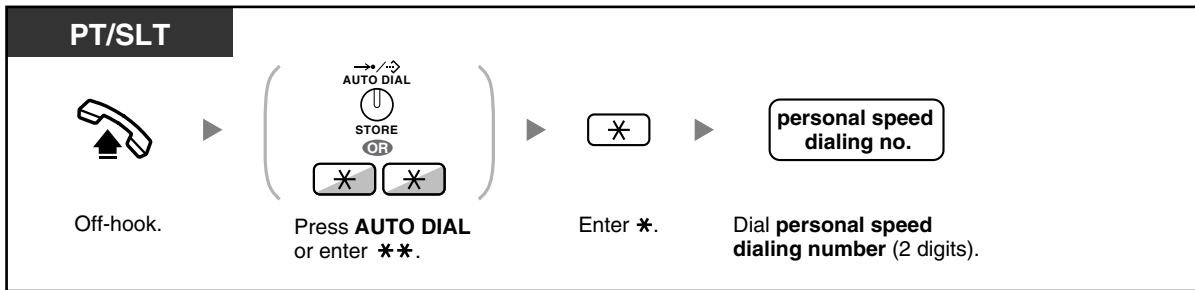
- To call using a directory, refer to "1.11.2 Directories".

◆◆ System Speed Dialing

You can make calls using speed dialing numbers stored in the PBX.

PT/SLT/PS		
Off-hook.	Press **AUTO DIAL** or enter ✱✱.	Dial **system speed dialing number** (3 digits).
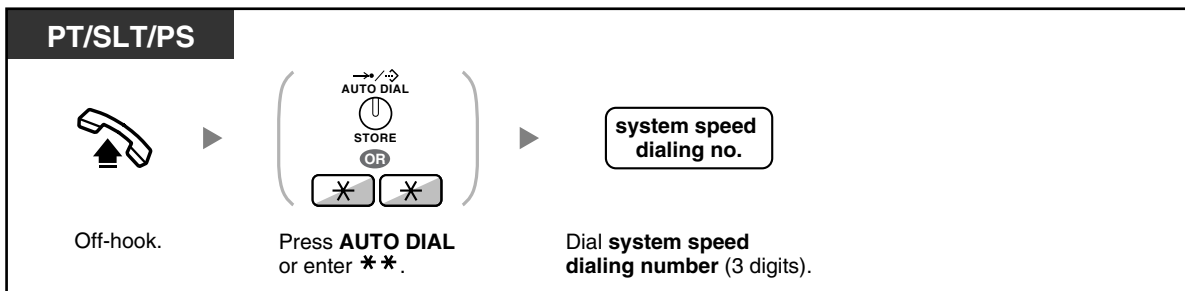
- To call using a directory, refer to "1.11.2 Directories".

◆◆ Hot Line

You can make an outside call simply by going off-hook if you have preprogrammed your phone.
This feature is also known as Pickup Dialing.

To store a phone number

PT/SLT/PS					
Off-hook.	Enter ✱740.	Enter 2.	Enter **desired phone number** (max. 32 digits).	Enter #. C.Tone	On-hook.

Enter CO line access number before outside phone number.

To set/cancel

PT/SLT/PS

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

	✱ 7 4 0	**1** Set **OR** **0** Cancel	

To dial

PT/SLT/PS
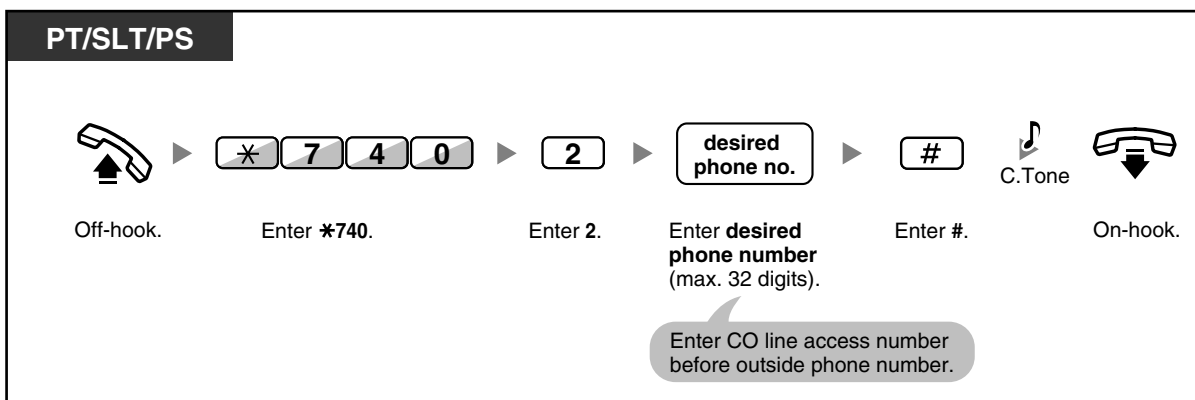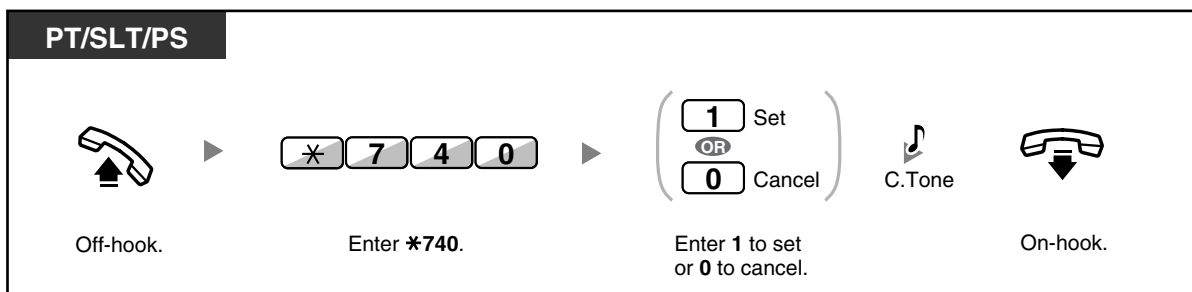
Off-hook.

- **To call another party**, dial the desired party's phone number before the preprogrammed number is dialed.
- You should assign the intercom line as the seized line when going off-hook. (Preferred Line Assignment— Outgoing)

Customizing Your Phone
- 3.1.2 Settings on the Programming Mode—**Preferred Line Assignment—Outgoing** Select the seized line when going off-hook.

◆◆ Quick Dialing

You can make a call simply by pressing the preprogrammed number for quick dialing. For details, consult your manager or dealer.

PT/SLT/PS

Off-hook. ▶ (quick dialing no.)

Dial **quick dialing number** (1-4 digits).
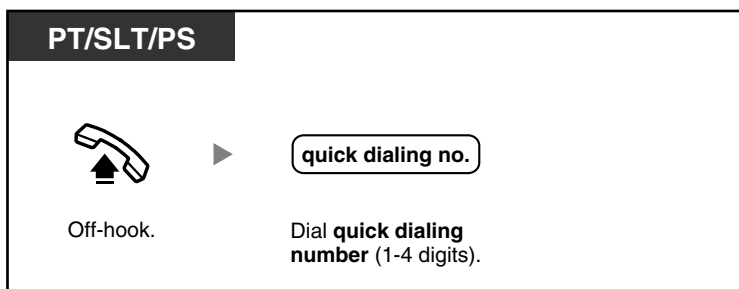
- It is a useful feature for Hotel.
  For example, to dial the Room Service, dial the digit "3", not the full extension number.

1.2.3   Redial

This is convenient when calling the same outside party again.

— Last Number Redial

◆◆ **Last Number Redial**

```
┌─────────────────────────────────────────────────┐
│  PT/SLT/PS                                       │
│                                                  │
│                            REDIAL                │
│                           ┌──────┐               │
│        📞          ▶       └──────┘               │
│                             OR                   │
│                           ┌──────┐               │
│                           │  #   │               │
│                           └──────┘               │
│                                                  │
│     Off-hook.        Press REDIAL or enter #.    │
└─────────────────────────────────────────────────┘
```
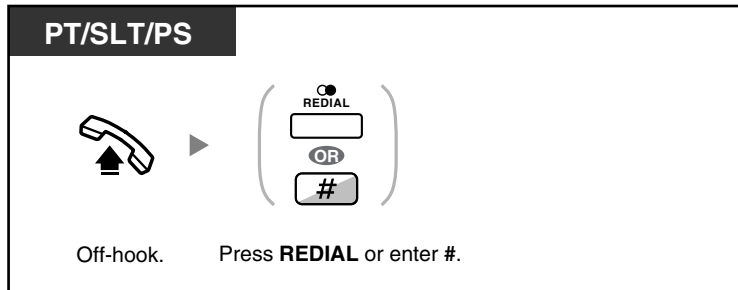
- Up to 32 digits can be stored and redialed.
- After pressing REDIAL, if you hear a busy tone again, press REDIAL to retry.

- **To redial automatically,** press the SP-PHONE button and then the REDIAL button, or press the REDIAL button directly. It will keep trying the busy number until the called party answers or until a specified timeout (Automatic Redial). You can perform other tasks during dialing. To cancel, press the FLASH button.
  Some CO lines may not support this feature.

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

    — Automatic Callback Busy

    — Call Waiting

    — Message Waiting

    — Executive Busy Override

    — Call Monitor

    — DND Override

◆◆ **Automatic Callback Busy**

You can set the telephone to receive callback ringing:
- when a dialed extension becomes idle.
- when your desired CO line that is in use by another extension becomes idle.

You cannot set Automatic Callback Busy for a busy party outside of the PBX.

When you answer the callback ringing:
- For an outside call: The line is seized.
- For an intercom call: The called extension starts ringing automatically.

To set (for both extension and CO line)

PT/SLT/PS

While hearing a busy tone

6	♪ C.Tone	☎
Enter **6**.		On-hook.
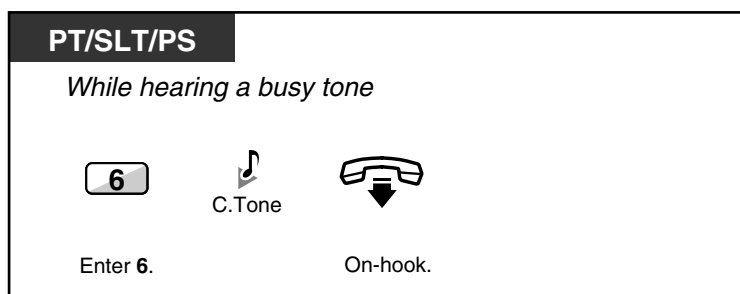
To answer the callback ringing from an idle extension

PT/SLT/PS

While hearing a callback ringing

☎	♪ R.B.Tone	☎
Off-hook.		Talk.
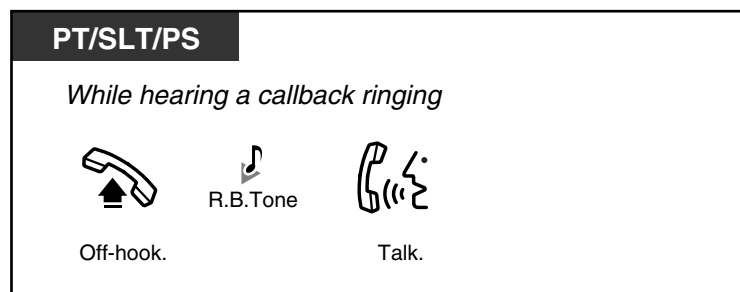
To answer the callback ringing from an idle CO line

PT/SLT/PS

While hearing a callback ringing

☎	▶	**outside phone no.**	▶	☎
Off-hook.		Dial **outside phone number**.		Talk.
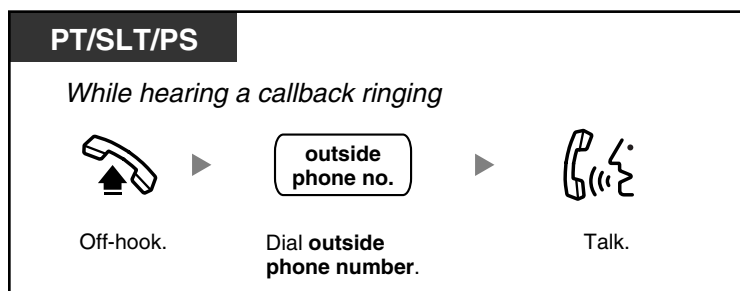
• If you do not answer the callback ringing within 10 seconds, this feature will be canceled.

Automatic Callback Busy Cancel

PT/SLT/PS

☎	▶	✳ 4 6	♪ C.Tone	☎
Off-hook.		Enter ✳**46**.		On-hook.
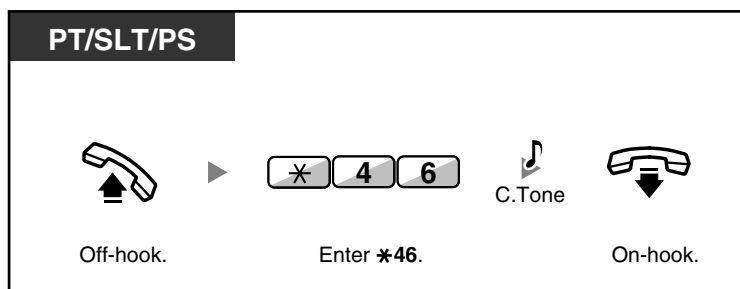
◆◆ Call Waiting

You can inform the called party that your call is waiting.
This feature is also known as Busy Station Signaling (BSS).

PT/SLT/PS

While hearing a busy tone

[1]

Enter **1**.

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

◆◆ Message Waiting

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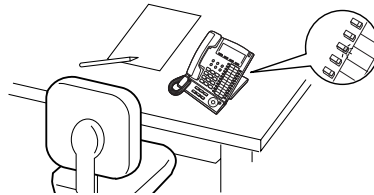
◆ For a caller

To leave a message waiting indication

PT/SLT/PS

When the called extension is busy or does not answer

[⊠ MESSAGE]
OR
[4]
Press **MESSAGE** or enter **4**.

♪ C.Tone

On-hook.

To leave/cancel a message waiting indication

```
PT/SLT/PS
```

☎ ➤	✱ 7 0 ➤	1 Leave ⟨OR⟩ 0 Cancel ➤	desired extension no.	♪ C.Tone	☎
Off-hook.	Enter ✱70.	Enter 1 to leave or 0 to cancel.	Enter desired extension number.		On-hook.
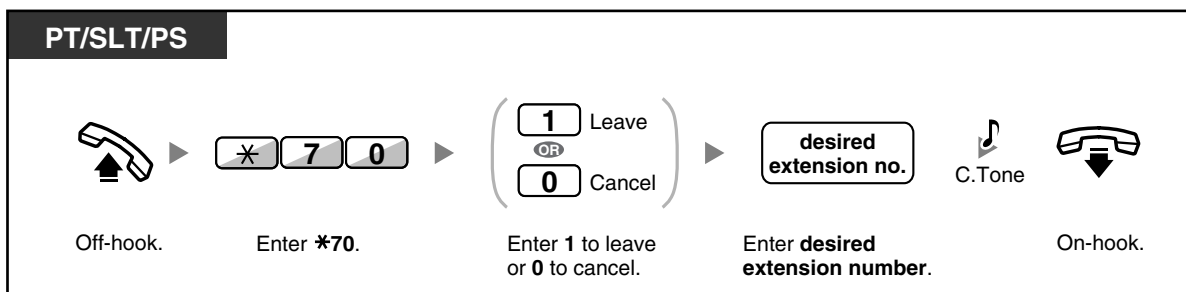
◆ **For a called extension**

To check the left message and call back

```
PT/PS
```

While on-hook

✉ MESSAGE ➤	☎ ➤	📞
Press **MESSAGE** until the desired extension appears.	Off-hook.	Talk.

To call back

```
PT/SLT/PS
```
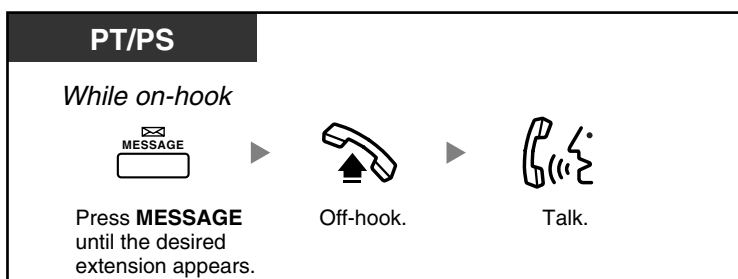
☎ ➤	✉ MESSAGE ⟨OR⟩ ✱ 7 0 ➤ 2 ➤	📞
Off-hook.	Press **MESSAGE** or enter ✱70 and then **2**.	Talk.
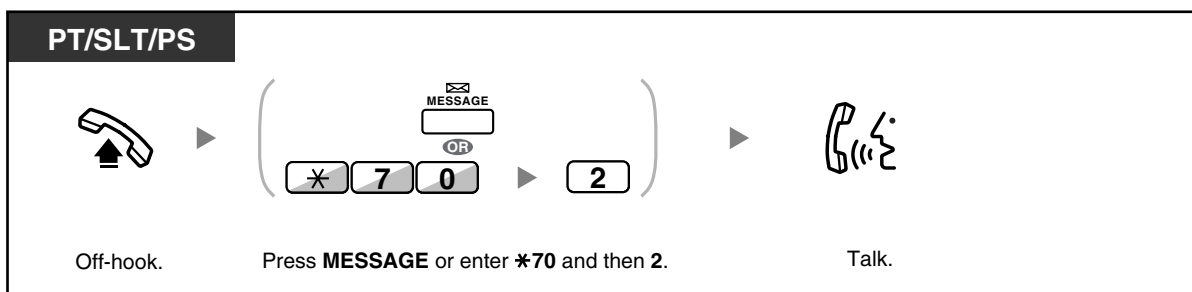
- The MESSAGE button light shows the current status as follows:
  Off: No message
  Red on: You have a message.
- The display shows the messages starting with the most recent call.
- For a called extension, you can cancel the message waiting indication if you do not want to callback. To cancel, press the MESSAGE button and then press the soft button.
- On your PT, you can establish one or more "Message for another extension " buttons. These buttons can accept the message notification of other extensions or various incoming call distribution groups.
  In other words, you can monitor the message notifications of other telephones.
- This feature is also available for single line telephone extension users with a message waiting light. Even if they do not have a message waiting light, they may receive a special dial tone as notification, if required.

☞ **Customizing Your Phone**
- 3.1.3 Customizing the Buttons
  Create or edit a Message button or Message for another extension button.

◆◆ Executive Busy Override

The preprogrammed extension can call someone who is busy on the telephone and establish a three-party conversation.

To join

PT/PS
● *Outside call*

```
   ☎           ▭       ♪        [ 3 ]      ♪       📞
              (CO)    B. Tone           C.Tone

Off-hook.    Press              Enter 3.
             corresponding CO.                      Talk.
```

PT/SLT/PS
● *Intercom call*
While hearing a busy tone

```
   [ 3 ]      ♪          📞
             C.Tone

Enter 3.               Talk.
```
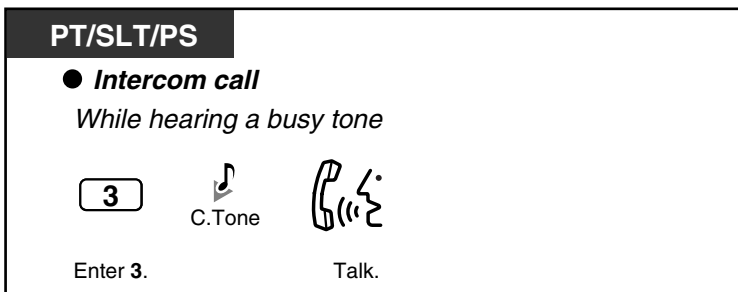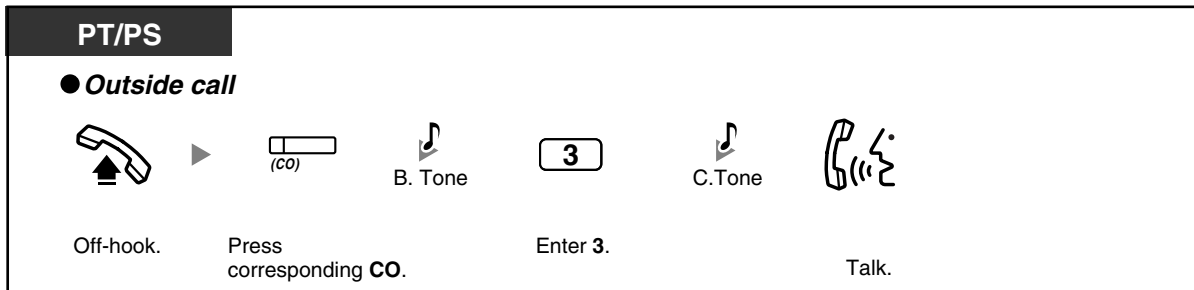
◆ **For the joined extension**

To talk each party alternately

PT/PS
During a conversation

```
                    [ To continue ]
         ↻                              📞
      TRANSFER
      ▭

Press TRANSFER.           Talk to the
                          other party.
```
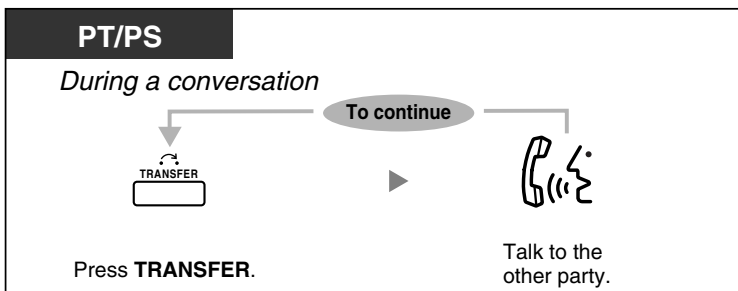
‼ • You can also deny others the possibility of joining your conversation (Default: Allow). Refer to "1.7 Extension Settings".

◆◆ Call Monitor

The preprogrammed extension can monitor another extension.

To monitor

PT/SLT/PS

extension no.	♪ B.Tone	5
Dial **extension number**.		Enter **5**.

◆◆ **DND Override**

The preprogrammed extension can call someone who has set the DND feature.

PT/SLT/PS

While hearing the DND tone

1	♪ R.B.Tone	📞
Enter **1**.		Talk.

1.2.5   Alternate Calling—Ring/Voice

The caller can alternate the alerting method, either ring or voice, when making an intercom call.
On the other hand, any extension can set the alerting method, either ring or voice, when receiving an intercom call.

> **Ringing (Default):** You can call the other party with a ring tone.

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

Ring
Ring   Hello
OR
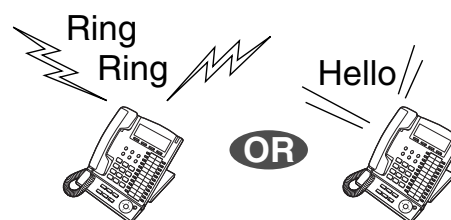
To change the method

PT/SLT/PS

After dialing

✳	♪ C.Tone	📞
Enter ✳.		Talk.

- If the called party uses a single line telephone or portable station, Voice-Calling is not available.
- This feature is not available when the called party's telephone is in the Voice Call Deny mode.

Customizing Your Phone

- 3.1.2 Settings on the Programming Mode—**Alternate Receiving—Ring/Voice**
  Select the alerting method, either ring or the other party's voice.

1.2.6   Calling without Restrictions

— Remote COS Access

◆◆ Remote COS Access

You can use your calling privileges (Class of Service) at another extension. You may override restrictions which have been set. To use this feature, an original extension number and an extension PIN (Personal Identification Number) are required. You can make a call by entering a verified code and verified code PIN. For the available verified code, ask your manager.

To call (Walking COS)

PT/SLT/PS	PIN: Personal Identification Number

Off-hook.	Enter ✱47.	Dial **your extension number**.	Enter **extension PIN** (max. 10 digits).	C.Tone & D.Tone	Dial **desired phone number.**

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

Seize CO line before entering outside phone number.

To call (Verified Code Entry)

| PT/SLT/PS | *PIN: Personal Identification Number* |

Off-hook. ▶ ✱ 4 7 ▶ ✱ ▶ verified code ▶▶

Off-hook.　　Enter ✱47.　　Enter ✱.　　Enter **verified code** (max. 4 digits).

▶▶ verified code PIN　　♪ C.Tone & D.Tone　　desired phone no.

Enter **verified code PIN** (max. 10 digits).　　Dial **desired phone number.**

If a wrong verified code PIN is entered, you hear an alarm tone.

Seize CO line before entering outside phone number.

1.2.7　Direct Inward System Access (DISA)

— Calling through DISA

◆◆ Calling through DISA

When outside callers access extensions in the PBX, a prerecorded message greets the caller and gives information about how to access an extension. You do not need the operator's assistance.
You may be able to access system features or call an outside party with your password depending on the security mode. Ask your manager for the mode assigned to your PBX.

To call an extension

From Outside Telephone

● *In No Security Mode/Trunk Security Mode*

Off-hook.

▶ | **DISA phone no.** |

R.B.Tone & DISA message

Dial **DISA phone number**.

| **desired extension no.** |

Dial **desired extension number**.

● *In All Security Mode*

Off-hook.

▶ | **DISA phone no.** |

R.B.Tone & DISA message

Dial **DISA phone number**.

[✳] [4] [7]

Enter ✳**47**.

(| **your extension no.** | **OR** [✳] | **verified code** |)

▶▶

Dial **your extension number**. Or enter ✳ and then **verified code**.

▶▶ (| **extension PIN** | **OR** | **verified code PIN** |)

Enter **extension PIN** or **verified code PIN** (max.10 digits).

C.Tone & D.Tone

| **desired extension no.** |

Dial **desired extension number**.

To call an outside party

From Outside Telephone

● *In No Security Mode*

Off-hook. ▶ **DISA phone no.**

Dial **DISA phone number**.

♪ R.B.Tone & DISA message

outside phone no.

Dial **outside phone number**.

Seize CO line before dialing outside phone number.

● *In Trunk Security Mode/All Security Mode*

Off-hook. ▶ **DISA phone no.**

Dial **DISA phone number**.

♪ R.B.Tone & DISA message

✳ 4 7

Enter ✳**47**.

your extension no.

OR

✳ **verified code**

▶▶

Dial **your extension number**. Or enter ✳ and then **verified code**.

▶▶

extension PIN

OR

verified code PIN

Enter **extension PIN** or **verified code PIN** (max.10 digits).

♪ C.Tone & D.Tone

outside phone no.

Dial **outside phone number**.

Seize CO line before dialing outside phone number.

To retry

From Outside Telephone

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

✳

Enter ✳.

♪ DISA message

phone no.

Dial **phone number**.

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

- **WARNING**
  When you enable the Outside-to-Outside Call feature of DISA, and a third party discovers the password (verified code PIN/extension PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:

  a) Carefully maintain the secrecy of the PIN.

  b) Specify a complicated PIN as long and random as you can make it.

  c) Change the PIN frequently.

- **Time limit**
  Both parties will hear an alarm tone fifteen seconds before the specified time limit. To extend, press any dial button except ✳.

- **If Built-in Automated Attendant service is set**, you can access the desired extension simply by pressing a single digit (0-9) from the options given the prerecorded message.

1.2.8   Remote Setting

You can set the following features on your telephone from another extension or through DISA.

- Call Forwarding (FWD)/Do Not Disturb (DND)
- Changing the Log-in/Log-out Status of Extensions
- Absent Message
- Extension Lock
- Time Service Switching Mode

From another extension

Through DISA

Any Telephone   *PIN: Personal Identification Number*

Off-hook. ▶ **DISA phone no.**   ♪ R.B.Tone & DISA message   [✳] [4] [7] ▶ **your extension no.** ▶▶

Dial **DISA phone number**.   Enter ✳**47**.   Dial **your extension number**.

▶▶ (**extension PIN**)   ♪ C.Tone & D.Tone   **desired feature no.**

Enter **extension PIN** (max. 10 digits).   Dial **desired feature number**.

If a wrong extension PIN is entered, you hear an alarm tone.
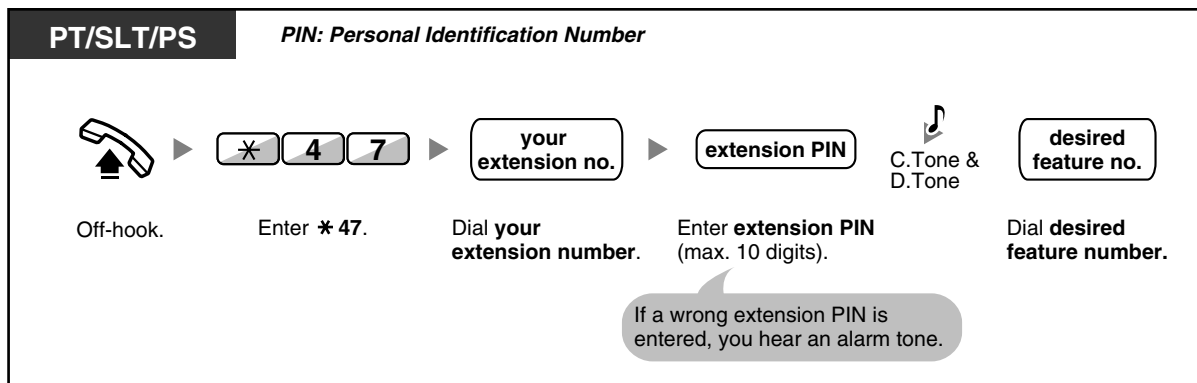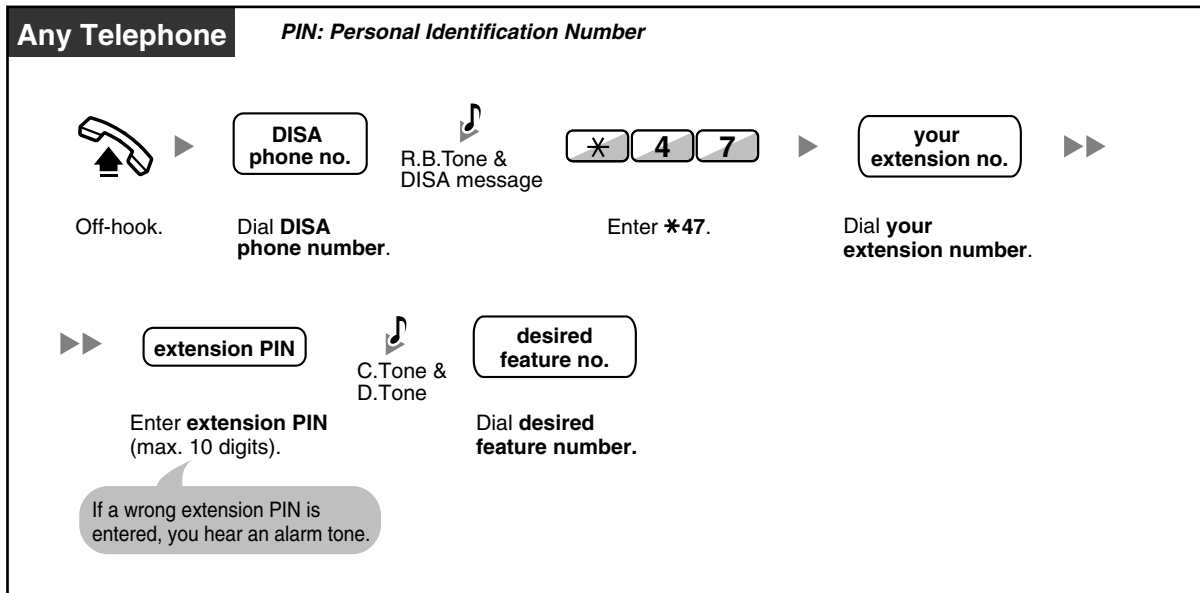
1.3 Receiving Calls

1.3.1 Answering Calls

PT/SLT/PS

Off-hook. ▶ Talk.

Select one of the following methods:
· Lift the handset to receive the preferred line.
  (Default: Ringing line is selected.)
· Press the SP-PHONE button.
· Press the flashing CO, INTERCOM or G-DN button directly.
· Press the ANSWER button.
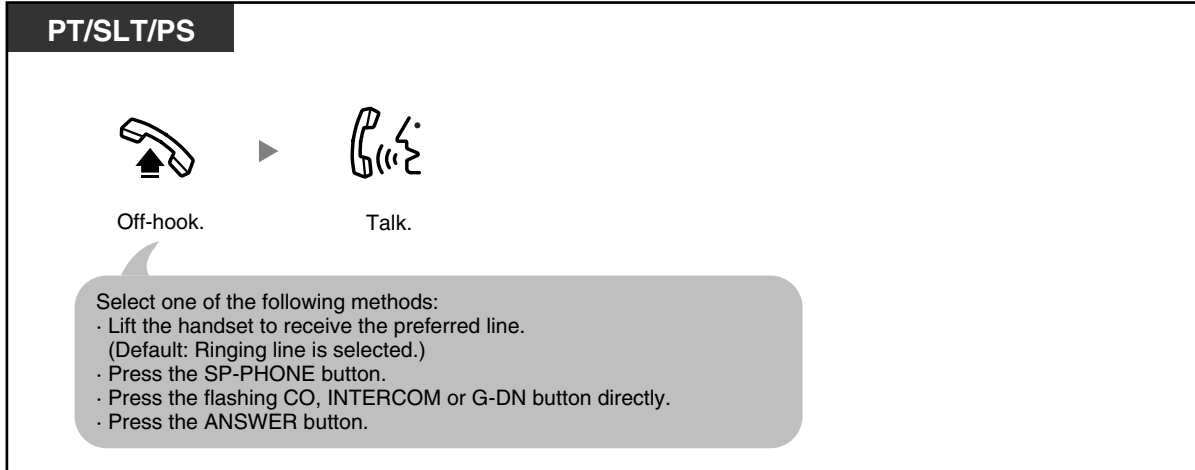
• The G-DN button light shows the current status as follows:
  Off: Idle
  Green on: The line is in use. (You are using the line.)
  Red on: Your extension is in Log-out mode from the incoming call distribution group.

Customizing Your Phone

• 3.1.2 Settings on the Programming Mode—
  Preferred Line Assignment—Incoming
  Select the seized line when going off hook.
  Alternate Receiving—Ring/Voice
  Select the Calling method, either ring or the other party's voice.
• 3.1.3 Customizing the Buttons
  Create or edit a Group Directory Number (G-DN) button.

1.3.2 Hands-free Answerback

You can answer an incoming call without going off-hook as soon as the line is connected. When an intercom call arrives, you will hear the caller talking without the phone ringing. When an outside call arrives, you will hear the caller talking after a preprogrammed number of rings. Hands-free Answerback for outside calls requires System Programming. Consult your dealer.

To set/cancel

```
      PT

  While on-hook

       📞/✉
      AUTO ANS
       🔘
       MUTE

     Press
   AUTO ANS.
```
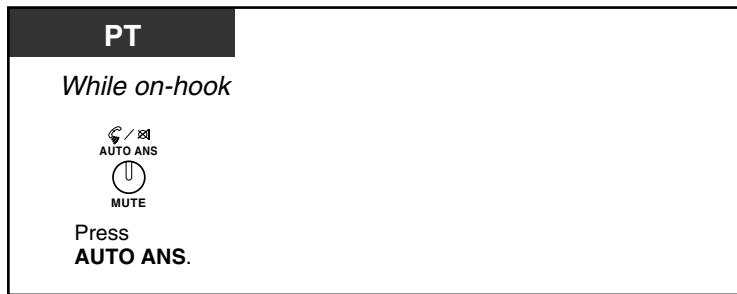
> • The AUTO ANS button light shows the current status as follows:
>   **Off:** Not set
>   **On:** Set
> • For a PS user, refer to "Operating Instructions" for PS.

1.3.3   Call Pickup

— Call Pickup
— Call Pickup Deny

◆◆ Call Pickup

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

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

```
  PT/SLT/PS

                          (DSS)
                           OR
  📞  ▶   ✳ 4 0  group no.   Group      ♪         📞
                           OR              C.Tone
          ✳ 4 1  extension no.  Directed

  Off-hook.   Press DSS.                           Talk.
              Enter ✳40 and then group number (2 digits).
              Or enter ✳41 and then extension number.
```
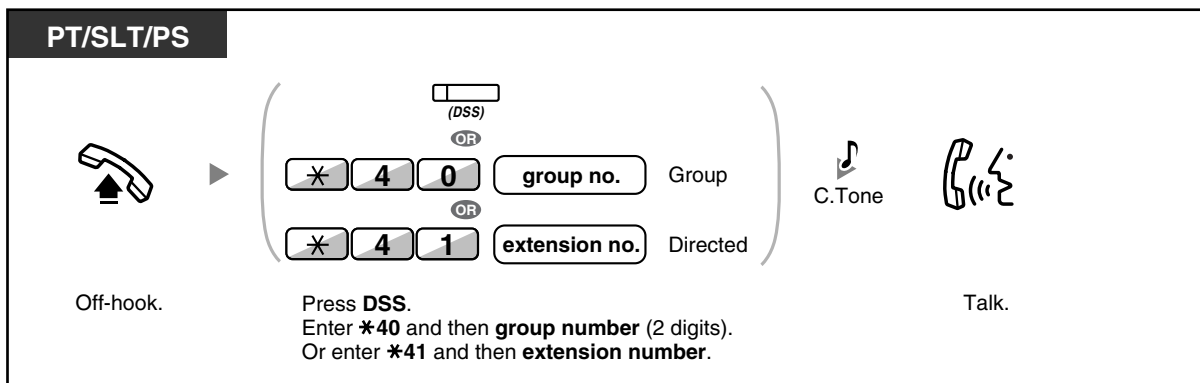
> • **If you receive a call waiting tone,** you can ask a third party to pick up your second call with Directed Call Pickup.
> • If there are multiple incoming calls for the same group, the longest waiting call is received first.

> ‼ • You can also pick up a call by pressing the flashing DSS button.

◆◆ Call Pickup Deny

You can deny or allow other people to pick up your calls.

PT/SLT/PS

Off-hook.	Enter ✱**720**.	Enter **1** to deny or **0** to allow.	On-hook.

1 Deny
OR
0 Allow
C.Tone
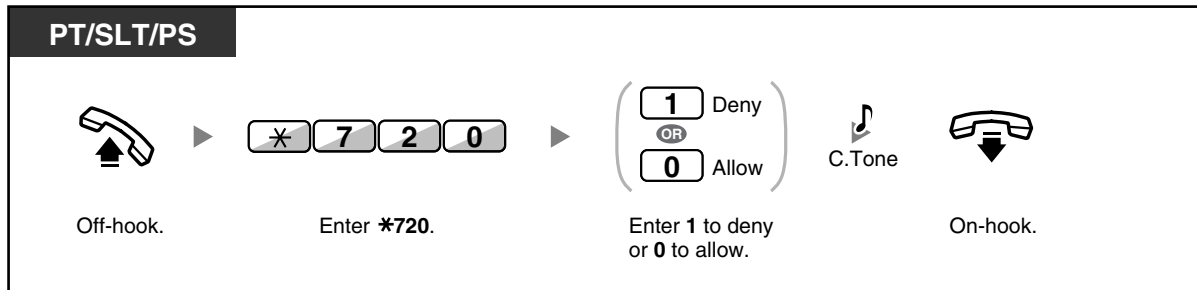
1.3.4   Trunk Answer From Any Station (TAFAS)

You can be notified of incoming outside calls through an external speaker. These calls can be answered from any extension.

Through an external speaker

PT/SLT/PS

While hearing a tone

Off-hook.	Enter ✱ **42**.	Dial **speaker number** (1 digit).	Talk.

C.Tone
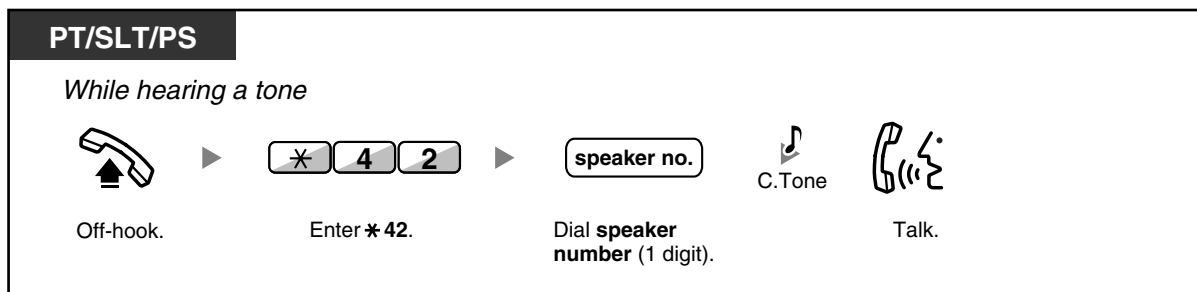
‼ • You can also receive a paging announcement via a speaker with this operation.

1.3.5   ANSWER/RELEASE Button

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

To answer

PT	
▶	
Press **ANSWER**. Talk.	

To transfer a call

PT
During a conversation

Press **TRANSFER**.   Press **DSS** or dial **desired phone number**.   The called party answers.   Press **RELEASE.**

Seize CO line before dialing outside phone number.
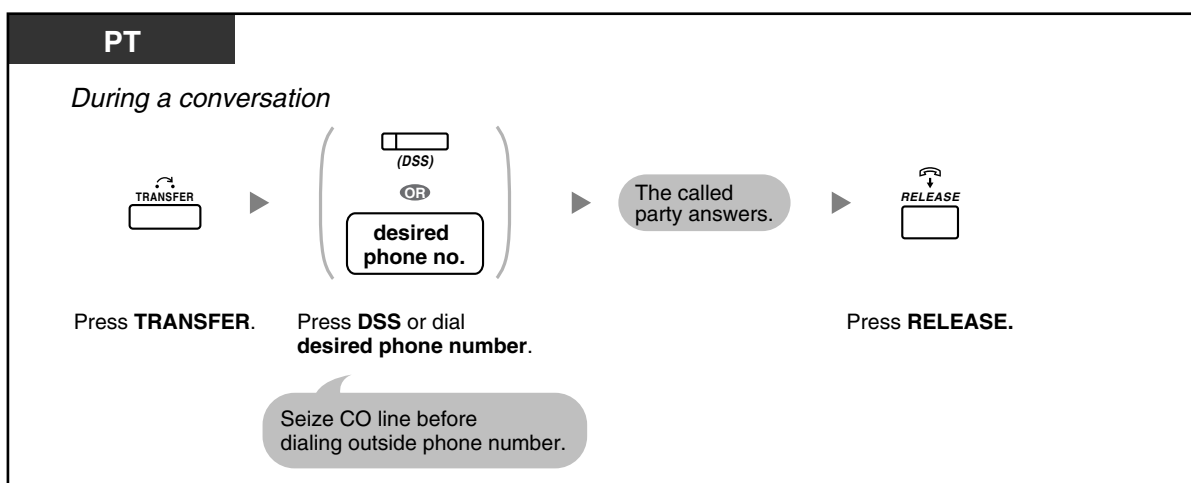
To talk to a waiting caller

PT
While hearing call waiting tone

 ▶

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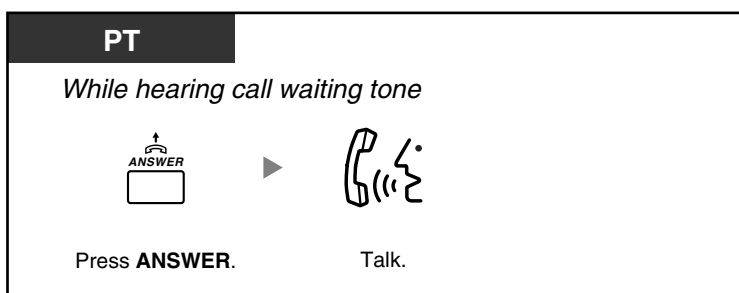
To transfer an outside call to an extension with a one-touch operation
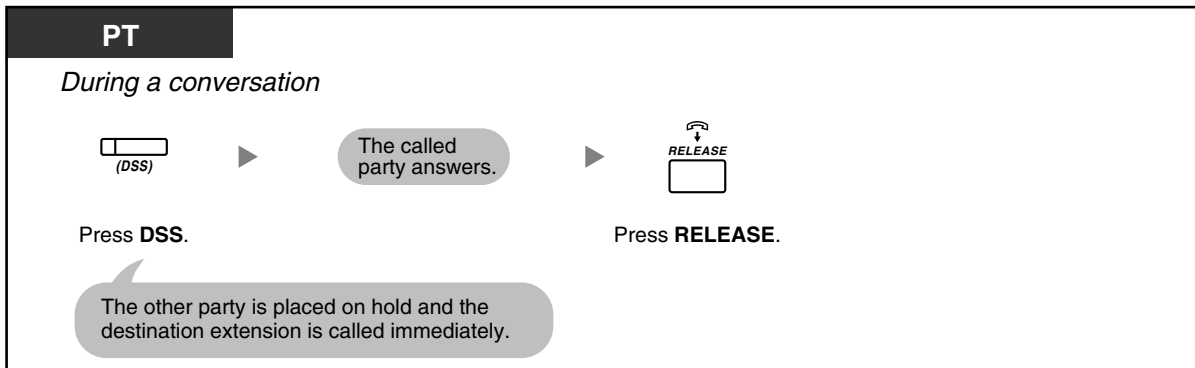
PT

During a conversation

```
┌─────────┐          ┌─────────────┐          ☎
│    □    │    ▶     │ The called  │    ▶    RELEASE
└─────────┘          │party answers.│         ┌─────┐
  (DSS)              └─────────────┘          └─────┘

  Press **DSS**.                            Press **RELEASE**.
```

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

To end a conversation

PT

During a conversation

```
    ☎
  RELEASE
  ┌─────┐
  └─────┘

Press **RELEASE**.
```
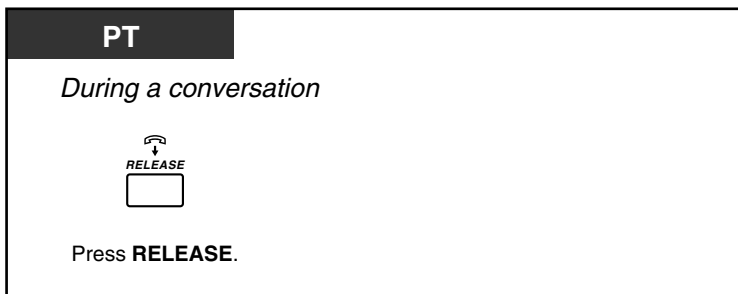
Customizing Your Phone

- 3.1.3 Customizing the Buttons
  Create or edit an Answer button or a Release button.

1.4 During a Conversation

1.4.1 Call Transfer

— Transferring to an Extension on the PBX
— Transferring to an Outside Party Using the PBX Service

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

◆ Transferring to an Extension on the PBX

To transfer

PT/PS

During a conversation

Press **TRANSFER**. — C.Tone — Press **DSS** or dial **extension number**. (DSS) OR [extension no.] ▶ Talk. ▶ On-hook.

You do not have to inform the destination extension about where the call has been transferred from. This can be disregarded.

SLT

During a conversation

Press **Recall/hookswitch**. — C.Tone — Dial **extension number**. [extension no.] ▶ Talk. ▶ On-hook.

You do not have to inform the destination extension about where the call has been transferred from. This can be disregarded.

To transfer with one-touch (One-touch Transfer)

PT/PS

During a conversation

Press **DSS**.   Talk.   On-hook.

You do not have to inform the destination extension about where the call has been transferred from. This can be disregarded.
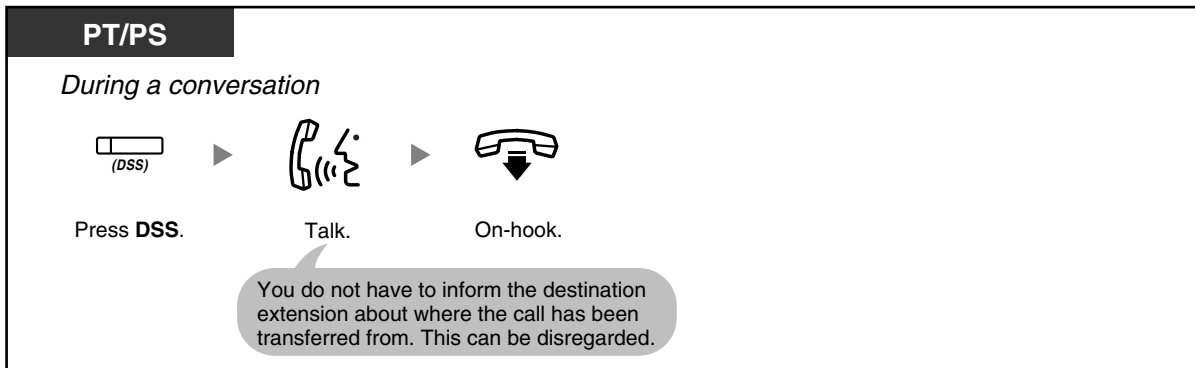
• Even if the transferred party does not answer, you can go on-hook.

◆ Transferring to an Outside Party Using the PBX Service

Some extensions may be restricted from performing this feature.

PT/PS

During a conversation

C.Tone

| CO line | | outside phone no. |

Press **TRANSFER**.   Seize **CO line**.   Dial **outside phone number**.   Talk.   On-hook.

The call is transferred.

SLT

During a conversation

C.Tone

| CO line | | outside phone no. |

Press **Recall/ hookswitch**.   Seize **CO line**.   Dial **outside phone number**.   Talk.   On-hook.

The call is transferred.
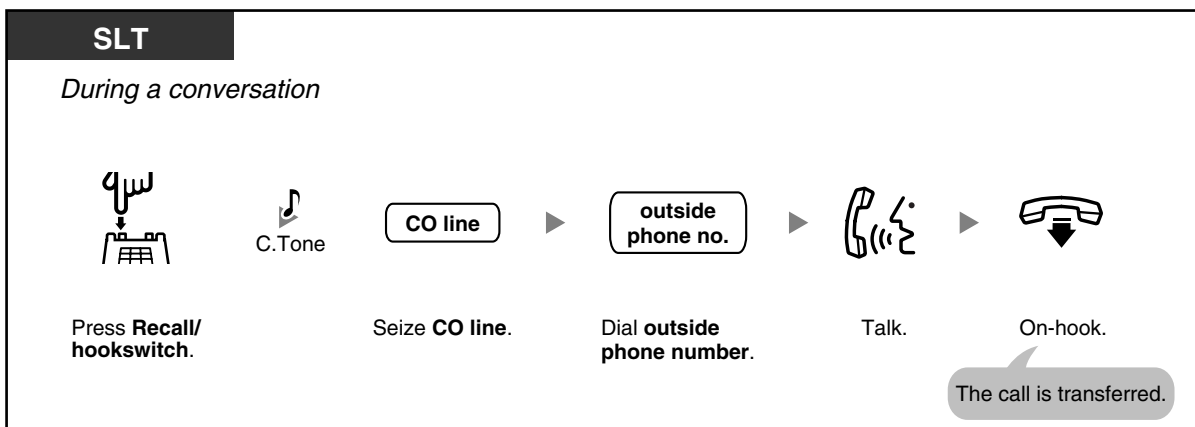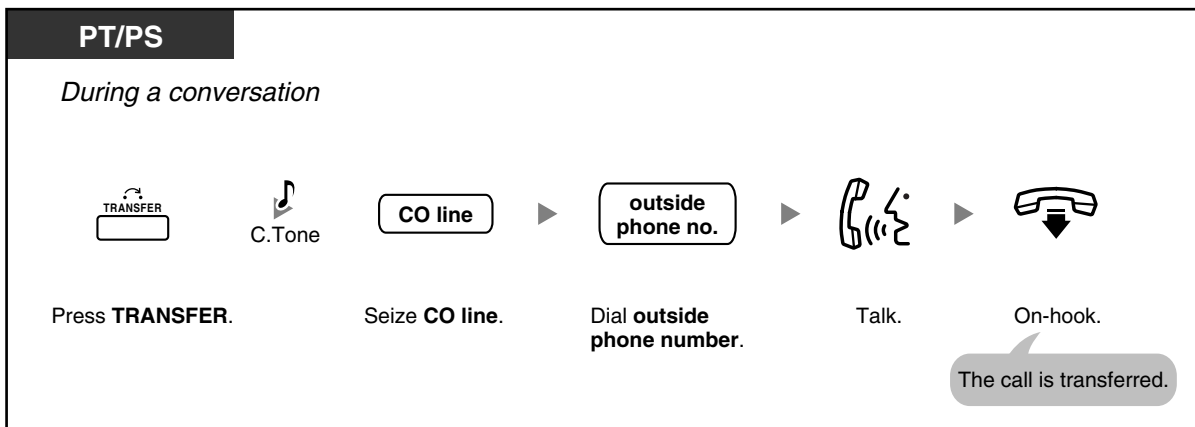
- **Time limit**
  Both the caller and the transferred party will hear an alarm tone fifteen seconds before a specified time period.
- **To return to the held call before the destination answers,** press the TRANSFER button, corresponding CO, G-DN or INTERCOM button, or the hookswitch.

Customizing Your Phone

- 3.1.3 Customizing the Buttons
  Create or edit a Direct Station Selection (DSS) button.

1.4.2 Call Hold

— Call Hold

— Call Park

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

◆◆ Call Hold

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

Call Hold

PT/PS

During a conversation

HOLD

OR

TRANSFER   C.Tone   ✳ 5 0   C.Tone

Press **HOLD,** or press **TRANSFER** and then enter ✳**50**.

On-hook.

SLT

During a conversation

▶ ✳ 5 0   C.Tone

Press **Recall/ hookswitch**.   Enter ✳**50**.   On-hook.

Call Hold Retrieve

```
PT/SLT/PS
```

● *At the holding extension (Call Hold Retrieve)*

Off-hook.   Press flashing **CO**   Talk.
            or **INTERCOM**,
            or enter ✱ **50**.

● *To retrieve an outside call from another extension—only Regular Hold*
  (Call Hold Retrieve–Specified with a held line number)

Off-hook.   Press **CO**, or enter ✱**53** and then **held line**   Talk.
            number (3 digits).

● *To retrieve an intercom call or outside call from another extension—only Regular Hold*
  (Call Hold Retrieve–Specified with a holding extension number)

Off-hook.   Enter ✱**51**.   Press **DSS** or dial   Talk.
                              holding extension
                              number.

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

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

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

◆◆ Call Park

You can put a call on hold in a common parking zone of the PBX so that any extension can retrieve the parked call. You can use this feature as a transferring feature.
A call can be put into either a specified parking zone (Specified) or any idle parking zone (Auto). If a Call Park button and Call Park (Automatic Park Zone) button have been established, you can select either way to park by simply pressing the corresponding button.
When a call is parked automatically, or more than one call has been parked at the same time, you need to specify the parking zone number to retrieve the required call.

To set

PT/PS

During a conversation

```
┌────┐
│ ▭  │
└────┘
(Call Park)
```

Press **Call Park**.

PT/PS

During a conversation

TRANSFER	▶	✳ 5 2	▶	parking zone no. — Specified / OR / ✳ — Auto	♪ C.Tone	On-hook

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

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

SLT

During a conversation

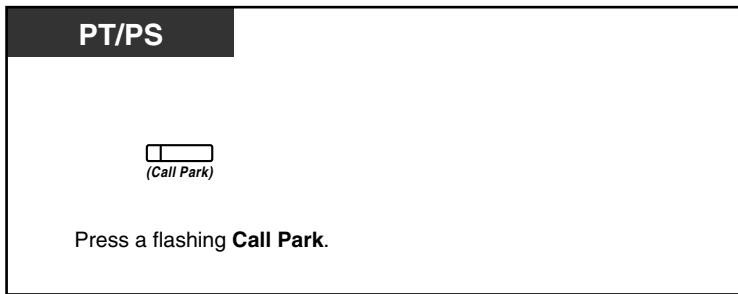| Press Recall/hookswitch.	▶	✳ 5 2	▶	parking zone no.	♪ C.Tone	On-hook.

Press **Recall/hookswitch**. Enter ✳**52**. Enter a specified **parking zone number** (2 digits). On-hook.

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

Call Park Retrieve

PT/PS

☐☐
(Call Park)

Press a flashing **Call Park**.

PT/SLT/PS

Off-hook. → [✳] [5] [2] → | stored parking zone no. | ♪ C.Tone   ☎((

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

> • If a call is parked automatically, confirm the parking zone number on the display.

> • **If you hear a reorder tone when retrieving a parked call,** there is no held call. Confirm the stored parking zone number.
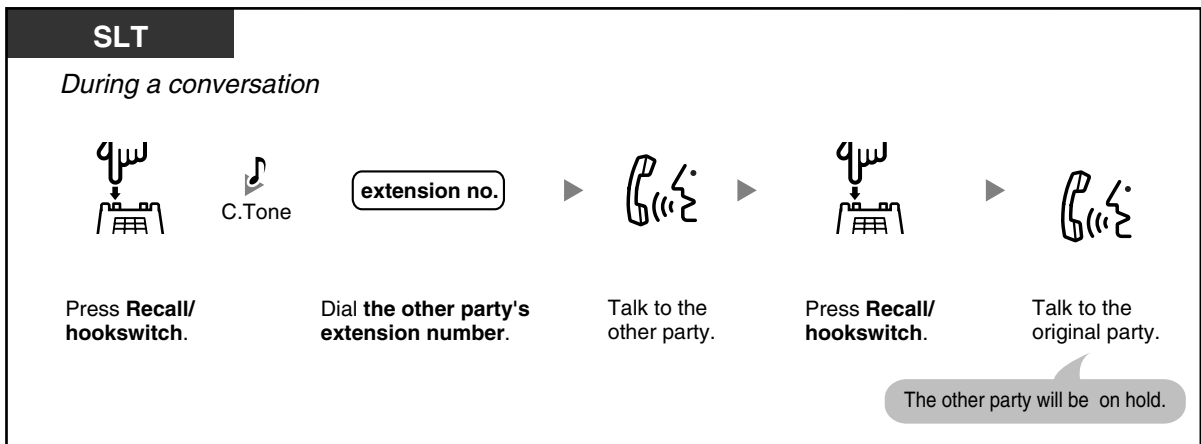> • After you park a call, you can perform other operations.
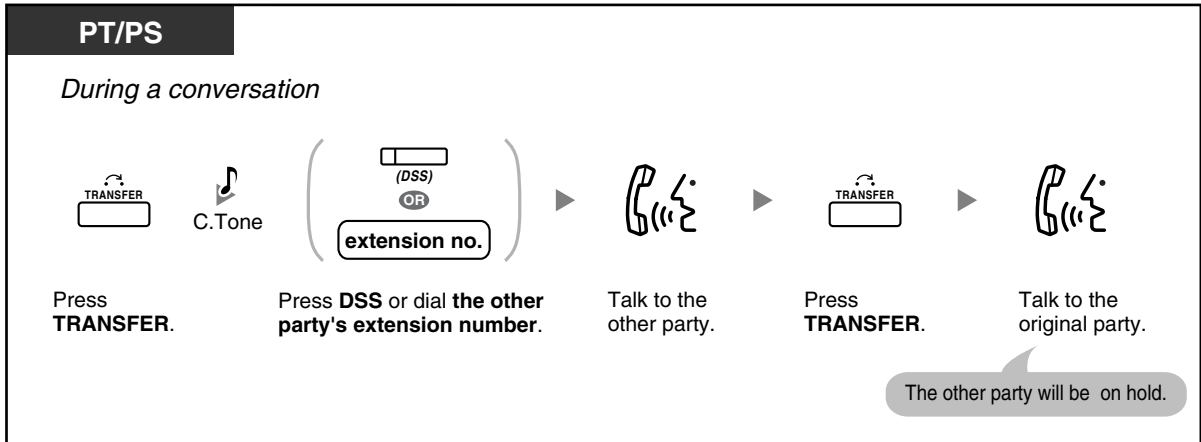
Customizing Your Phone
  • 3.1.3 Customizing the Buttons
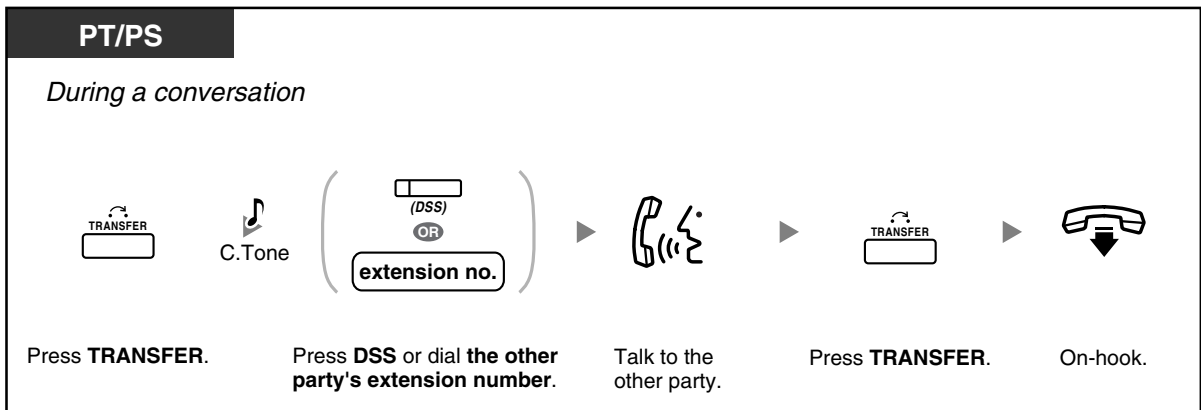   Create or edit a Call Park button or Call Park (Automatic Park Zone) button.
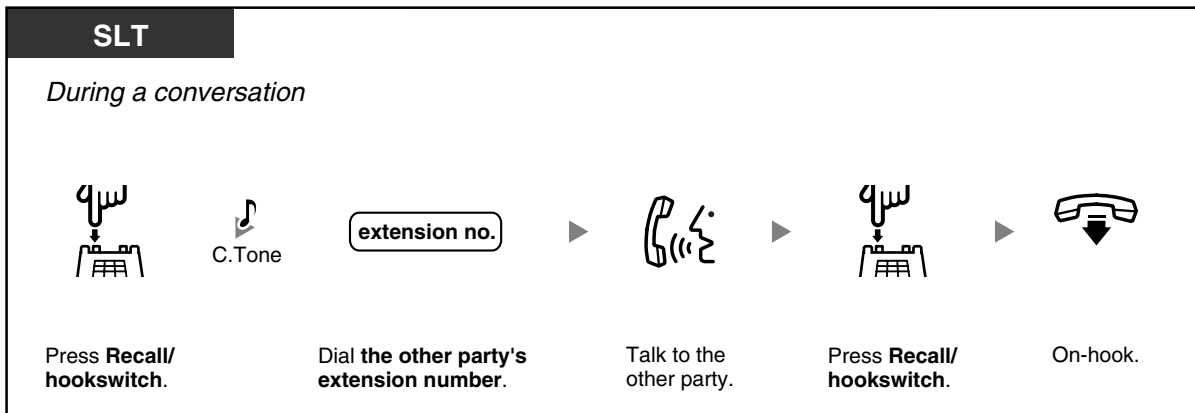
1.4.3   Call Splitting

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

To alternate between the parties leaving one party on hold temporarily

PT/PS

During a conversation

TRANSFER

C.Tone

(DSS)
OR
extension no.

▶

▶

TRANSFER

▶

Press
TRANSFER.

Press **DSS** or dial **the other party's extension number**.

Talk to the other party.

Press
TRANSFER.

Talk to the original party.

The other party will be on hold.

SLT

During a conversation

C.Tone

extension no.

▶

▶

▶

Press **Recall/ hookswitch**.

Dial **the other party's extension number**.

Talk to the other party.

Press **Recall/ hookswitch**.

Talk to the original party.

The other party will be on hold.

To leave the conversation and then let the two parties talk

PT/PS

During a conversation

TRANSFER

C.Tone

(DSS)
OR
extension no.

▶

▶

TRANSFER

▶

On-hook.

Press **TRANSFER**.

Press **DSS** or dial **the other party's extension number**.

Talk to the other party.

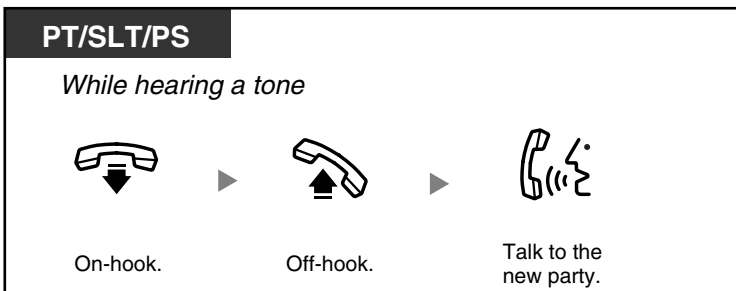Press **TRANSFER**.

On-hook.

1.4.4   Call Waiting

— Answering Call Waiting in the PBX
— Answering Call Waiting from the Telephone Company
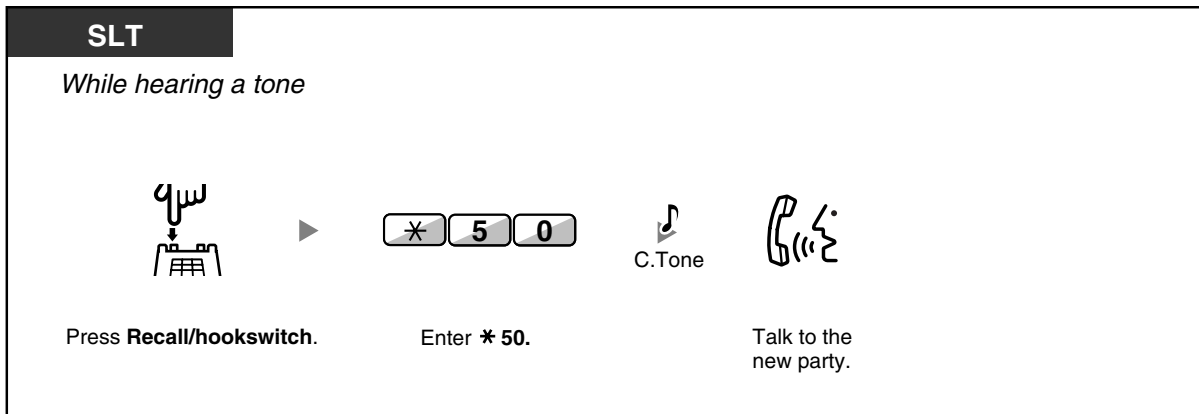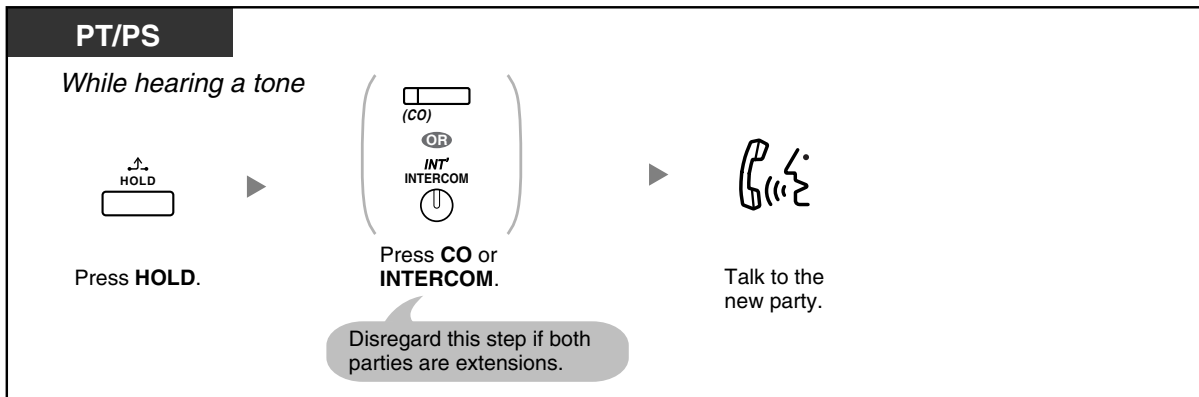
◆◆ Answering Call Waiting in the PBX

During a conversation, a call waiting tone or voice announcement through the speaker or the handset occurs, then an outside call has received or another extension is letting you know another call is waiting. You must activate this feature to use it. (Default: Enable—Tone)
You can answer the second call by disconnecting (1) or holding (2) the current call.

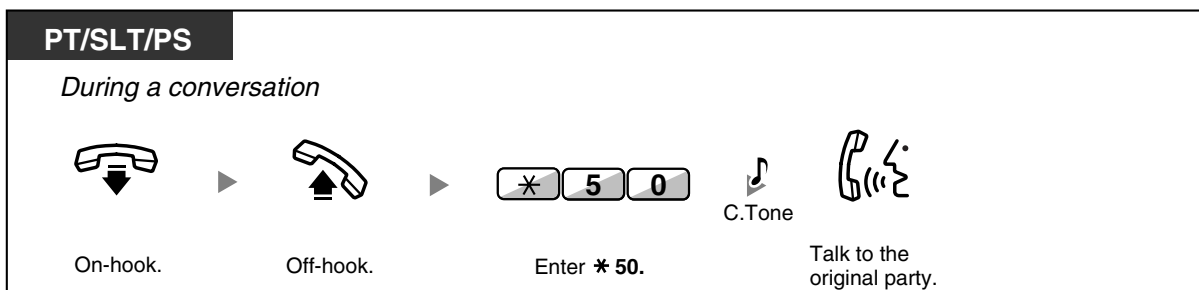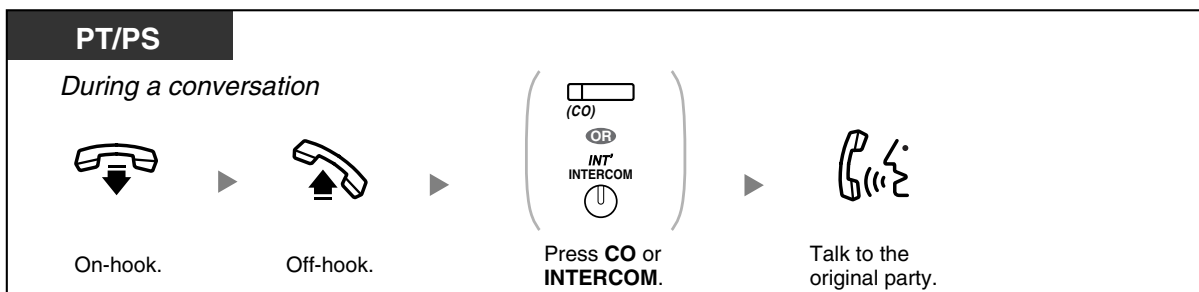**1. To disconnect the current call and then talk to the new party**

---

2. To hold the current call and then talk to the new party

PT/PS

While hearing a tone

Press **HOLD**.

Press **CO** or
INTERCOM.

Disregard this step if both
parties are extensions.

Talk to the
new party.

SLT

While hearing a tone

Press **Recall/hookswitch**.

Enter ✱ **50.**

C.Tone

Talk to the
new party.

After talking to the new party (second call), you can disconnect (2.1) or holding (2.2) it and
then retrieve the first call.

2.1 To disconnect the second call and then talk to the original party

PT/PS

During a conversation

On-hook.

Off-hook.

Press **CO** or
INTERCOM.

Talk to the
original party.

PT/SLT/PS

During a conversation

On-hook.

Off-hook.

Enter ✱ **50.**

C.Tone

Talk to the
original party.

2.2 To hold the second call and then talk to the original party

After holding it, you can talk to the original party. Then, you can disconnect it and then talk to the new party again.
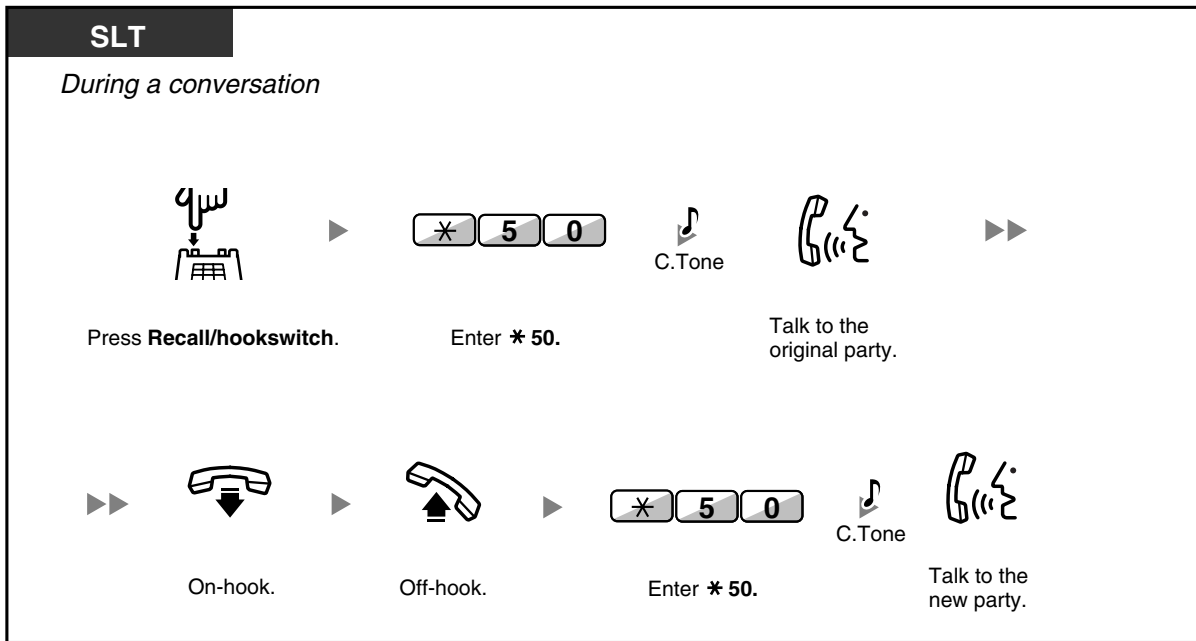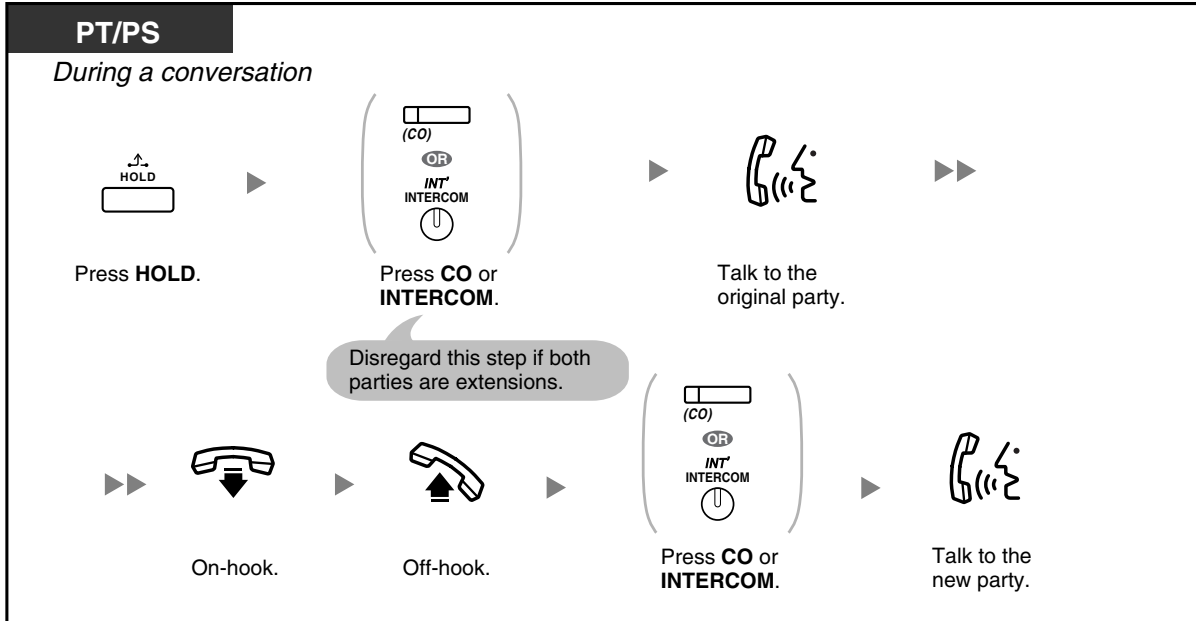

- **Depending on the other party's telephone,** the "Off-Hook Call Announcement (OHCA)" and the "Whisper OHCA" features can be used. You can talk to the other party through the speaker and the microphone (OHCA) or you can receive an announcement through the handset (Whisper OHCA), if you are having a conversation using the handset.
- The caller's name or number is displayed for five seconds in ten second intervals while waiting to be answered.
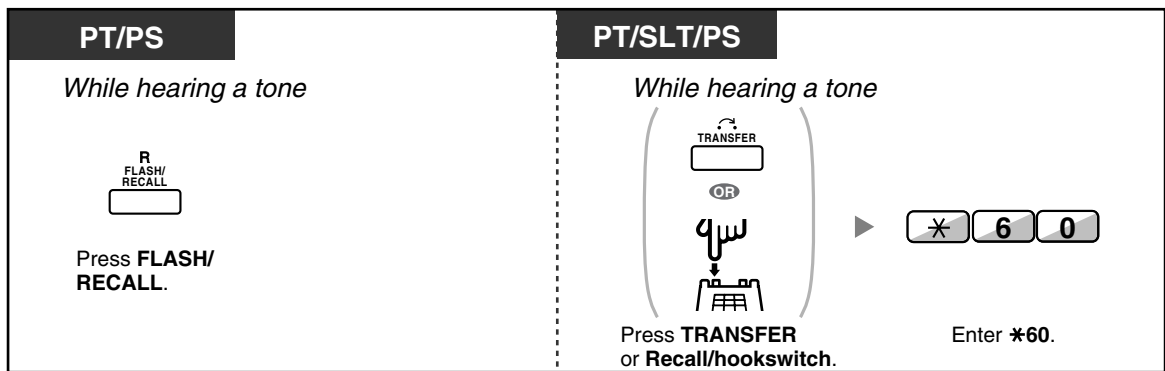
Customizing Your Phone

- **3.1.2 Settings on the Programming Mode—Call Waiting Tone Type Selection**
  If you select "Tone 1", you will hear the same tone for Call Waiting from an outside party and an extension. If you select "Tone 2", you will hear different tones for Call Waiting from an outside party and an extension.

Default
(Tone 1)

15 s

Special Tones
(Tone 2)

5 s

OR
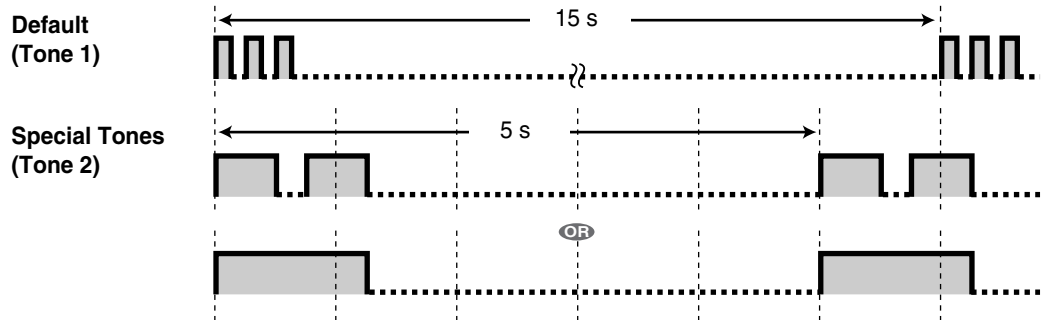
◆◆ Answering Call Waiting from the Telephone Company

This is an optional telephone company service. You can receive call waiting tone and the caller's information. For details, consult your telephone company.
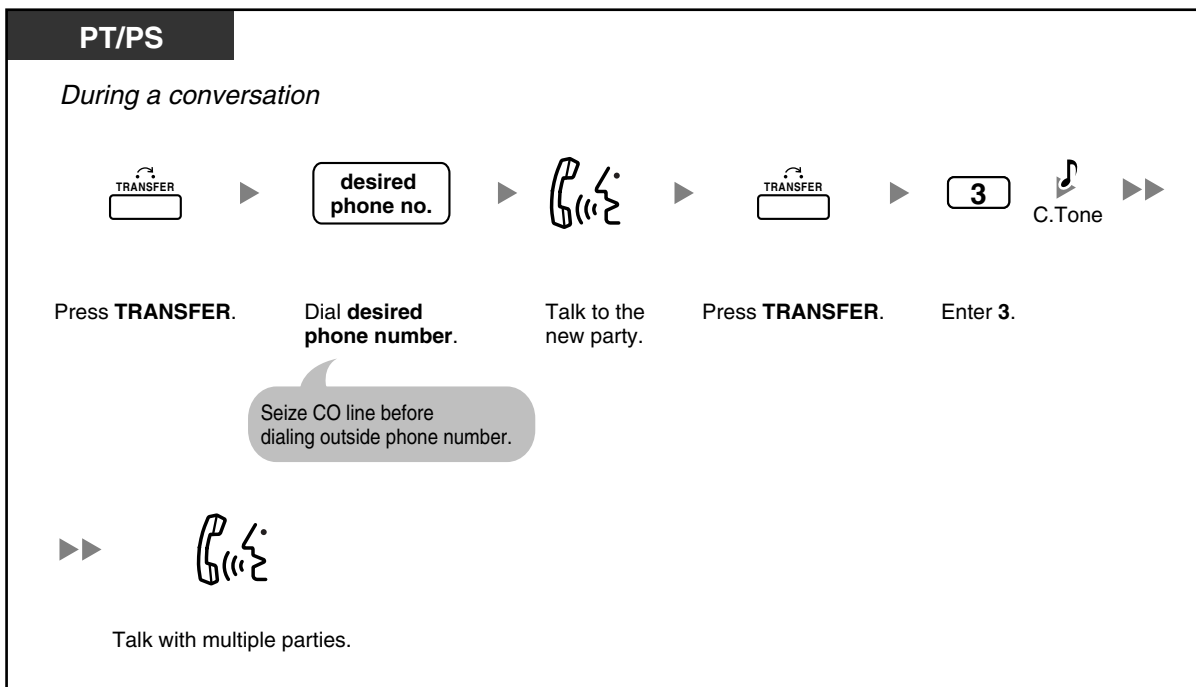
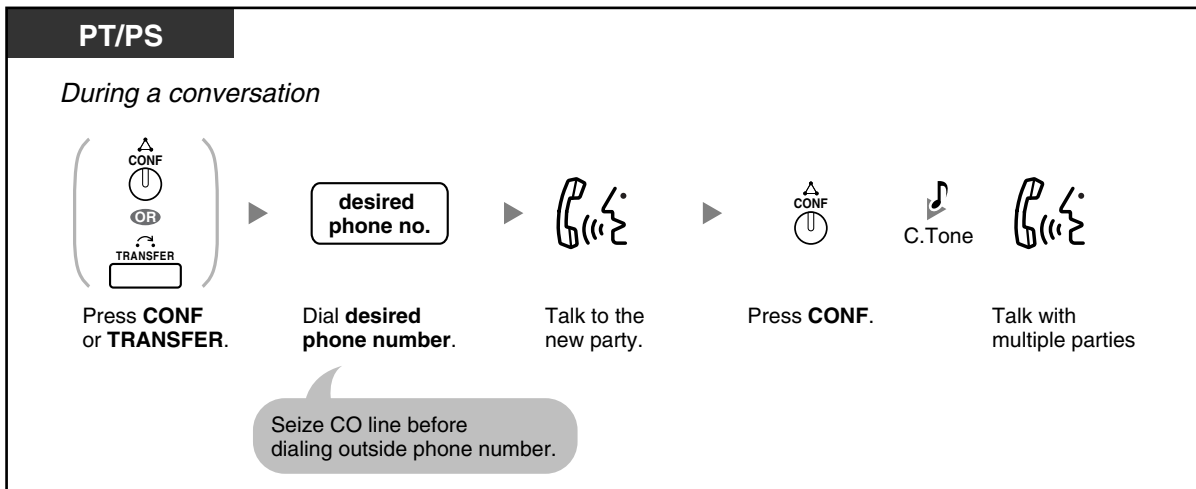| PT/PS	PT/SLT/PS	
While hearing a tone	*While hearing a tone*	
R FLASH/ RECALL	TRANSFER **OR**	▶ ＊ 6 0
Press **FLASH/ RECALL**.	Press **TRANSFER** or **Recall/hookswitch**.	Enter ＊**60**.

- **To return to the original party,** repeat the operation.
- In this case, FLASH/RECALL button on proprietary telephones is in the External Feature Access (EFA) mode.
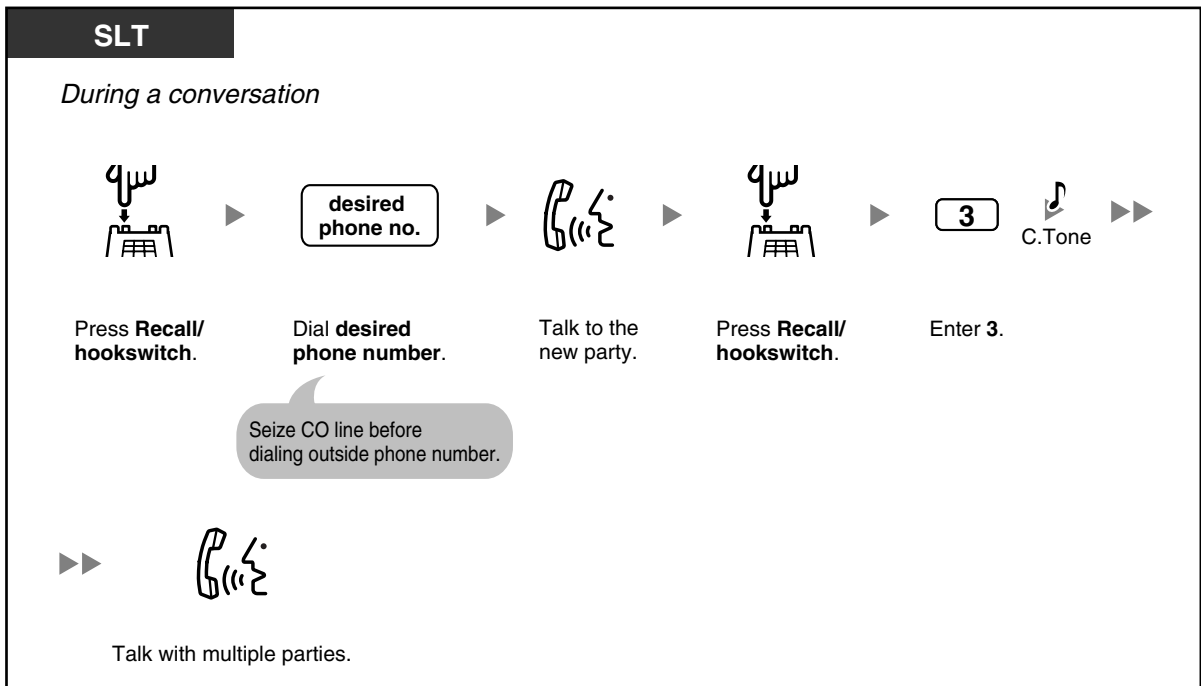
1.4.5   Multiple Party Conversation

— Conference
— Unattended Conference
— Leaving 3 Parties Conference
— Privacy Release

◆◆ Conference

You can add one or more parties to your conversation.

PT/PS

During a conversation

Press **CONF** or **TRANSFER**.	Dial **desired phone number**.	Talk to the new party.	Press **CONF**. C.Tone	Talk with multiple parties

Seize CO line before dialing outside phone number.

PT/PS

During a conversation

Press **TRANSFER**.	Dial **desired phone number**.	Talk to the new party.	Press **TRANSFER**.	Enter **3**. C.Tone

Seize CO line before dialing outside phone number.

Talk with multiple parties.

SLT

During a conversation

Press **Recall/
hookswitch**.　　Dial **desired
phone number**.　　Talk to the
new party.　　Press **Recall/
hookswitch**.　　Enter **3**.　　C.Tone

Seize CO line before
dialing outside phone number.

Talk with multiple parties.

To add four or more parties to a conference

PT/PS

During a conversation

To continue

Press **CONF**.　　Dial **desired
phone number**.　　Talk.　　Press **CONF**.　　C.Tone　Talk.

Seize CO line before
dialing outside phone number.
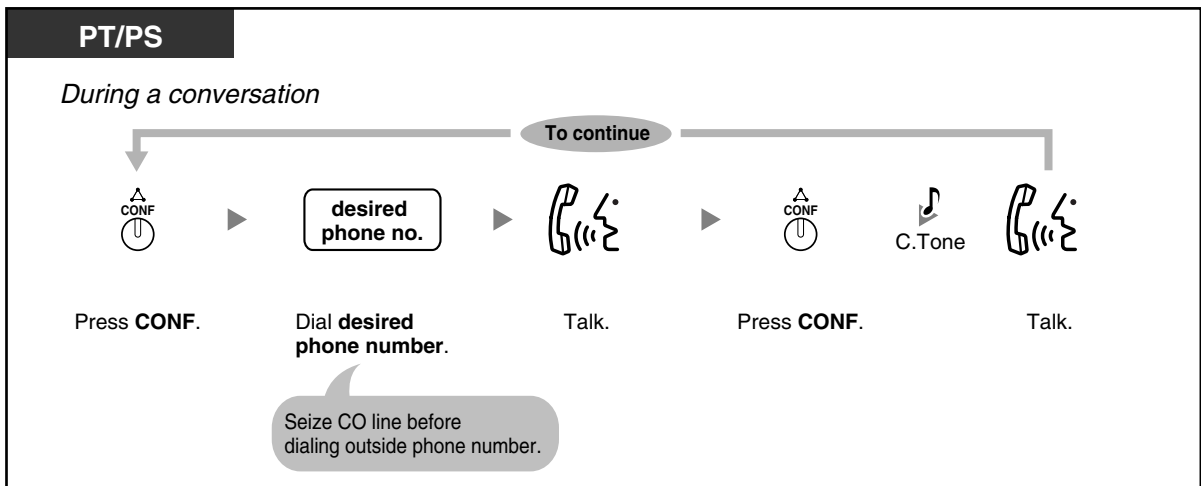
To talk alternately on three-party conversation

PT/PS

During a conversation

TRANSFER
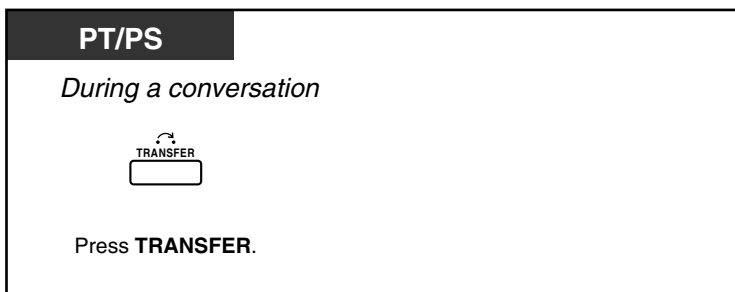
Press **TRANSFER**.

> **SLT**
>
> *During a conversation*
>
> Press **Recall/hookswitch**.

- During a three-party conversation, when you press TRANSFER, Recall/hookswitch, you can talk to the party who had a conversation previously. If you want to talk to the third party, press TRANSFER, Recall/hookswitch again.
- You can have a conference with maximum eight parties (comprising intercom or CO lines) simultaneously.

Customizing Your Phone
- 3.1.3 Customizing the Buttons
  Create or edit a Conference button.

◆◆ Unattended Conference

The other parties can continue their conversation.

To leave a conference

> **PT/PS**
>
> *During 3- to 7-party conference*
>
> CONF ▶
>
> Press **CONF**.   On-hook.

To return while others are talking

> **PT**
>
> *(CO)*
> **OR**
> *INT*
> **INTERCOM**
>
> Press flashing green **CO** or **INTERCOM**.

To complete a conversation

```
┌─────────────────────────────────────────────┐
│  PT/SLT/PS                                    │
│                                               │
│  During a conversation                        │
│                                               │
│         📞                                    │
│         ▼                                     │
│                                               │
│    On-hook.                                   │
│                                               │
└─────────────────────────────────────────────┘
```

• **Time limit**
   Both parties will hear an alarm tone before a specified timeout. The originating extension will hear an alarm tone before timeout. The call is disconnected when the time runs out unless the originating extension returns to the conference.

Customizing Your Phone
   • 3.1.3 Customizing the Buttons
     Create or edit a Conference button.

◆◆ Leaving 3 Parties Conference

The other two parties can continue their conversation.

To leave a conference

```
┌─────────────────────────────────────────────┐
│  PT/PS                                        │
│                                               │
│  During  3 parties conference                 │
│                                               │
│    ┌─────────┐                                │
│    │TRANSFER │      ▶       📞                │
│    └─────────┘               ▼                │
│                                               │
│  Press TRANSFER.        On-hook.              │
│                                               │
└─────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────┐
│  SLT                                          │
│                                               │
│  During  3 parties conference                 │
│                                               │
│      ☎                                        │
│      ▼           ▶       📞                   │
│    ┌──┐                   ▼                   │
│                                               │
│  Press Recall/hookswitch.   On-hook.          │
│                                               │
└─────────────────────────────────────────────┘
```

To complete a conversation

PT/SLT/PS

During a conversation

On-hook.

◆◆ **Privacy Release**
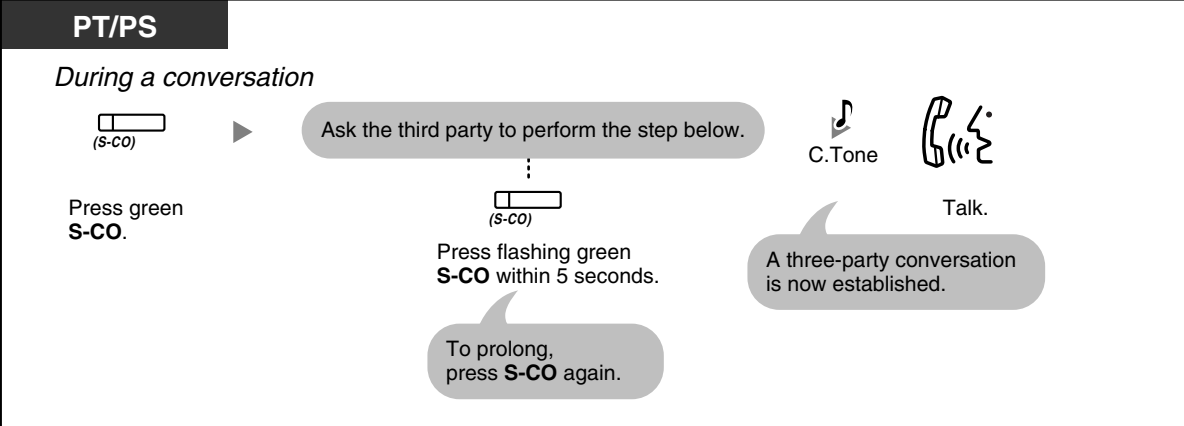
You can let a third party join your current outside call.

To set
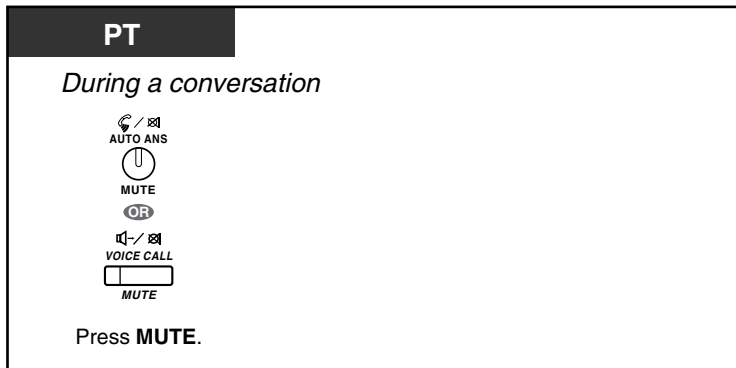
PT/PS

During a conversation

(S-CO)

Press green **S-CO**.

Ask the third party to perform the step below.

(S-CO)

Press flashing green **S-CO** within 5 seconds.

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

C.Tone

Talk.

A three-party conversation is now established.

•   Only an S-CO button can be used for this operation.

1.4.6   Mute

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

To set/cancel

PT
During a conversation
$\mathbb{\mathcal{C}}$ ╱ $\boxtimes$ **AUTO ANS** Ⓤ **MUTE** **OR** 🔊╱ $\boxtimes$ **VOICE CALL** ⬜ **MUTE**
Press **MUTE**.

- The AUTO ANS/MUTE or VOICE CALL/MUTE button light shows the current status as follows:

  Off: Normal
  Flashing red: Mute

- If mute is used during OHCA, it will become Handset Mute.

1.4.7   Off-Hook Monitor

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

To set/cancel

PT
During a conversation using the handset
📢 **SP-PHONE** ⬜
Press **SP-PHONE**.
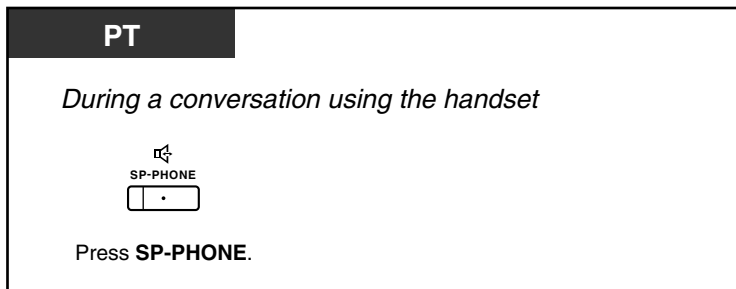
- The SP-PHONE button light shows the current status as follows:
  Off: The voice is heard through the handset.
  On: The voice is heard through the speaker and the handset.

- This feature is controlled work by programming. Ask your manager.

- This feature may not be available with certain proprietary telephones. For more details, consult your dealer.

!! • **Hands-free operation**
You can have a conversation in hands-free mode using the SP-PHONE button. You can perform other tasks simultaneously.
Helpful hints for hands-free operation:

- • **If it is difficult to hear the other party's voice;**
  Raise the sound level using the Speaker Volume Control.

- • **If the other party has difficulty hearing you;**
  Lower the sound level.

- • **Absorbing echoes;**
  Using this unit in a room which has curtains or carpeting or both.

- • **To avoid missing part of the conversations;**
  If you and the other party speak at the same time, parts of your conversation will be lost. To avoid this, speak alternately.

1.4.8 Headset Operation

You can have a conversation using a headset.
In this case, you must select "Headset on" in programming mode or set the Headset button on (red) in advance.
This feature is also known as Handset/Handset Selection.

To talk using the headset

PT	
ᗕᑦ **SP-PHONE** [▢ •] Press **SP-PHONE**.	
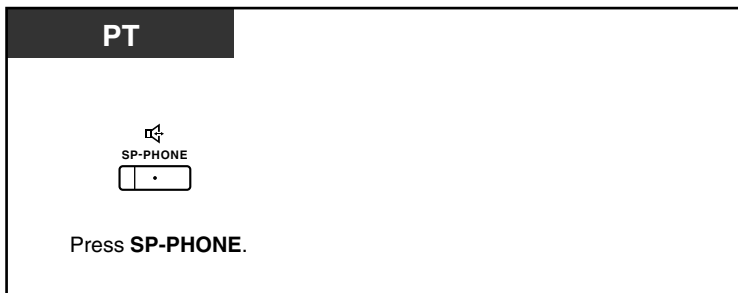
To use the handset during a conversation using the headset

PT	
☎ ⬆ Off-hook.	

To talk in hands-free mode during a conversation using the headset

PT
☐ (Headset)
Press red **Headset**.
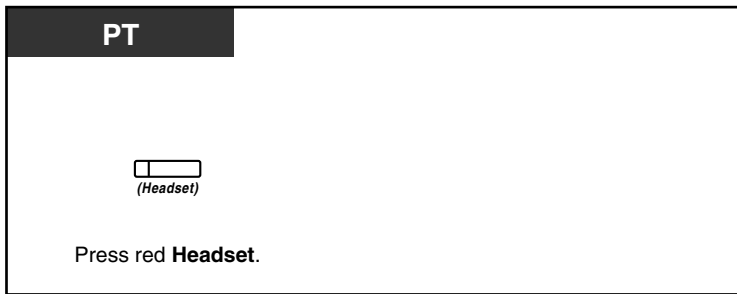
- The Headset button light shows the current status as follows:
  Off: Headset mode off
  Red on: Headset mode on

Customizing Your Phone

- 3.1.2 Settings on the Programming Mode—**Headset Operation**
  Select the equipment to use.
- 3.1.3 Customizing the Buttons
  Create or edit a Headset button.

1.5   Absence Settings

1.5.1   Call Forwarding

— Call Forwarding (FWD)

◆◆ Call Forwarding (FWD)

You can have your incoming calls forwarded to a
specified destination.

All Calls:
All calls are forwarded. Preset extensions may
also forward from their own receiving group.
Busy:
All calls are forwarded when your extension is
busy.
No Answer:
All calls are forwarded when you do not answer
the call within a specified time period.
Busy/No Answer (BSY/NA):
All calls are forwarded when you do not answer
within a specified time period or when your
extension is busy.
Follow Me (From):
If you fail to set the above-mentioned "All Calls" to
forward before you leave your desk, you can set
the same feature from the destination extension.
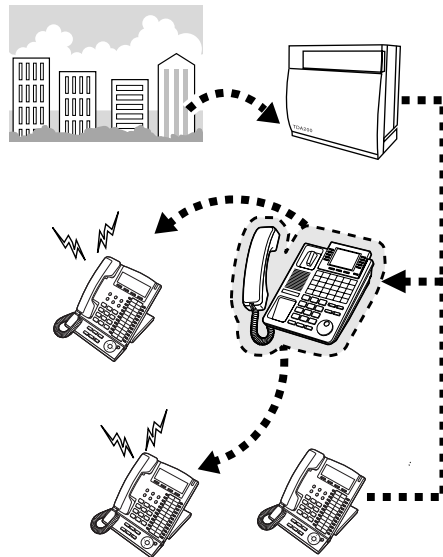
> • You can set the voice mail floating extension number as a forward destination to receive
>   calls into your mailbox.
> • You can set your mobile telephone as the forward destination. The voice mail can be used
>   to receive calls if you are unable to answer.
> • Incoming calls can be forwarded up to four times.
> • **Boss & Secretary feature**
>   The extension which has been set as the destination can call the forwarding extension.

<Example>

Call

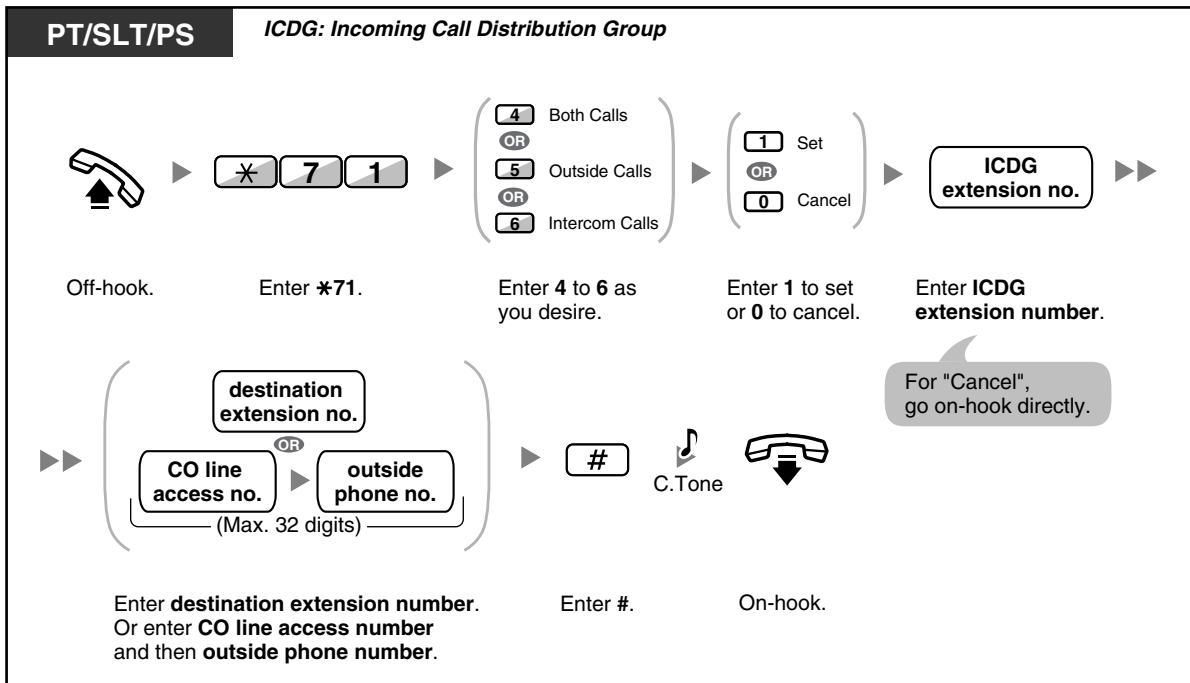*Forwarding extension*   *Forward set*   *destination*

To set/cancel

```
PT/SLT/PS
```

		0 Both Calls		0 Cancel	
		OR		2 All Calls	
	✱ 7 1	1 Outside Calls		3 Busy	
		OR		4 No Answer	
		2 Intercom Calls		5 Busy/No Answer	

Off-hook. Enter ✱**71**. Enter **0** to **2** as you desire. Enter **required number**.

For "Cancel", go on-hook directly.

destination extension no.		
OR		
CO line access no.	outside phone no.	#
(Max. 32 digits)		C.Tone

Enter **destination extension number**. Or enter **CO line access number** and then **outside phone number**. Enter **#**. On-hook.

To set from another extension

```
PT/SLT/PS
```

		0 Both Calls		7 Follow Me	
		OR		8 Follow Me Cancel	
	✱ 7 1	1 Outside Calls			
		OR			
		2 Intercom Calls			

Off-hook. Enter ✱**71**. Enter **0** to **2** as you desire. Enter **7** or **8**.

your extension no.

C.Tone

Enter **your extension number**. On-hook.

⚠️ • When using a proprietary telephone, you can set or cancel Call Forwarding by pressing the FWD/DND button (fixed button) instead of "✱710".

To set the timer for "No Answer" and "Busy/No Answer"
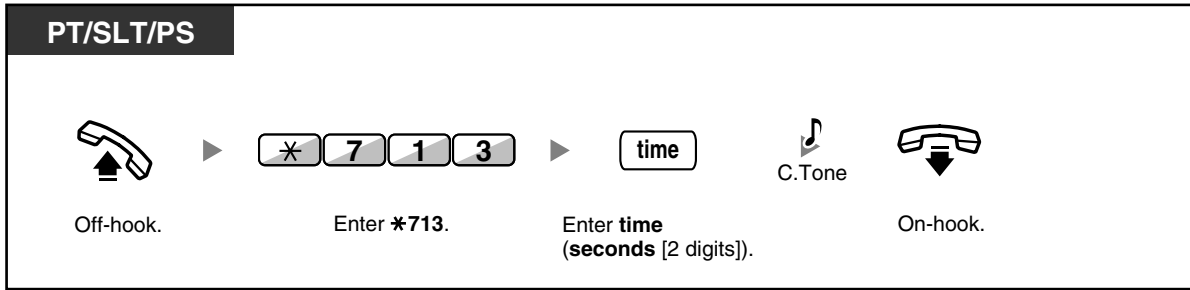
PT/SLT/PS

Off-hook.   Enter ✳**713**.   ✳ 7 1 3   **time**   C.Tone   On-hook.

Off-hook.   Enter ✳**713**.   Enter **time** (**seconds** [2 digits]).   On-hook.

Call Forwarding (FWD) for your Incoming Call Distribution Group

PT/SLT/PS   *ICDG: Incoming Call Distribution Group*

✳ 7 1

4 Both Calls
OR
5 Outside Calls
OR
6 Intercom Calls

1 Set
OR
0 Cancel

ICDG extension no.

Off-hook.   Enter ✳**71**.   Enter **4** to **6** as you desire.   Enter **1** to set or **0** to cancel.   Enter **ICDG extension number**.

For "Cancel", go on-hook directly.

destination extension no.
OR
CO line access no. ▸ **outside phone no.**
(Max. 32 digits)

C.Tone

Enter **destination extension number**. Or enter **CO line access number** and then **outside phone number**.   Enter **#**.   On-hook.

- The FWD/DND button light shows the current status as follows:
  Off: Both features are not set.
  Flashing red slowly: FWD mode
  Red on: DND mode
- The Group FWD button light shows the current status as follows:
  Off: No set
  Flashing red slowly: FWD mode
- You can change the mode alternately by pressing the FWD/DND or Group FWD button while on-hook.
  This only applies to a FWD/DND button or Group FWD button customized on a flexible button; it cannot be done on the FWD/DND button (fixed button).
  (Refer to "Fixed Buttons" in "1.1.1 Before Operating the Telephones".)
- Transferred outside calls are also forwarded to the destination assigned for outside calls.

- When intercom calls are set to be handled differently from outside calls (forwarding type, forward destination), we recommend establishing buttons for both FWD/DND—Outside calls and FWD/DND—Intercom calls, and/or Group FWD—Outside calls and Group FWD—Intercom calls, because:

  a) the light patterns of the FWD/DND—Both calls button (including FWD/DND button [fixed button]) and the Group FWD—Both calls button will indicate the setting for either outside calls or intercom calls, but not both.

  Note
  The FWD icon on PS display reflects the setting for outside calls only.

  b) pressing the FWD/DND—Both calls button or the Group FWD—Both calls button will not change the FWD or DND mode for intercom calls and outside calls separately.

☞ **Customizing Your Phone**
  - 3.1.3 Customizing the Buttons
    Create or edit FWD/DND (Both calls, Outside calls, Intercom calls) buttons, or Group FWD (Both calls, Outside calls, Intercom calls) buttons.

1.5.2   Absent Message

You can show the reason you do not answer, if the caller uses a Panasonic display proprietary telephone. There are eight preprogrammed messages and one for your personal message (16 characters). The selected message is shown on the display of your telephone.

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

To set

PT/SLT/PS

Off-hook. → Enter *750. →

1	Will Return Soon
2	Gone Home
3	At Ext %%%% + [Extension no.]
4	Back at %%:%% + [Hour : Minute]
5	Out until %%/%% + [Month / Day]
6	In a Meeting
7	
8	
9	

Enter **required number**.

→ Enter #. C.Tone On-hook.

To cancel

PT/SLT/PS

Off-hook. → Enter *750. → Enter 0. C.Tone On-hook.
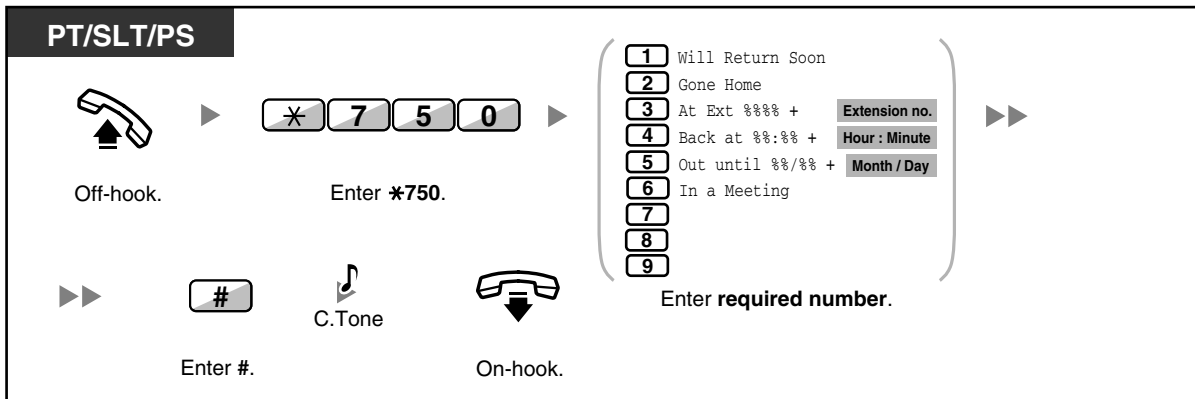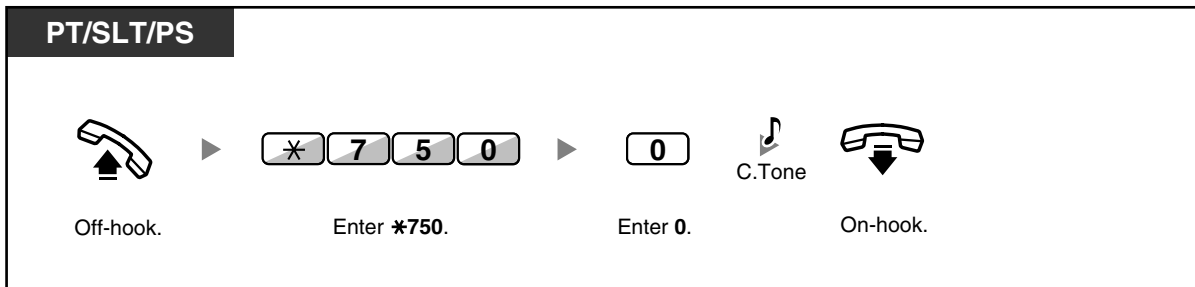
- Enter the desired value in the "%" positions. You must enter the correct number of characters as represented by the "%" using 0 to 9 or ✻.
- The default messages can be changed. Consult your dealer.
- To create your personal message (Message no. 9), refer to "3.1.2 Settings on the Programming Mode".

1.5.3   Extension Lock

You can lock your extension so that other users cannot make inappropriate outside calls.
This feature is also known as Electronic Station Lockout.

To lock

PT/SLT/PS

Off-hook. → Enter *77. → Enter 1. C.Tone On-hook.

To unlock

PT/SLT/PS	*PIN: Personal Identification Number*
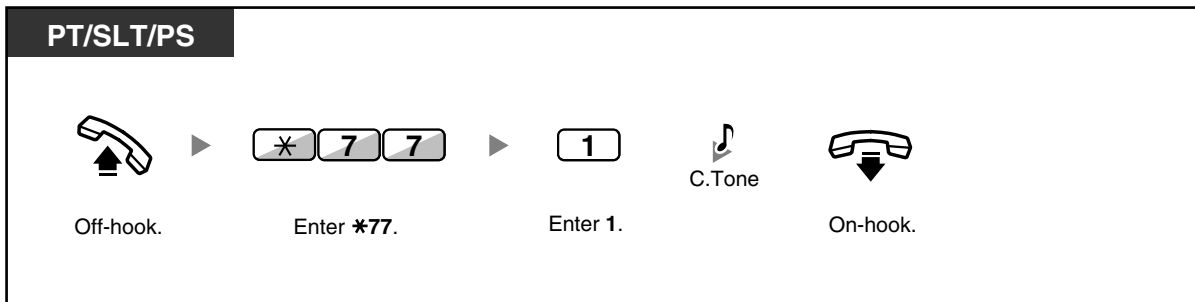
Off-hook. ▶ Enter ✳**77**. ▶ Enter **0**. ▶ Enter **extension PIN** (max. 10 digits). ▶ C.Tone ▶ On-hook.
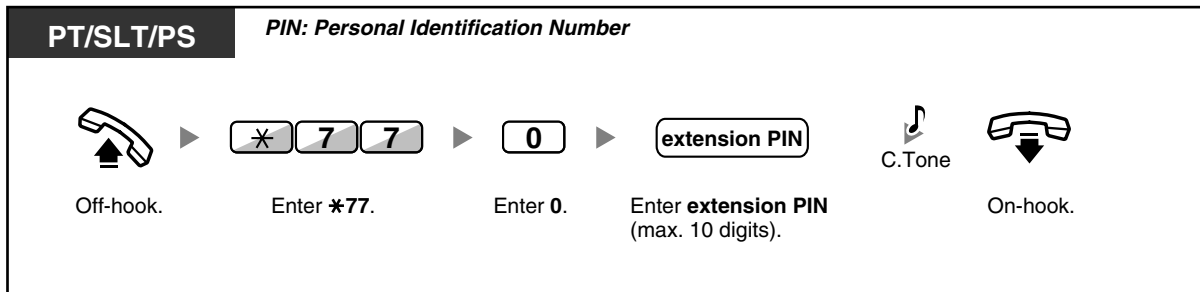
- • **If you forget the extension PIN or cannot unlock your phone,** consult your manager. He can clear your extension PIN. Then, you can set the new PIN and unlock your extension by entering it.
- • If your extension is locked by this feature, it cannot perform feature as follows:
  — Making outside calls
  — Changing the call forwarding destination
- • If you do not set extension PIN, you cannot lock and unlock.

1.6   Paging

1.6.1   Paging

— Group Paging
— Paging and then Transferring a Call

◆◆ Group Paging

You can make a voice announcement to proprietary telephones or external speakers or both in the preset group simultaneously.

To page
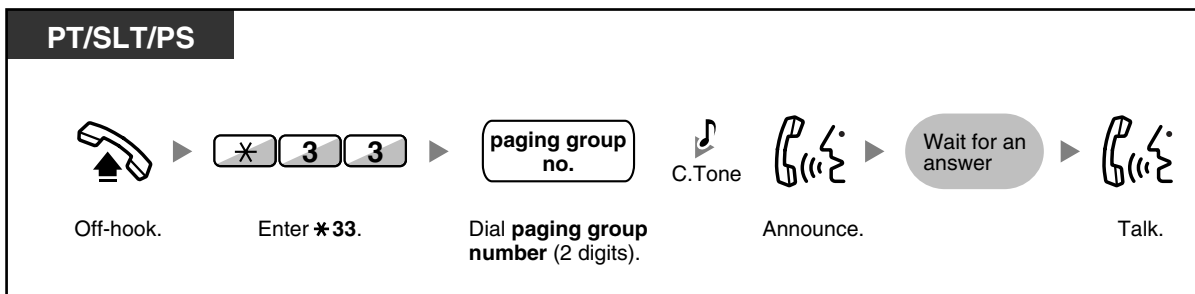
> • If the group which you paged is already being used for paging, you hear a busy tone.

◆◆ Paging and then Transferring a Call
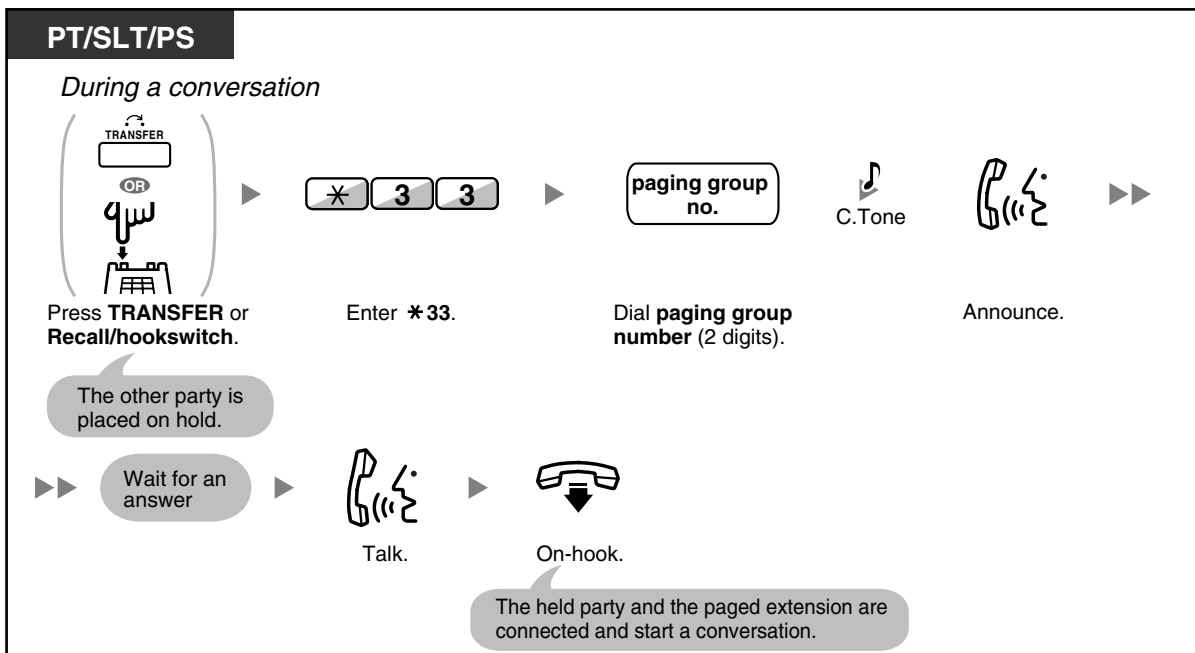
• After you go on-hook, the caller can talk to the person who answers the page.

1.6.2 Answering/Denying a Paging Announcement

To answer

PT
Off-hook. → Enter ✱**43**. C.Tone Talk.

Paging Deny

PT
Off-hook. → Enter ✱**721**. → **1** Deny OR **0** Allow — Enter **1** or **0**. C.Tone On-hook.
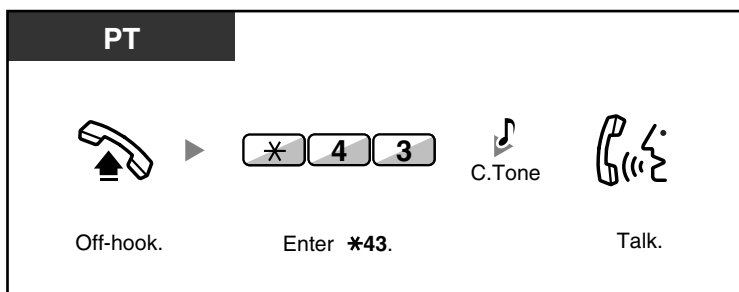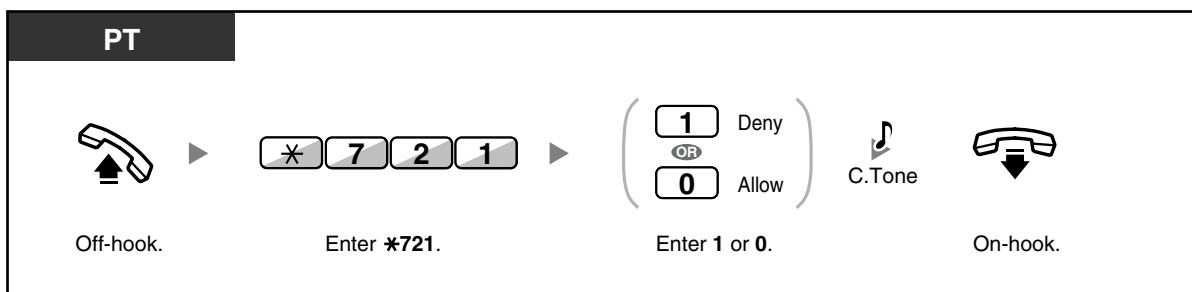
• The following are extensions that cannot receive a paging announcement:
— Portable station
— Single line telephone
— Proprietary telephone that is ringing or busy
— Proprietary telephone in Paging Deny mode
— Proprietary telephone in DND mode

• Even if the announcement is not paging your extension, you can answer it, if it is paging your group.

1.7   Extension Settings

1.7.1   Timed Reminder

You can receive an alarm at your telephone to remind you of a meeting, appointment or as a wake-up call. The alarm can occur either once or daily (every day until canceled) at a preset time.
When you go off–hook to answer, you will hear a special dial tone or prerecorded message.

To set
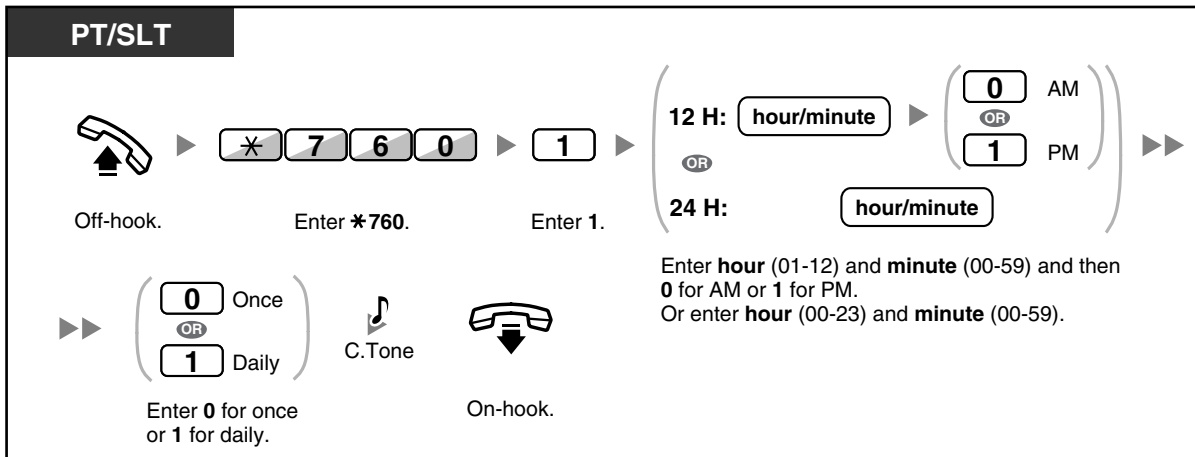
To cancel
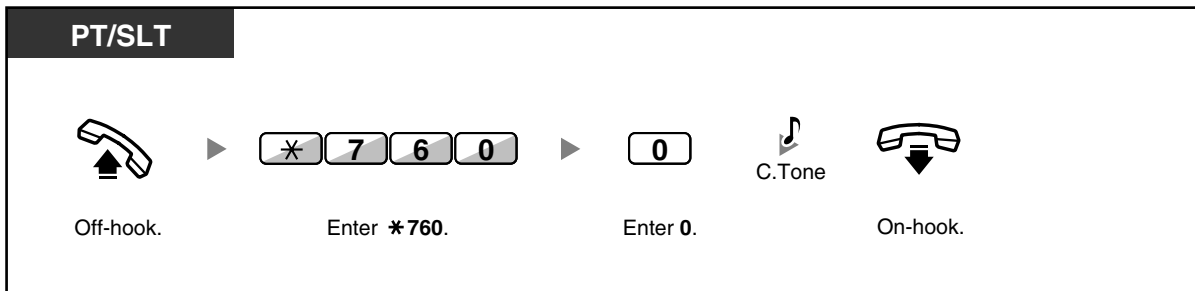
To stop or answer the ringback

To confirm

PT

TRANSFER

Press **TRANSFER**
several times.
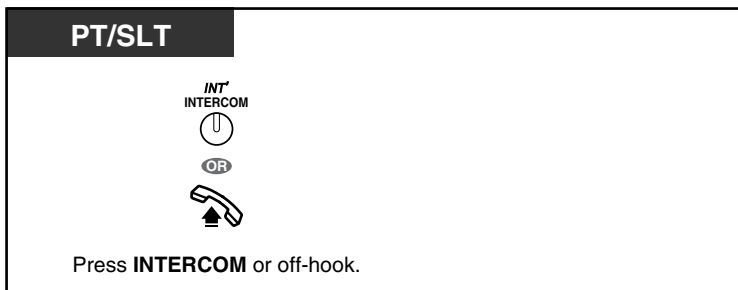
- • You can also confirm the Timed Reminder by using the soft button.
- • The alarm keeps ringing for preprogrammed seconds.
- • **If you receive an incoming call during ringback,** the ringing starts after the ringback stops.
- • **If you are having a conversation exceeding alarm ringing period,** the ringback will start after your conversation.

1.7.2   Do Not Disturb (DND)

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

To set/cancel

PT/SLT/PS

		0 Both Calls	1 Set	
Off-hook.	Enter ✱71.	1 Outside Calls	0 Cancel	On-hook.
		2 Intercom Calls	C.Tone	
		Enter 0 to 2 as you desire.	Enter 1 to set or 0 to cancel.	
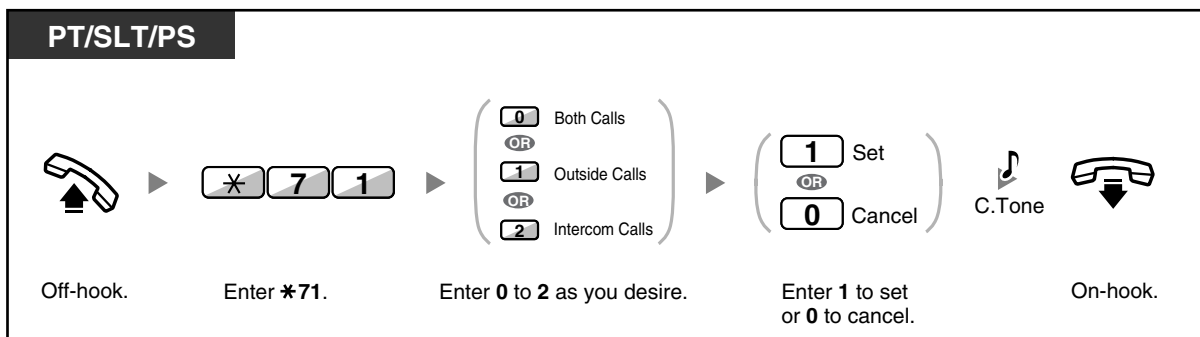
- • When using a proprietary telephone, you can set or cancel Do Not Disturb by pressing the FWD/DND button (fixed button) instead of "✱710".

- • The FWD/DND button light shows the current status as follows:
  Off: Both features are not set.
  Flashing red slowly: FWD mode
  Red on: DND mode
- • You can change the mode by pressing the FWD/DND button while on-hook. This only applies to a FWD/DND button customized on a flexible button; it cannot be done on the FWD/DND button (fixed button).
  (Refer to "Fixed Buttons" in "1.1.1 Before Operating the Telephones".)

- If your extension has set this feature, a calling extension will hear DND tone.

- If this feature is set, the Call Forwarding (FWD) feature does not work.

- Specified extensions can override this feature and call DND extensions (DND Override).

- When intercom calls are set to be handled differently from outside calls (DND set/cancel), we recommend establishing buttons for both FWD/DND—Outside calls and FWD/DND—Intercom calls, because:

  a) the light patterns of the FWD/DND—Both calls button (including FWD/DND button [fixed button]) will indicate the setting for either outside calls or intercom calls, but not both.

  Note
  The DND icon on a PS display reflects the setting for outside calls only.

  b) pressing the FWD/DND—Both calls button will not change the FWD or DND mode for intercom calls and outside calls separately.

☞ **Customizing Your Phone**
- 3.1.3 Customizing the Buttons
  Create or edit FWD/DND (Both calls, Outside calls, Intercom calls) buttons.

1.7.3 Call Waiting/Off-Hook Call Announcement (OHCA)/ Whisper OHCA

During a conversation, you can be informed of a call waiting with a tone or voice announcement through your built-in speaker or handset. (Default: Enable—Tone)

Call Waiting Tone:
a waiting tone through the built-in speaker of PT/handset of SLT. To change the tone from PT, refer to "3.1.1 Personal Programming".

OHCA:
a voice announcement through the built-in speaker

Whisper OHCA:
a voice announcement through the handset

To set/cancel for intercom calls

PT/SLT/PS			
☎ Off-hook.	▶ **✱ 7 3 1** Enter ✱**731**.	▶ **0** No call / OR / **1** Tone / OR / **2** OHCA / OR / **3** Whisper OHCA	♪ C.Tone ☎ On-hook.

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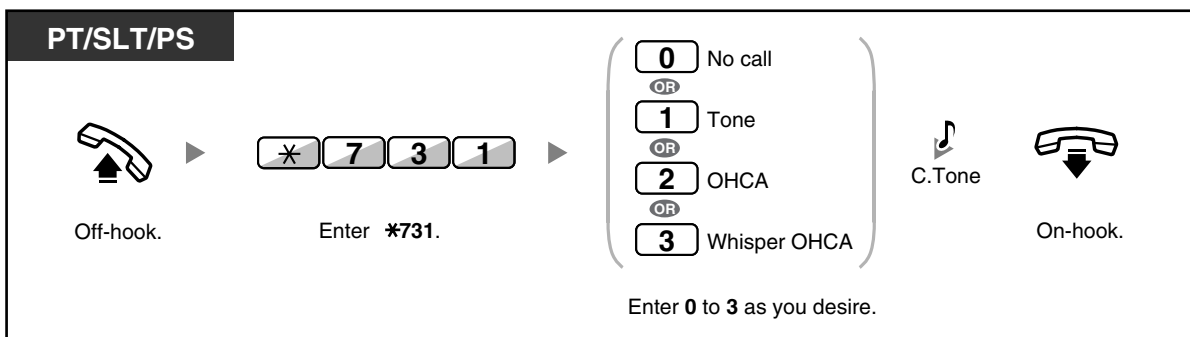
To set/cancel for outside calls

PT/SLT/PS

Off-hook.	Enter *732.	Enter **0** or **1**.		On-hook.

0 No tone / **OR** / **1** Tone — C.Tone
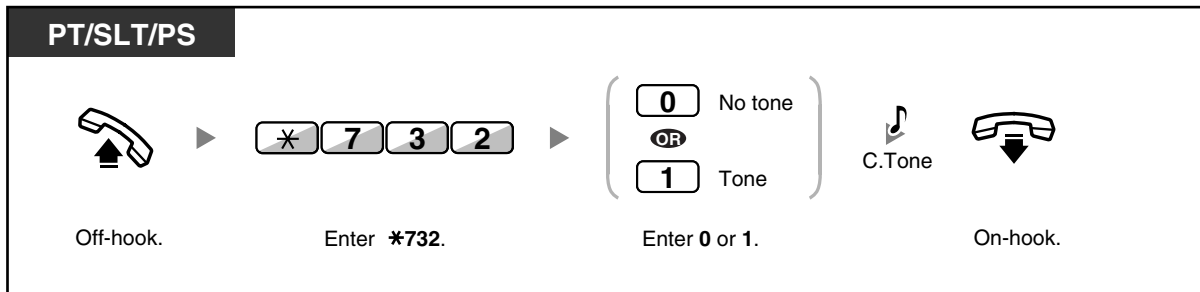
1.7.4 Calling Line Identification Presentation (CLIP)

CLIP:
When making an outside call, you can present your preprogrammed telephone number to the called party.

You can select the telephone number sent, either the number of the line used or the number assigned to your extension.
If you select "Public", the calling/called party sees the number of the line used (subscriber's number).
If you select "Your extension", they see the telephone number assigned on your extension.

To show either the number assigned to the CO line or your extension

PT/SLT/PS

Off-hook.	Enter *7*2.	Enter **1** for public or **2** for your extension.		On-hook.

1 Public / **OR** / **2** Your extension — C.Tone
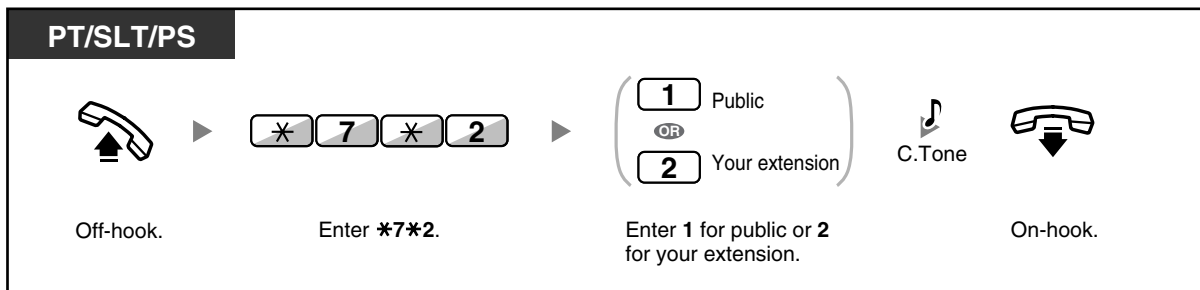
!! • If you use the G-DN button to make a call to the other party, the telephone number assigned to the G-DN will be used.

1.7.5 Calling Line Identification Restriction (CLIR)

When making an outside call, you can select whether the called party can see your telephone number or not.

To show/prevent

PT/SLT/PS

Off-hook.	Enter ✲7✲1.	Enter **0** to show or **1** to prevent.	On-hook.
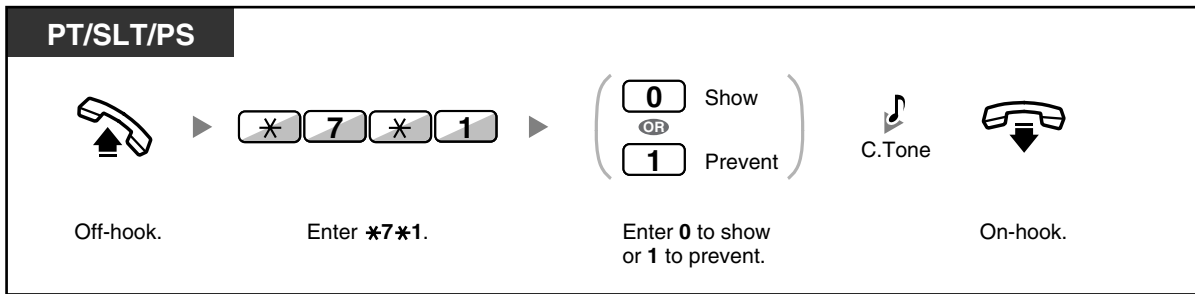
- You can change the mode by pressing a preset CLIR button while on-hook.
  The CLIR button light shows the current status as follows:
  Off: shows your telephone number.
  Red on: prevents your telephone number being displayed.
- Availability of this feature depends on the ISDN service of your telephone company.

Customizing Your Phone
- 3.1.3 Customizing the Buttons
  Create or edit a Calling Line Identification Restriction (CLIR) button.

1.7.6　Executive Busy Override Deny

PT/SLT/PS

Off-hook.	Enter ✲733.	Enter **1** to prevent or **0** to allow.	On-hook.
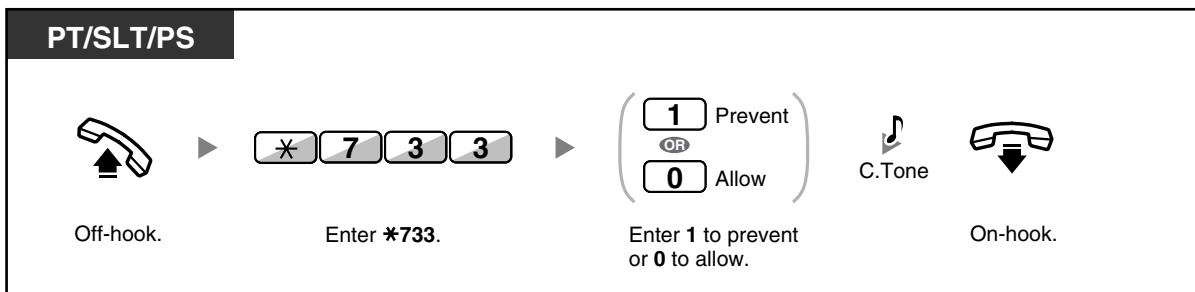
- Some extensions may be prohibited from performing this feature.

1.7.7　Background Music (BGM)

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

To select and set/cancel

> **PT**
>
> Off-hook. ▶ Enter **✱751**. ▶ Enter **BGM number** (1 digit) or **0** to cancel. C.Tone On-hook.
>
> **BGM no.**
> **OR**
> **0** Cancel
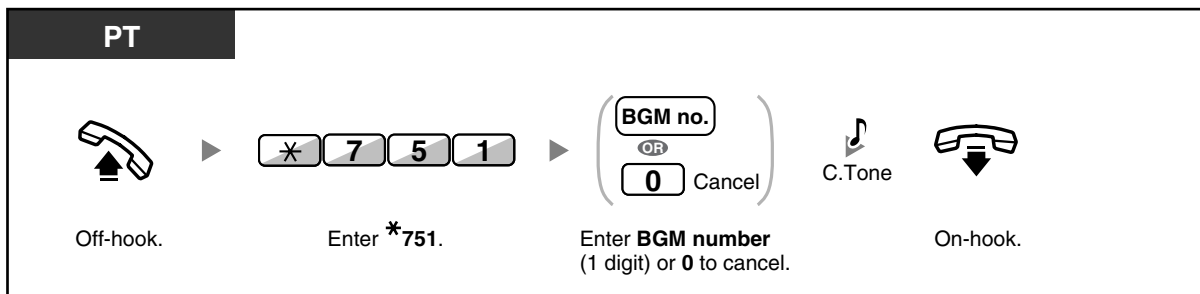
1.7.8   Data Line Security

You can protect the line against audible notification tones, such as a call waiting tone during a conversation. Set this feature if your extension has a data communication device, such as a computer or fax machine connected to ensure secure data transmission.

To set/cancel

> **PT/SLT/PS**
>
> Off-hook. ▶ Enter **✱730**. ▶ Enter **1** to set or **0** to cancel. C.Tone On-hook.
>
> **1** Set
> **OR**
> **0** Cancel
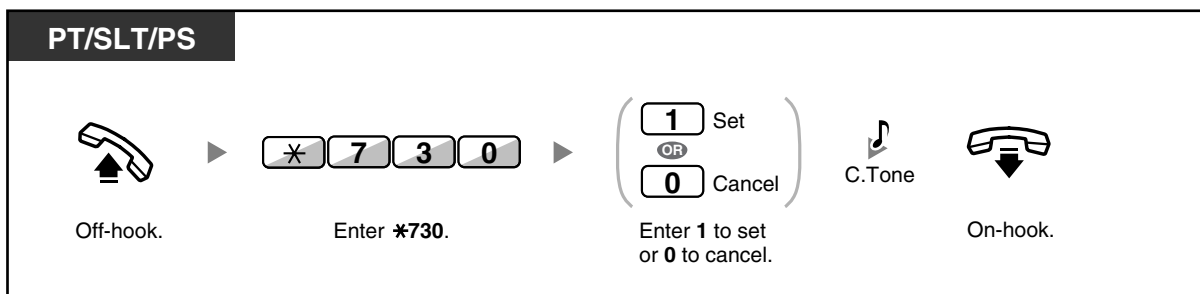
1.7.9   Time Service

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

> **PT**
>
> *While on-hook*
>
> **TRANSFER**
> **OR**
> *(Time Service (Day/Night/ Lunch/Break))*
>
> Press **TRANSFER** or **Time Service (Day/Night/Lunch/Break)**.
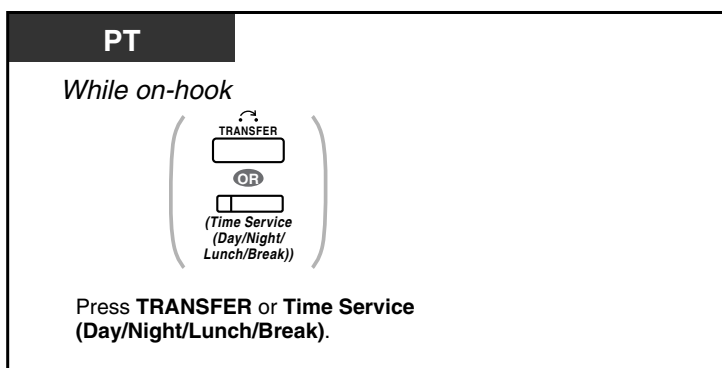
• The Time Service (Day/Night/Lunch/Break) button light always shows the current status as follows:

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

• Any extension user except the managers can check the current status by pressing the Time Service (Day/Night/Lunch/Break) button.

Customizing Your Phone

• 3.1.3 Customizing the Buttons
Create or edit a Time Service (Day/Night/Lunch/Break) button.

1.7.10 Paralleled Telephone

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

PT

Off-hook.	Enter ✳39.	Enter **1** to ring or **0** not to ring.	On-hook.

Off-hook. ▶ ✳ 3 9 ▶ 1 Ring / 0 No ring C.Tone On-hook.
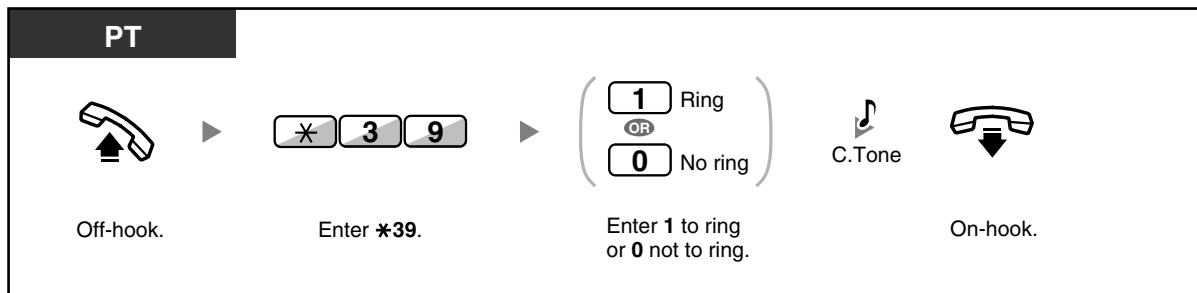
• **Even if "No ring" is selected,** calls can be made and answered on the single line telephone by lifting the handset.
• **If you go off-hook while your paralleled telephone is in use,** the call will switch over to you.

1.7.11 Wireless XDP Parallel Mode

Your PS can be used in parallel with a PT or SLT.
When in this mode, incoming calls to a wired telephone also ring the paired PS.

To set

```
PS
```


Press **TALK**.   Enter ✱ **48**.   Enter **1**.   Enter **extension number**   Press **CANCEL**.
                                                          of the paired telephone.

To cancel

```
PS
```
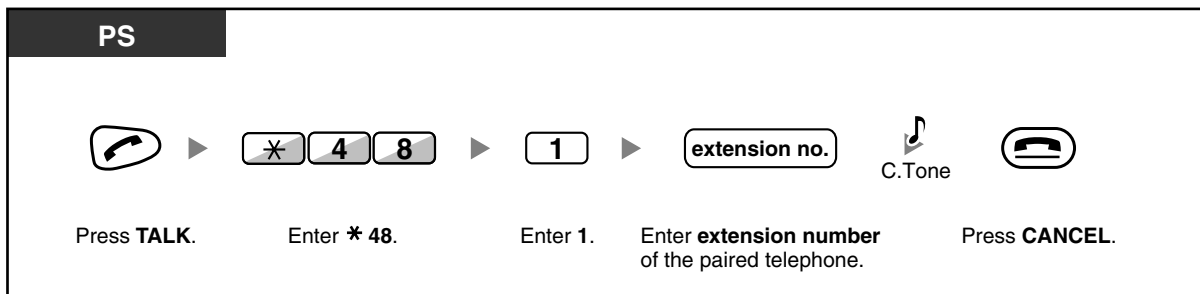

Press **TALK**.   Enter ✱ **48**.   Enter **0**.   Press **CANCEL**.
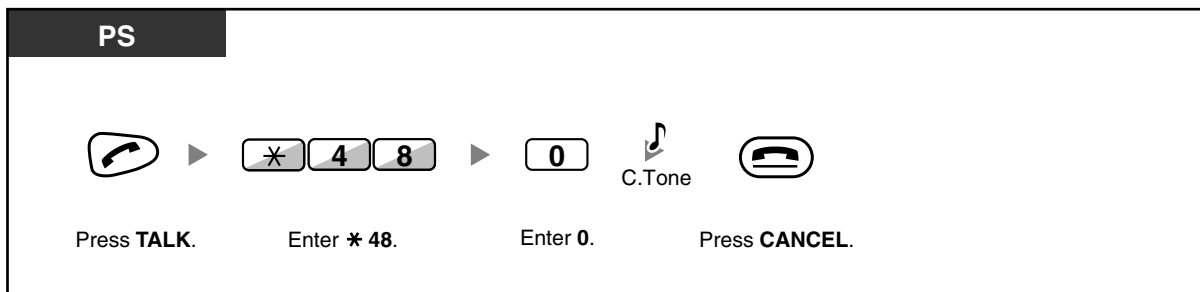
> • Some wired telephones are prohibited from using this feature.
> • **If you go off-hook while your paralleled telephone is in use,** the call will switch over to you.

1.7.12 Extension Feature Clear

You can reset the settings of the following features on your extension to the default settings with one operation.
This feature is also known as Station Program Clear.

Features	Default Setting
Hot Line*	**Off**
Message Waiting—(All the messages that have been left by other extension users)	**Off**
Call Pickup Deny	**Allow**
Call Forwarding (FWD)*	**Off**
Absent Message	**Off**
Paging Deny	**Allow**
Timed Reminder	**Cleared**
Do Not Disturb (DND)*	**Off**
Call Waiting*	**Enable—Tone**
Executive Busy Override Deny	**Allow**
BGM	**Off**

Features	Default Setting
Data Line Security	**Off**
Paralleled Telephone	**The telephone in parallel rings.**
Log-in/Log-out	**Log-in**

* These features may not be reset depending on the system programming.

PT/SLT/PS

Off-hook.   Enter ✱790.   On-hook.

C.Tone
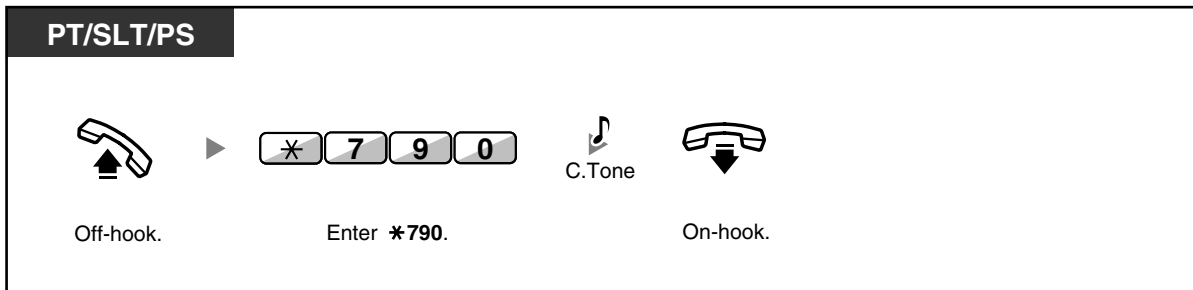
• After performing Extension Feature Clear, the setting of Call Waiting becomes "Enable—Tone". In this case, dial tone 2 will be heard when you go off-hook.

1.8   Call Center

1.8.1   Log-in/Log-out, Wrap-up

You can control your status in an incoming call distribution group. When in the Log-out mode, incoming calls to the group will not ring at your extension. When you return, calls will again ring at your extension. (Default: Log-in)
Even if your extension is logged-in, you can have a specified time period (wrap-up time) when you will not receive calls after completing a previous call. This time can be used for you to write a report and so on. You can also manually select "Not Ready" mode to temporarily leave a distribution group.
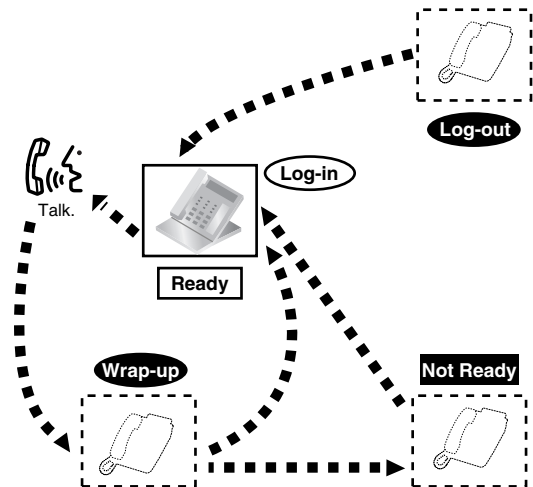
To set Log-in/Log-out

PT/SLT/PS	*ICD Group: Incoming Call Distribution Group*

Off-hook. ▶ Enter **✱736**. ▶ Enter **0** or **1**.

✱ 7 3 6

0 Log-out
OR
1 Log-in

▶▶
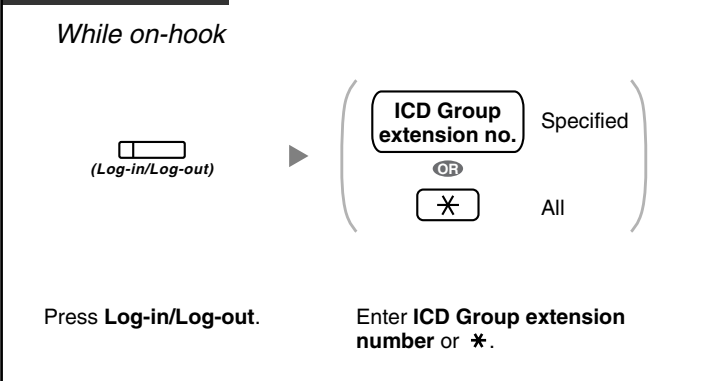
ICD Group extension no. — Specified
OR
✱ — All

C.Tone

On-hook.

Enter **ICD Group extension number** or ✱ .

PT/PS	ICD Group: Incoming Call Distribution Group

While on-hook

	ICD Group extension no. — Specified
(Log-in/Log-out)	✳ — All
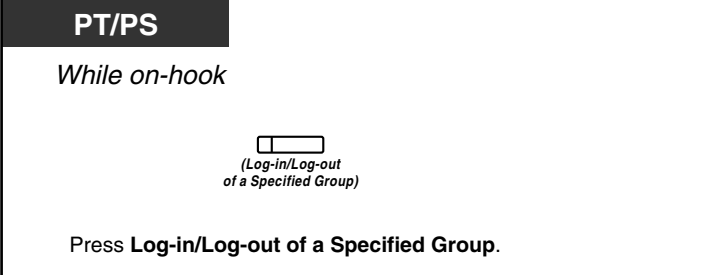
Press **Log-in/Log-out**.	Enter **ICD Group extension number** or ✳.

PT/PS	

While on-hook

(Log-in/Log-out of a Specified Group)
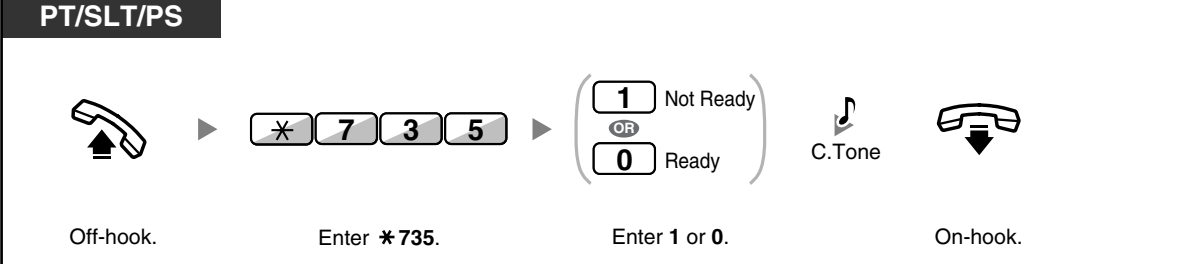
Press **Log-in/Log-out of a Specified Group**.

To enter/leave the Not Ready mode

PT/SLT/PS				
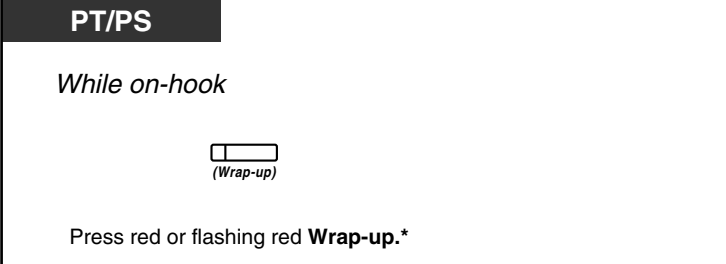
	✳ 7 3 5	1 Not Ready / OR / 0 Ready	C.Tone	
Off-hook.	Enter ✳ **735**.	Enter **1** or **0**.		On-hook.

To set/cancel the Not Ready mode or to leave the Wrap-up mode (To enter the Ready mode)

PT/PS	

While on-hook

(Wrap-up)

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

- • * The status will be as follows:
  Ready → Not Ready
  Not Ready → Ready
  Wrap-up → Not Ready
- • The Log-in/Log-out of a specified group button light shows the current status as follows:
  Off: Log-in mode
  Red on: Log-out mode
- • The Wrap-up button alternates the setting of Wrap-up mode, Not Ready mode or Ready mode.
  The Wrap-up button light shows the current status as follows:
  Off: Ready mode
  Red on: Not Ready mode
  Flashing red: Wrap-up mode
- • In Wrap-up mode/Not Ready mode, your extension does not receive calls through any group, even if it belongs to multiple groups.
- • There may be at least one extension in the incoming call distribution group that is in the Log-in mode.
- • The Supervisor extension can control the Log-in/Log-out status of other extensions.
  For more information, refer to "1.8.2 Incoming Call Distribution Group Monitor".

Customizing Your Phone

- • 3.1.3 Customizing the Buttons
  Create or edit a Log-in/Log-out button, a Log-in/Log-out of a specified group button or a Wrap-up button.

1.8.2   Incoming Call Distribution Group Monitor

— Monitoring the Status of Waiting Calls

— Monitoring and Changing the Log-in/Log-out Status of Extensions

The extension assigned as a Supervisor extension can monitor and control the status of other extensions in an incoming call distribution group. It should have a PT with 6-line display. The display and DSS buttons show as follows:

ICD Group: Incoming Call Distribution Group
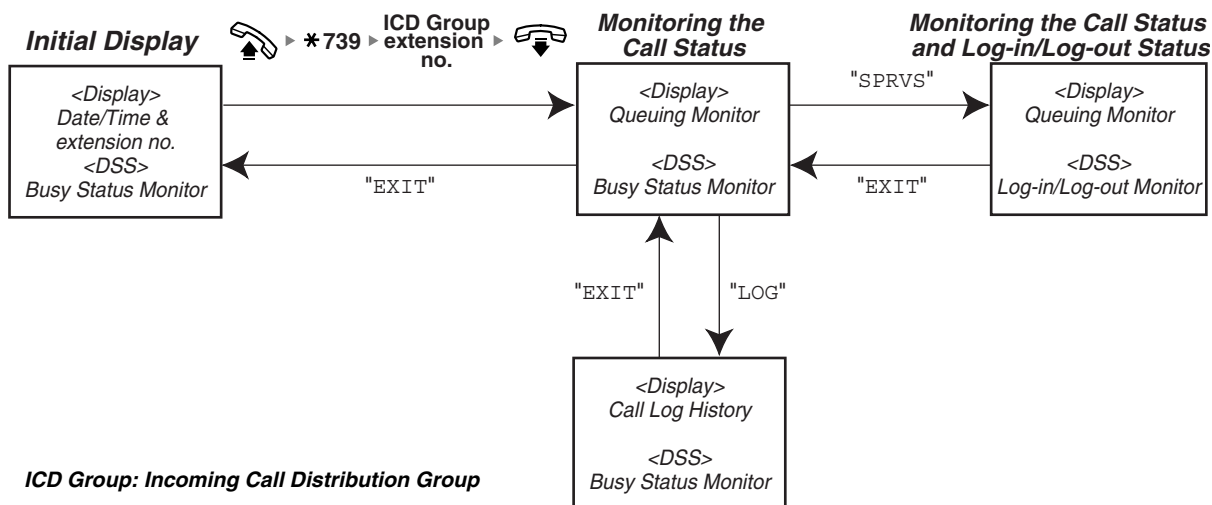
◆◆ Monitoring the Status of Waiting Calls

The Supervisor extension can monitor the status of calls waiting to be answered in the queue. If an incoming call distribution group has an overflowed call, the display shows the status automatically. The following information is displayed.

<Queuing Monitor>

- The current date/time
- The ICD Group extension number/name
- The number of waiting calls
- The longest waiting time

<Call Log History>

- The date/time when cleared at last time
- The total number of received calls
- The number of overflowed calls
- The number of unanswered calls
- The average waiting time of queuing calls

To monitor

Display PT	*ICD Group: Incoming Call Distribution Group*

Off-hook. Enter ✳**739**. Enter **ICD Group extension number**. C.Tone On-hook.
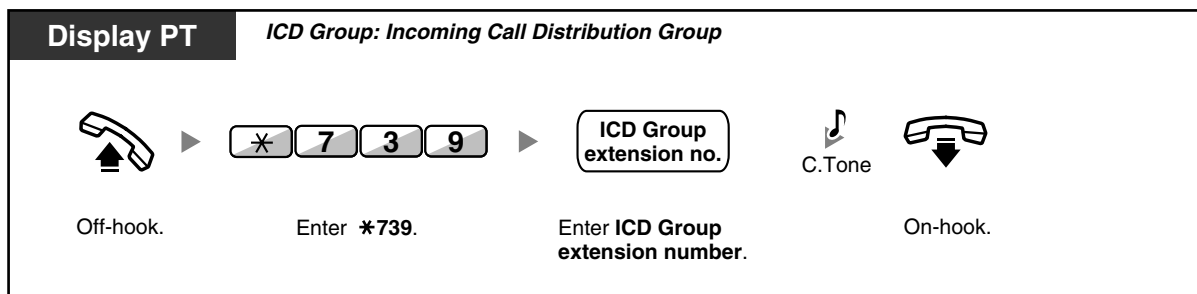
To clear Call Log History

Display PT	

Press "**LOG**".   Press "**CLEAR**".

- The accumulated data is cleared.
  "*****" shows if the number to be displayed exceeds the maximum displayable digits.

◆◆ Monitoring and Changing the Log-in/Log-out Status of Extensions

The Supervisor extension can monitor the Log-in/Log-out status of the incoming call distribution group members by the DSS button light. It can also change their Log-in/Log-out status if needed.

To monitor

Display PT
After viewing the status of waiting calls
⬚ SPRVS ⬚   ▭
Press "**SPRVS**".
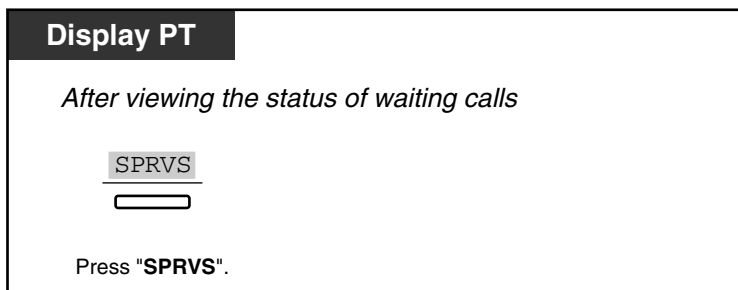
To change the Log-in /Log-out mode

Display PT
▭   *(DSS)*
Press desired **DSS**.
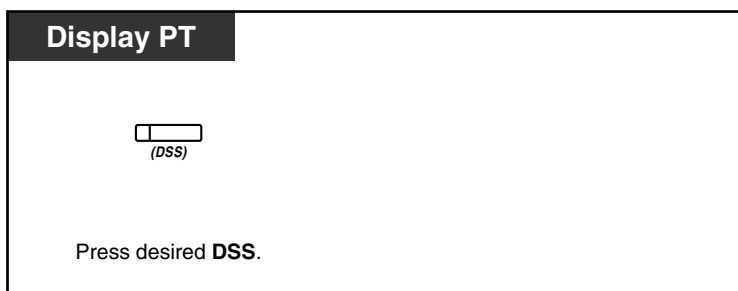
- The DSS button light shows the current status as follows:
  Off: The extension is not in the group.
  Green on: Log-in (Ready) mode
  Flashing green: Log-in (Not Ready) mode
  Red on: Log-out mode

1.8.3 Manual Queue Redirection

When your incoming call distribution group is busy and other outside calls arrive, the arriving calls are put in a waiting queue.
Extensions can check the status of the queue with the Hurry-up button light, and forward the longest waiting call in the queue to a preset destination manually.
This feature is also known as Hurry-up Transfer.

To forward the waiting call

PT/PS

☐▭
(Hurry-up)

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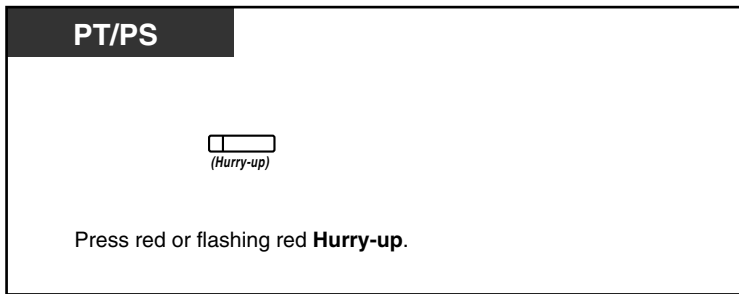
• The Hurry-up button light shows the current status as follows:
  Off: No waiting call.
  Red on: Some calls are waiting.
  Flashing red: The number of calls exceeds the manual queue redirection level.

☞ **Customizing Your Phone**
  • 3.1.3 Customizing the Buttons
    Create or edit a Hurry-up button.

1.9 User-supplied Equipment

1.9.1 Doorphone/Door Opener

You can talk to a person at the door through the doorphone. Preprogrammed extensions or an outside party can receive the calls from the doorphone. You can open the door.
— Doorphone Call
— Door Open

◆◆ Doorphone Call

To call from the doorphone

Doorphone

Press **doorphone** button.　　　C.Tone　　　Talk.
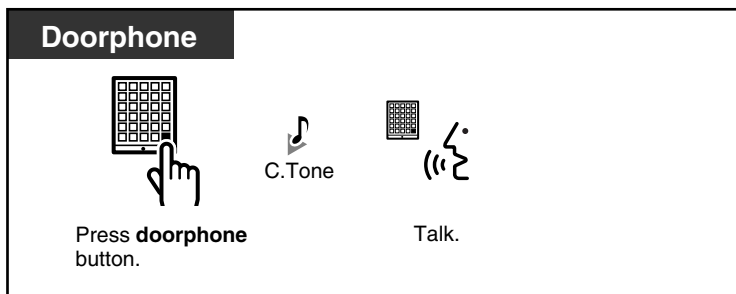
To answer a call from the doorphone

PT/SLT/PS

Off-hook.

To call the doorphone

PT/SLT/PS

Off-hook.　　　Enter ✱**31**.　　　Enter **doorphone number** (2 digits).　　　C.Tone　　　Talk.
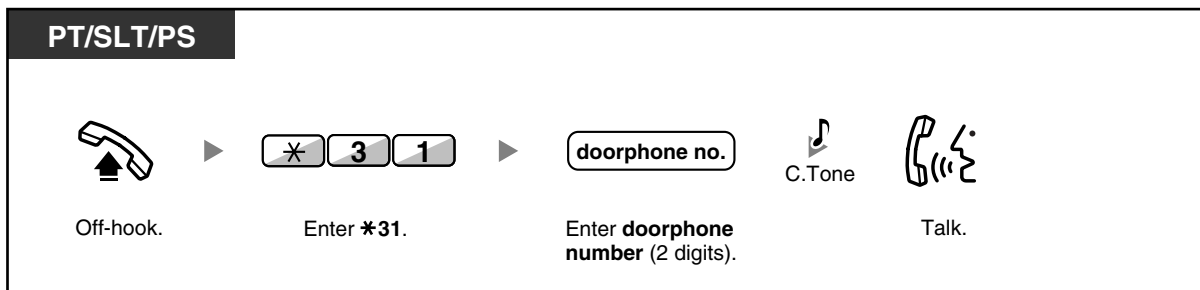
• If no one answers a doorphone call within a specified time period, the call is canceled.

◆◆ Door Open

Some extensions may be prohibited from using this feature.

From a specified extension

PT/SLT/PS				
✆	▶	✳ 5 5	▶	doorphone no.
Off-hook.		Enter ✳**55**.		Enter **doorphone number** (2 digits).

♪ C.Tone

On-hook.

From any extension while talking to the doorphone

PT/SLT/PS		
5		
Enter **5**.		On-hook.
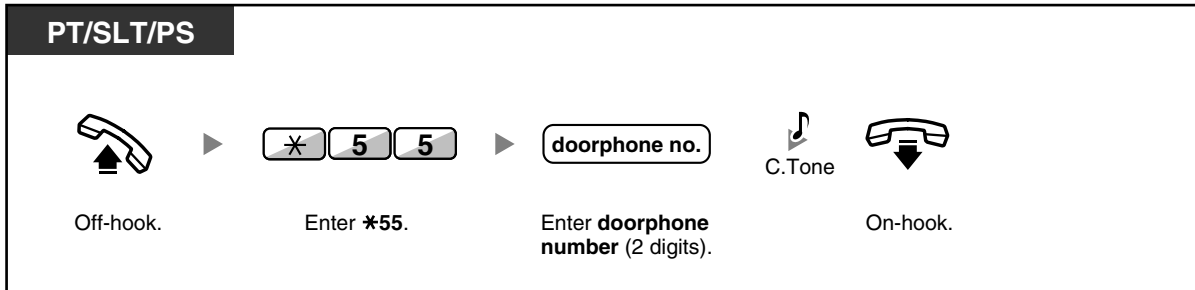
♪ C.Tone
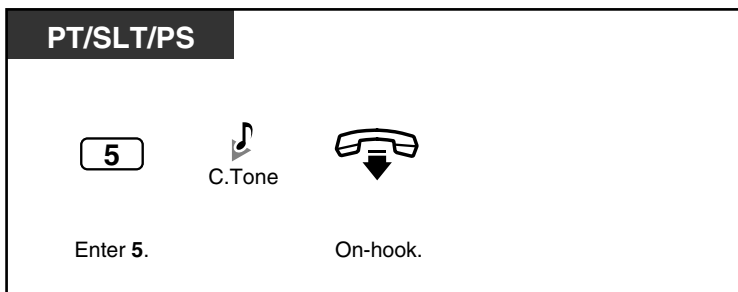
• The door open will be triggered for a specified time period.

1.9.2   Host PBX

— External Feature Access (EFA)

◆◆ External Feature Access (EFA)

You can access special features (e.g., Call Waiting) offered by a host PBX or telephone company. This feature is only effective for an outside call.

<Example> To hold the current call and then talk to the new party

PT/PS	SLT
While hearing a tone	*While hearing a tone*

Press **FLASH/RECALL** or **EFA**. Or press **TRANSFER** and then enter ✱**60**. Enter **desired service code**.

Press **Recall/hookswitch**. Enter ✱**60**. Enter **desired service code**.
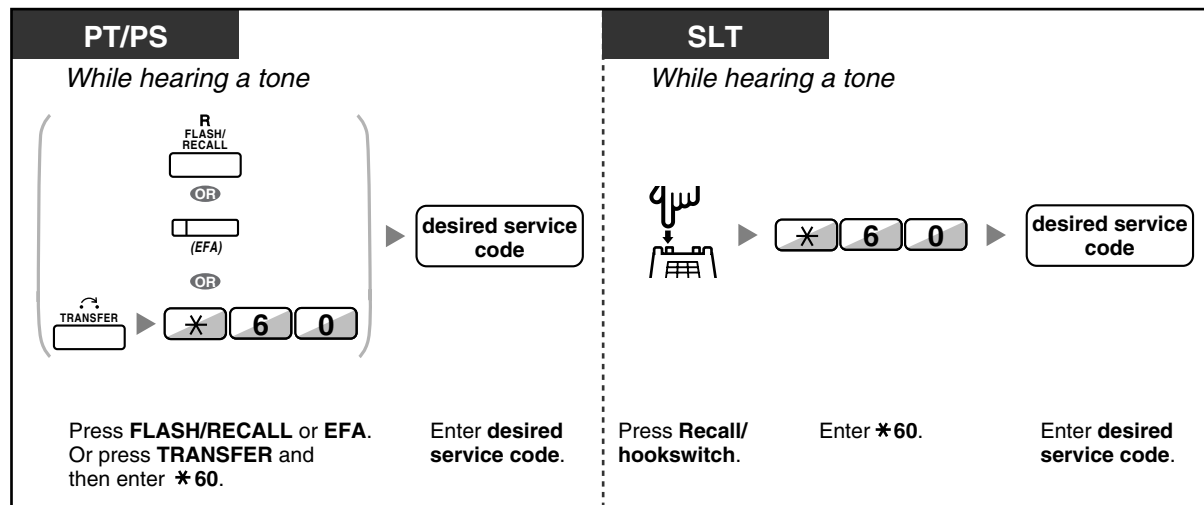
- In this case, FLASH/RECALL button on a proprietary telephone is in the External Feature Access (EFA) mode.
- Regarding the service code, consult your dealer.

Customizing Your Phone

- 3.1.3 Customizing the Buttons
  Create or edit an External Feature Access (EFA) button.

1.9.3　Voice Processing System

You or an outside party can access the Voice Processing System from a telephone.
— Call Forwarding to Voice Mail (Voice Mail Integration)
If your PBX has a Panasonic Voice Processing System connected (e.g., KX-TVS series) using digital integration, the following features are also available:
— Live Call Screening (LCS)
— Two-way Record

◆ Call Forwarding to Voice Mail (Voice Mail Integration)

— To forward your calls to your mailbox
— To transfer a call to a mailbox
— To listen to messages

If you cannot answer calls, you can forward them to your mailbox. You can select the type of incoming calls (Intercom Calls/Outside Calls/Both Calls). If your telephone has a MESSAGE button, the MESSAGE light turns on and lets you know you have messages. Even if a MESSAGE button is not provided, you will hear an indication tone* when going off-hook.
You can also transfer received outside calls to a mailbox so that calling parties can leave messages. If you create a Voice Mail Transfer button on your phone, the transfer is done without knowing the mailbox number (Voice Mail Transfer).
The duration for recording depends on the voice processing system.

To forward your calls to your mailbox

```
PT/SLT/PS
```

Off-hook.	Enter ✱71.	Enter 0 to 2 as you desire.	Enter required number.	

0 Both Calls
OR
1 Outside Calls
OR
2 Intercom Calls

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

voice mail floating extension no.

Enter voice mail floating extension number.

#

Enter #.

C.Tone

On-hook.

To transfer a call to a mailbox

```
PT/PS
```

During a conversation

(Voice Mail Transfer)

Press **Voice Mail Transfer**.

(DSS)
OR
desired extension no.

Press **DSS** or enter **desired extension number**.

To listen to messages

```
PT/SLT/PS
```

Off-hook.

✉ MESSAGE
OR
voice mail floating extension no.

Press **MESSAGE** or enter **voice mail floating extension number**.

*Indication tone after off-hook

1 s

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

☞ **Customizing Your Phone**
- 3.1.3 Customizing the Buttons
  Create or edit a Voice Mail Transfer button or a Message button.

◆◆ Live Call Screening (LCS)

While a caller is leaving a message in your mailbox, you can monitor the call without answering. If you so desire, you can answer the call while monitoring. There are two methods available (Default: Hands-free mode).

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

Before operating

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

To set Live Call Screening

PT/PS	*PIN: Personal Identification Number*
☐☐ *(Live Call Screening)* ▶	(**extension PIN**)
Press **Live Call Screening**.	Enter **extension PIN** (max. 10 digits). This is required only when an extension PIN is stored.
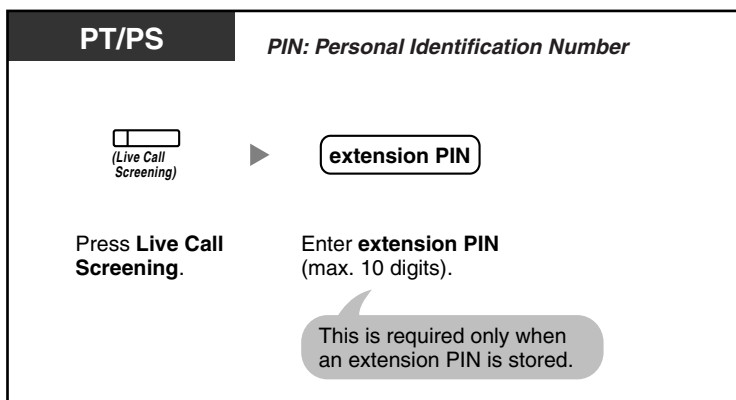
To cancel Live Call Screening

PT/PS
☐☐ *(Live Call Screening)*
Press red **Live Call Screening**.
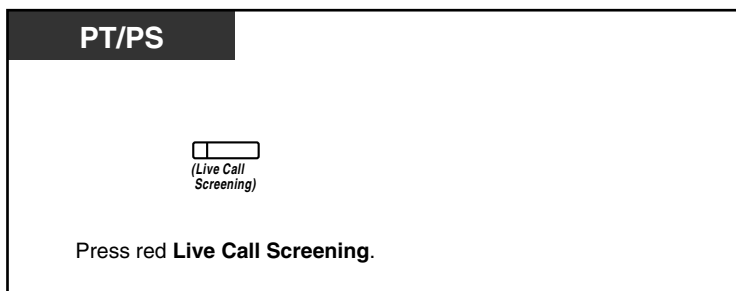
Operation Flowchart

The operations in the shaded areas can be done hands-free.
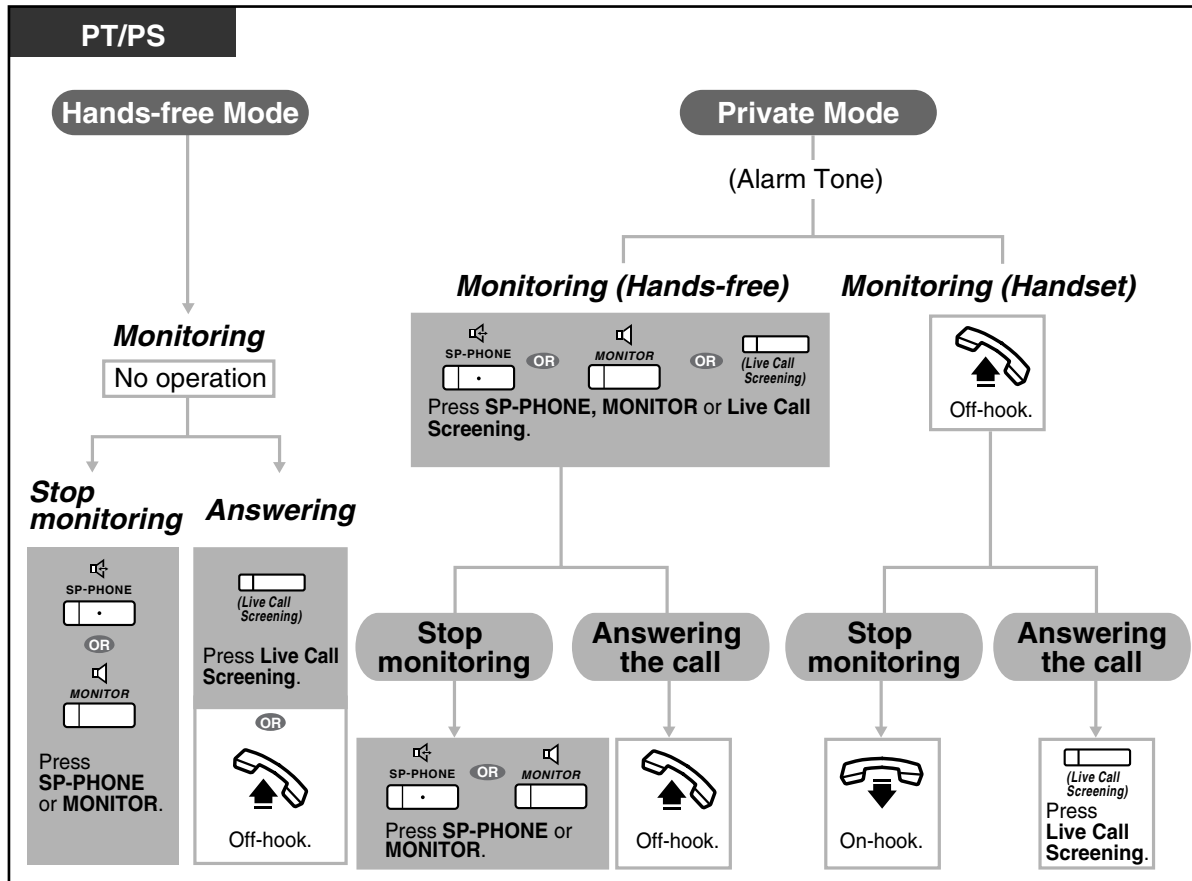
- The Live Call Screening (LCS) button light shows the feature status as follows:
  Off: LCS is off.
  Flashing green rapidly: Alerting in the Private mode.
  Flashing green slowly: Monitoring.
  Red on: LCS is on.
- The manager extension can clear an extension PIN.
- This feature is available for a single line telephone if it is connected to a proprietary telephone in parallel. (Private mode only)
  To answer the call while monitoring, press Recall/hookswitch.
- Only the handset monitoring in the Private mode is available for PS users.

Customizing Your Phone

- 3.1.2 Settings on the Programming Mode—**Live Call Screening Mode Set**
  Select the mode, either monitoring the message through the speaker automatically or receiving, while the caller leaves a message.
- 3.1.3 Customizing the Buttons
  Create or edit a Live Call Screening (LCS) button.

◆◆ Two-way Record

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

To record into your mailbox

PT/PS
During a conversation
⬜️ *(Two-way Record)* — To stop recording, press this button again.
Press **Two-way Record**.

To record into another mailbox (Two-way Transfer)

PT/PS
During a conversation
⬜️ *(Two-way Transfer)* ▶ ⬜️ *(DSS)* **OR** **another extension no.**
Press **Two-way Transfer**. Press **DSS** or enter **another extension number**.
To stop recording, press this button again.

To record into another mailbox with one-touch (One-Touch Two-way Transfer)

PT/PS
During a conversation
⬜️ *(One-touch Two-way Transfer)*
Press **One-touch Two-way Transfer**.

- The Two-way Record button light, Two-way Transfer button light or One-touch Two-way Transfer button light shows the current status as follows:
  Off: Not recording.
  On: Recording the conversation.

• **Note:**
Many states have imposed regulations on the manner in which 2-way telephone conversations may be recorded, so you should inform the other party that the conversation is being recorded.
Consult your local telephone company for further information.

Customizing Your Phone

• 3.1.3 Customizing the Buttons
Create or edit a Two-way Record button light, a Two-way Transfer button and a One-touch Two-way Transfer button.

1.10 Walking Extension

1.10.1 Walking Extension

You can use the same functions assigned on your previous extension even if you move to another extension in the office.
You can retain your settings such as extension number or One-Touch Dialing memory etc. on the new extension.
This feature is also known as Walking Station.

To set

PT/SLT	*PIN: Personal Identification Number*

Off-hook.

Enter ✱**727**.

Enter **your previous extension number.**

Enter **extension PIN** (max. 10 digits).

D.Tone

On-hook.
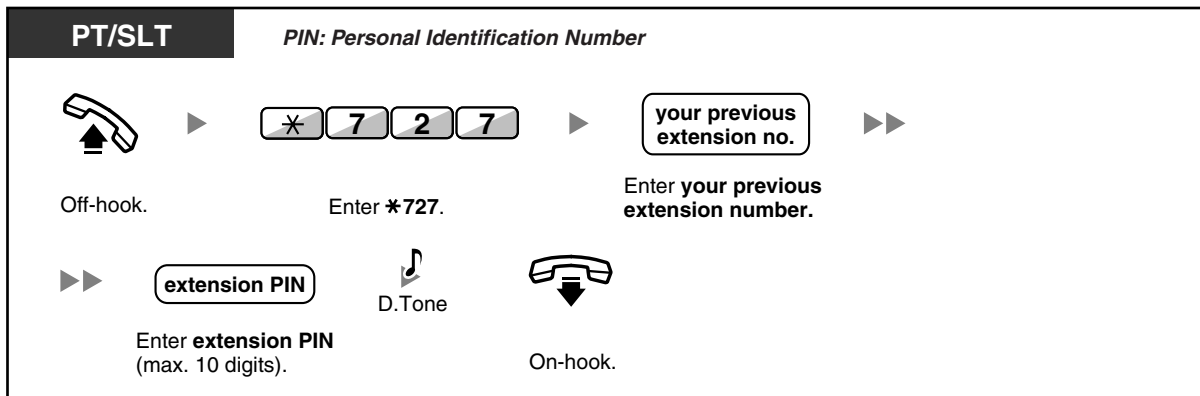
- Your previous extension will get the old settings of your new extension.
- This feature is available for movement between SLT and SLT, PT and PT or SLT and PT.
- For more information, refer to "3.1.1 Personal Programming".

1.11   Display Proprietary Telephone

1.11.1   Call Log

This is available for the display proprietary telephone and the portable station.
— Incoming Call Log
— Outgoing Call Log

◆◆ Incoming Call Log

When you receive an outside call, the caller's information is recorded automatically in the incoming call log. The preprogrammed number of calls can be logged per extension.
When a call which is over the preprogrammed number of calls comes in, the oldest call is deleted.
You can modify the logged telephone number.
When the Call Log button light turns on, there is a call which you did not answer.

The following information is logged.

- Caller's Name
- Caller's Phone & Number
- Date/Time of a call received
- Answered or Not Answered
  Confirmed or Not Confirmed

To confirm the log information with the Call Log button
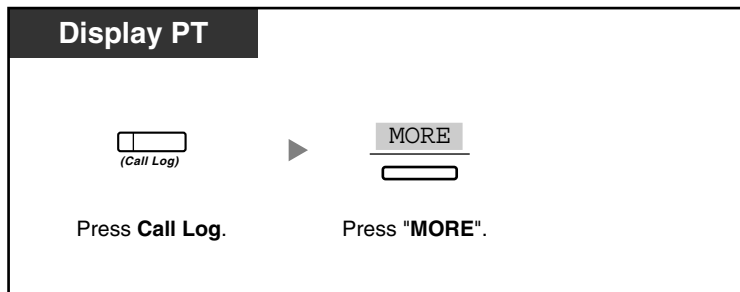
To confirm the log information with the Navigator key
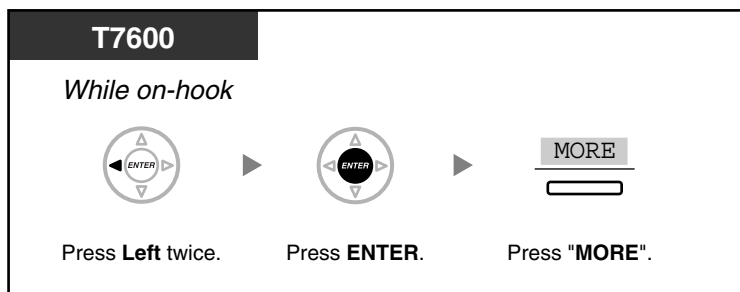
To clear the log information

+--+
| **Display PT** |
| |
| *While confirming the log information* |
| |
| ▲   CLEAR |
| ◁ ENTER ▷   ▶   ▭▭▭▭ |
| ▼ |
| |
| Press **Up** or **Down** until   Press "**CLEAR**". |
| **desired party** appears. |
+--+

To call

+--+
| **Display PT** |
| |
| *While confirming the log information* |
| |
| ▲ |
| ◁ ENTER ▷   ▶ |
| ▼ |
| |
| Press **Up** or **Down** until   Off-hook. |
| **desired party** appears. |
+--+

- • The Call Log button light shows the current status as follows:
  Off: No incoming call. Or you have already viewed the call log.
  Red on: You have missed calls to view.
- • If your call is answered by another extension, the caller's information is recorded on the displays of both your extension and the answered extension.
- • You can lock your call log by using an extension PIN (Personal Identification Number), so that you can prohibit access to your logged information. Refer to "3.1.2 Settings on the Programming Mode".
- • You can also have a Call Log button for ICD Group (Incoming Call Distribution Group).
- • If a call arrives while you are using the call log, the call log display will be replaced with the caller's information.

Customizing Your Phone
- • 3.1.3 Customizing the Buttons
  Create or edit a Call Log button or Call Log for ICD Group button.

◆ Outgoing Call Log

You can redial using the outgoing call log.

To call

T7600

While on-hook

Press **Left**. ▶ Press **ENTER**. ▶ Press **Up** or **Down** until **desired number** appears. ▶ Off-hook.
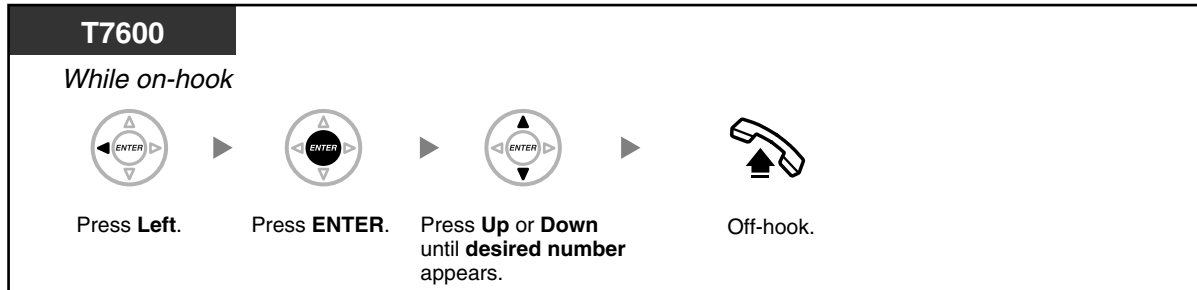
To store the caller's information for personal speed dialing
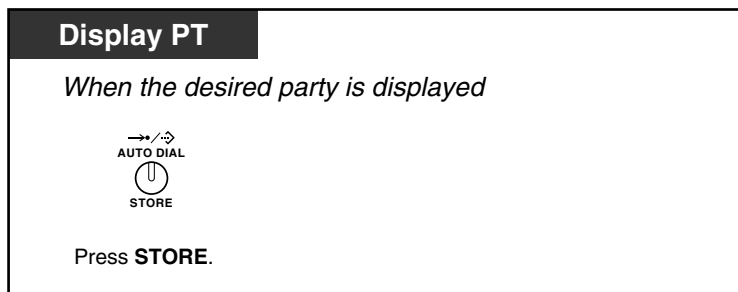
Display PT

When the desired party is displayed

AUTO DIAL
STORE

Press **STORE**.

- You can lock your call log by using an extension PIN (Personal Identification Number), so that you can prohibit access to your logged information. Refer to "3.1.2 Settings on the Programming Mode".
- If a call arrives while you are using the call log, the call log display will be replaced with the caller's information.

1.11.2 Directories

You can select and call using the directories (*Personal Speed Dialing Directory, System Speed Dialing Directory and Extension Number Directory*).
Only personal directories can be stored, edited or deleted on your extension.
If a call arrives while you are using a directory, the display will be replace with the caller's information.

— Calling with the Directory

— Storing the Names and Numbers

— Entering Characters

◆◆ Calling with the Directory

To select and call

> **T7600**
>
> *While on-hook*
>
> Press **Right** until **desired directory** appears.* ▶ Press **ENTER**. ▶ Press **Up** or **Down** until **desired party** appears. ▶ Off-hook.
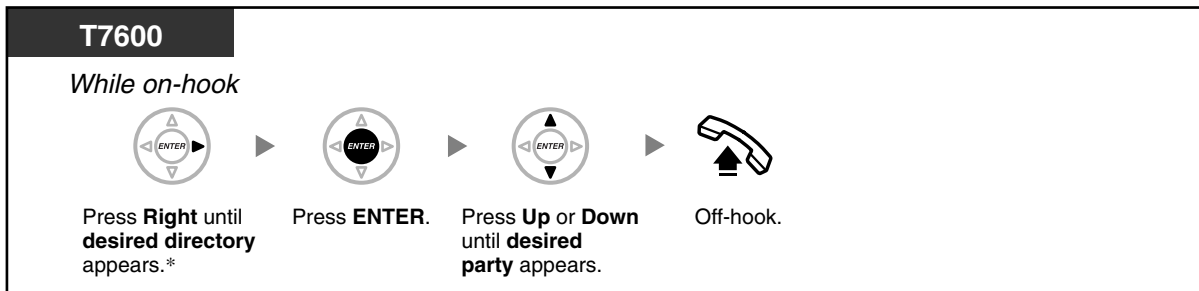
- * The display order is as follows:
  One time: Personal Speed Dialing Directory
  Two times: System Speed Dialing Directory
  Three times: Extension Number Directory
- To cancel or exit, press the CANCEL button or "EXIT" on the display.

- Directory entries generally should include name and number. If the name is not registered, an entry cannot be displayed.

◆◆ Storing the Names and Numbers

To store a Personal Speed Dialing Directory item

> **T7600**
>
> *While on-hook*
>
> **phone no.** ▶ ENTER ▶ **name** ▶ ENTER ▶ PROG. PROGRAM OR PAUSE
>
> Enter **phone number** (max. 32 digits). Press **ENTER**. Enter **name** (max. 20 characters). Press **ENTER**. Press **PROGRAM** or **PAUSE**.
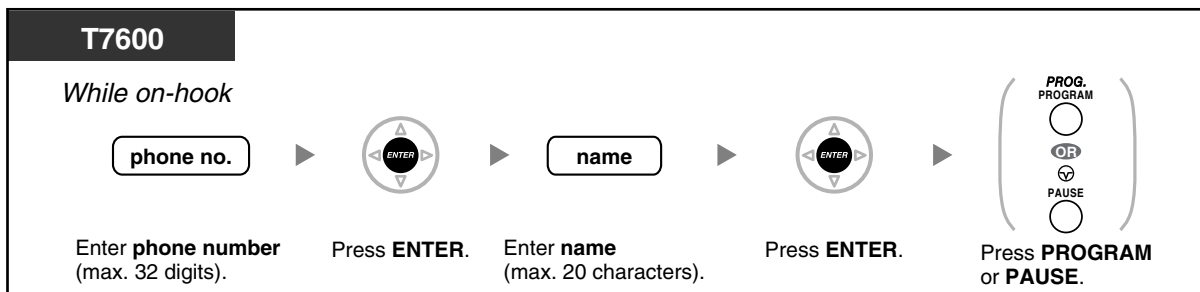
- Telephone number and name on the display are stored using the first spare Personal Speed Dialing memory available.
- For a PS user, refer to "Operating Instructions" for PS.

- For more details, refer to "To store the names and numbers for personal speed dialing" in "3.1.2 Settings on the Programming Mode".

◆◆ Entering Characters

You can enter the following characters. The tables show you the characters available for each button. Table 1 or Table 2 can be programmed.

Table 1 (Standard mode)

Times / Buttons	1	2	3	4	5	6	7	8	9
1	!	?	"	1					
2	A	B	C	a	b	c	2		
3	D	E	F	d	e	f	3		
4	G	H	I	g	h	i	4		
5	J	K	L	j	k	l	5		
6	M	N	O	m	n	o	6		
7	P	Q	R	S	p	q	r	s	7
8	T	U	V	t	u	v	8		
9	W	X	Y	Z	w	x	y	z	9
0	(space)	.	,	'	:	;	0		
✳	/	+	—	=	<	>	✳		
#	$	%	&	@	(	)	€	£	#

Table 2 (Option mode)

Times / Buttons	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	!	?	"	ä	ö	ü	1								
2	A	B	C	a	b	c	À	Á	Â	Ã	Ä	Å	Æ	Ç	2
3	D	E	F	d	e	f	Đ	È	É	Ê	Ë	3			
4	G	H	I	g	h	i	Ì	Í	Î	Ï	4				
5	J	K	L	j	k	l	5								
6	M	N	O	m	n	o	Ñ	Ò	Ó	Ô	Õ	Ö	Ø	Œ	6
7	P	Q	R	S	p	q	r	s	ß	7					
8	T	U	V	t	u	v	Ù	Ú	Û	Ü	8				
9	W	X	Y	Z	w	x	y	z	Ý	9					
0	(space)	.	,	'	:	;	0								
✳	/	+	—	=	<	>	✳								
#	$	%	&	@	(	)	€	£	#						

1.11.3 System Feature Access

You can access a feature with the "Feature Access" menu.

To access "Feature Access" menu and select the feature

T7600

While on-hook

Press **Right** four times. ▶ Press **ENTER**. ▶ Press **Up** or **Down** until **the feature** appears.
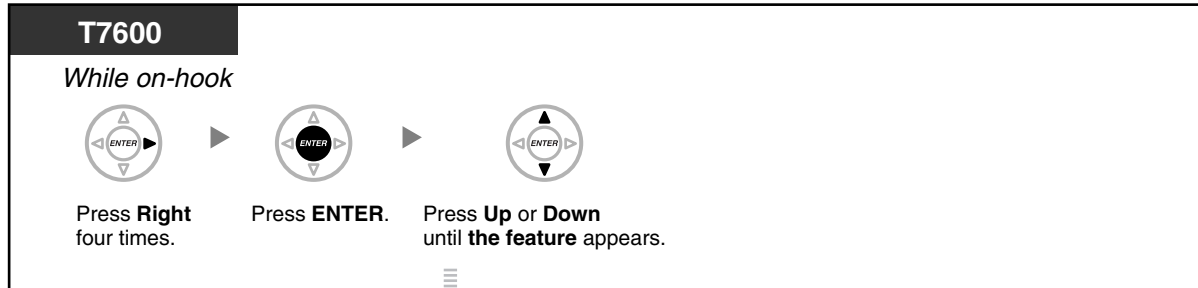
Features	Refer to
Automatic Callback Busy Cancel	1.2.4 When the Dialed Line is Busy or There is No Answer
Group Call Pickup	1.3.3 Call Pickup
Directed Call Pickup	1.3.3 Call Pickup
Doorphone Call	1.9.1 Doorphone/Door Opener
Door Open	1.9.1 Doorphone/Door Opener
External Background Music	2.1.4 External Background Music (BGM)
Paging	1.6.1 Paging

Section 2

Manager Operation

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

2.1   Control Features

2.1.1   Extension Control

The manager extension can control the settings of other extensions.
— Changing the Settings of Other Extensions

◆◆ **Changing the Settings of Other Extensions**

Remote Extension Lock

This feature is also known as Remote Station Lock Control.

	PT/SLT/PS

| Off-hook. | Enter ✻**78**. | Enter **2** to unlock or **3** to lock. | Enter **extension number**. | On-hook. |
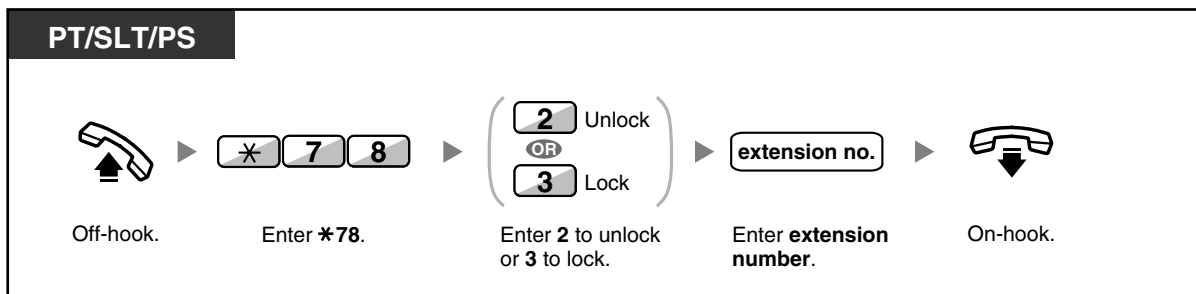
- • If your extension is unlocked by the Remote Extension Lock feature, the Extension Lock assigned by itself will be unlocked.

2.1.2   Time Service Mode Control

The manager extension or the preprogrammed extension can change the time mode (Day, Lunch, Break or Night).
There are two methods (Automatic or Manual) of changing the time modes.
Automatic: enables the time mode for each day on the week to change automatically. You may also change it manually.
Manual: enables to change a mode in manual as follows.

To change the time mode (Day/Night/Lunch/Break)

PT/PS

While on-hook

(Time Service (Day/Night/ Lunch/Break))

Press **Time Service (Day/Night/Lunch/Break)** until the desired mode appears.

PT/SLT/PS

Off-hook.	Enter ✱780.	0 Day 1 Night 2 Lunch 3 Break Enter **0** to **3** as you desire**.**	C.Tone On-hook.
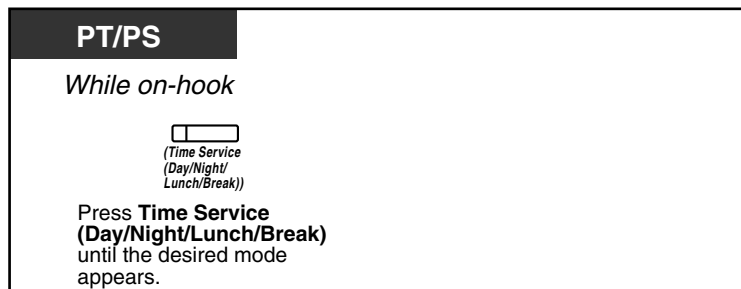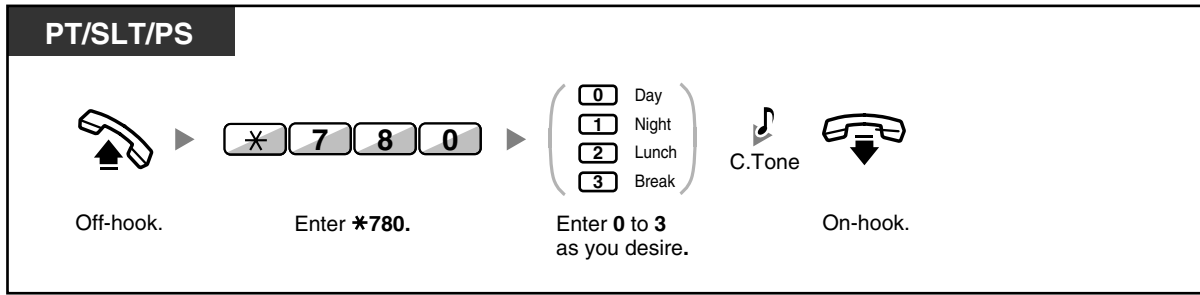
To select the time service switching mode (Automatic/Manual)

PT/PS

While on-hook

(Time Service Switching Mode (Automatic/Manual))

Press **Time Service Switching Mode (Automatic/Manual)**.
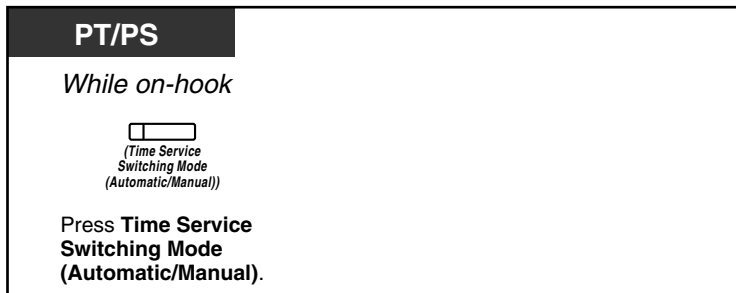
- Besides the time mode, there is Holiday mode. It can change mode once on a specified date.
- The Time Service (Day/Night/Lunch/Break) button light shows the current status as follows:

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

- The Time Service Switching Mode (Automatic/Manual) button light shows the current status as follows:

  Off: Automatic
  Red on: Manual

Customizing Your Phone

- 3.1.3 Customizing the Buttons
  Create or edit a Time Service (Day/Night/Lunch/Break) button or a Time Service Switching Mode (Automatic/Manual) button.

2.1.3 Dial Tone Transfer

The manager can change the restriction level, permitting an extension to make a call.

PT/PS

During a conversation with an extension

(Toll Restriction)   C.Tone

Press **Toll Restriction**.   On-hook.

The extension can hear the dial tone and then make a call.
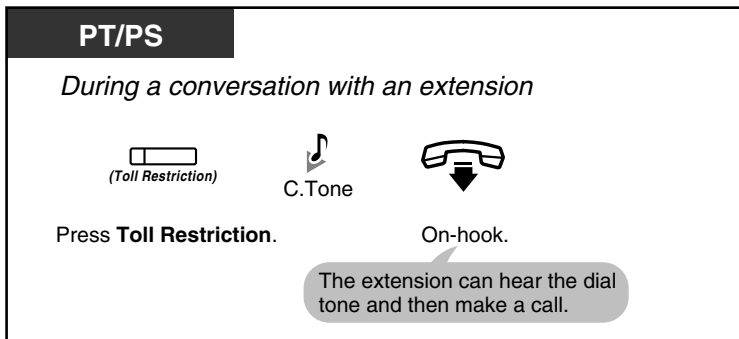
• The restriction level is changed to the preprogrammed level of Toll Restriction button.

Customizing Your Phone

• 3.1.3 Customizing the Buttons
Create or edit a Toll Restriction (TRS) button.

2.1.4   External Background Music (BGM)

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

To select and start/stop the background music

PT/SLT/PS

⟶ ✱ 3 5 ⟶ (external pager no. OR ✱) ⟶ (BGM no. OR 0) C.Tone

Off-hook.   Enter ✱**35.**   Enter **external pager number** (1 digit) or ✱ for all.   Enter **BGM number** (1 digit) or **0** to stop.   On-hook.
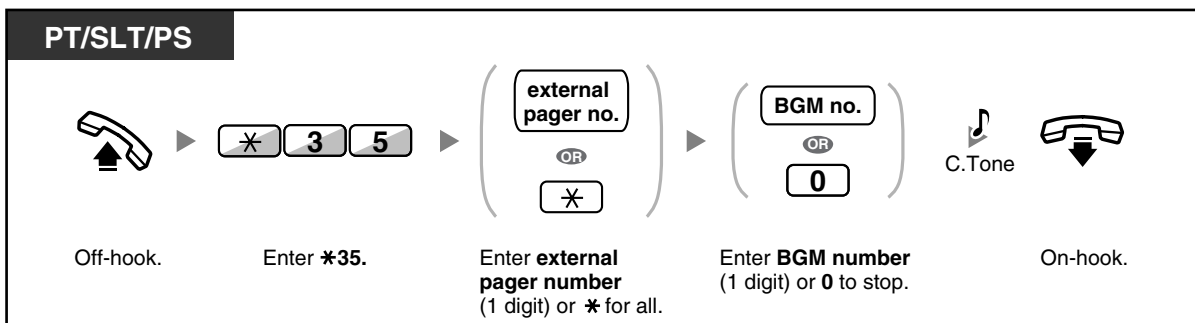
2.1.5   Outgoing Messages (OGM)

The manager extension can record three kinds of greeting messages (OGM) as follows:

1. **DISA message**: Used to greet and guide callers so that they access extension group or outside party without operator assistance.

2. **Incoming Call Distribution Group message**: Used to greet and guide callers to an incoming call distribution group.

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

All messages have their own extension numbers. You can select the desired message. You have two methods for recording a message. One is recorded using the handset, and the other is recorded from an external BGM (MOH) port.

To record

PT

Off-hook.	Enter *36.	Enter 1.	Enter **OGM floating extension number**.	Progress Tone & C.Tone	Record message.

Press **STORE**.

When the time limit passes, it stops automatically.

C.Tone

The message is played back.

On-hook.

To play back

PT

Off-hook.	Enter *36.	Enter 2.	Enter **OGM floating extension number**.	C.Tone

The message is played back.

On-hook.

To record from an external BGM (MOH) port

PT

Off-hook. ▶ [✱][3][6] ▶ [3] ▶ **BGM port no.** ▶ **OGM floating extension no.** ♪ Progress Tone & C.Tone ▶▶

Enter ✱**36**.   Enter **3**.   Enter **BGM port number** (1 digit).   Enter **OGM floating extension number**.

▶▶ You hear the message. ▶ CONF ♪ C.Tone The message is recorded. ▶ AUTO DIAL / STORE ♪ C.Tone ▶▶

Press **CONF**.   Press **STORE**.

When the time limit passes, it stops automatically.

▶▶ The message is played back. ▶ On-hook.

To clear the message

PT

Off-hook. ▶ [✱][3][6] ▶ [0] ▶ **OGM floating extension no.** ♪ Progress Tone & C.Tone On-hook.

Enter ✱**36**.   Enter **0**.   Enter **OGM floating extension number**.

• Record voice messages only; avoid the recording of music.

Section 3

Customizing Your Phone & System

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

3.1 Personal Programming

3.1.1 Personal Programming

You can customize your telephone features desk and extension. For example, you can change the initial settings or button features according to your needs.

— Extension PIN (Personal Identification Number)

‼️ • If you change your desk and extension, refer to "1.10.1 Walking Extension".

◆❖ Extension PIN (Personal Identification Number)

You can assign a password to each extension.
The following features require an extension PIN.

1. Screening calls (Live Call Screening [LCS])
2. Prohibiting other people from seeing your personal directory and call log (Directory and Call Log Lock)
3. Using the same settings as your extension at other extensions (Walking Extension)
4. Remote Control Operation (Walking COS)
5. Extension Lock Clear

To set
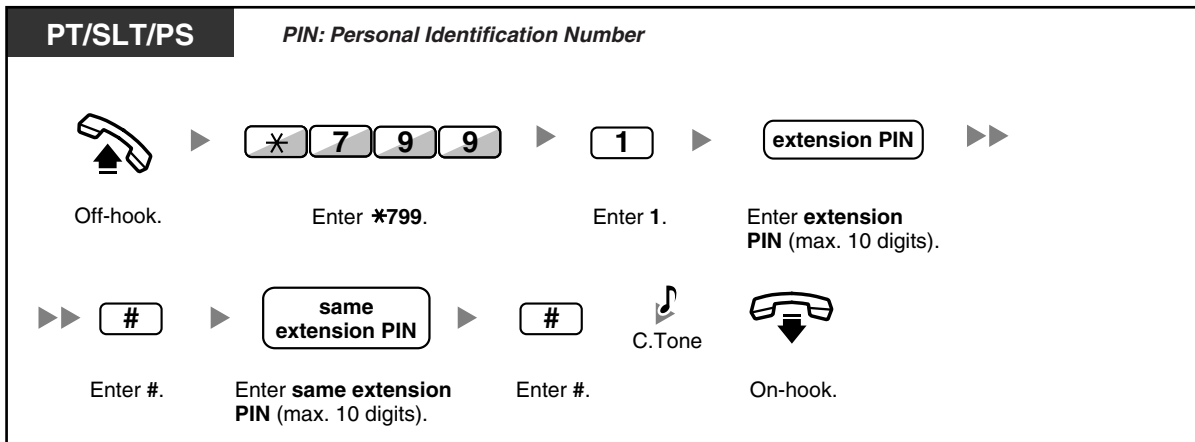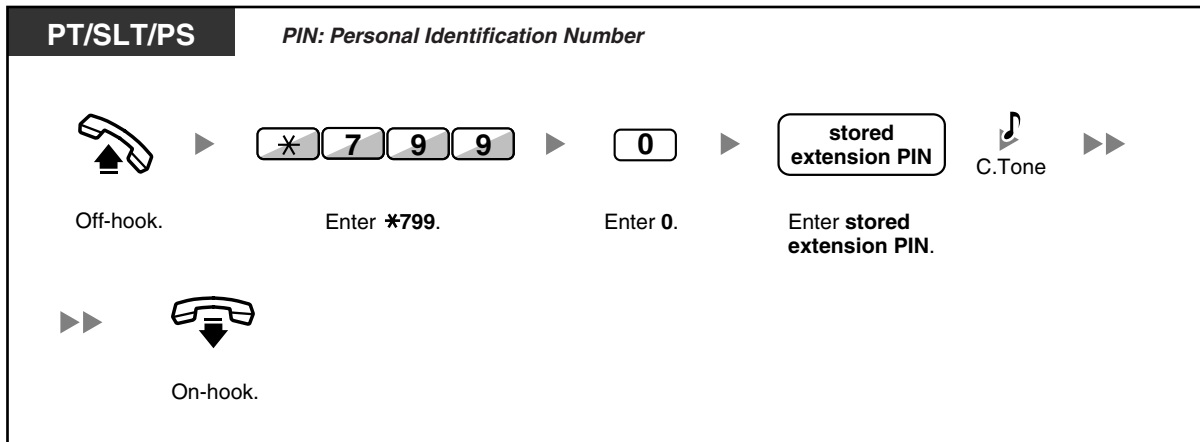
PT/SLT/PS	*PIN: Personal Identification Number*

☎ Off-hook.	▶	✱ 7 9 9 Enter ✱799.	▶ 1 Enter 1.	extension PIN ▶▶ Enter extension PIN (max. 10 digits).

▶▶ # Enter #.	▶	same extension PIN Enter same extension PIN (max. 10 digits).	▶ # Enter #.	♪ C.Tone	☎ On-hook.

To cancel

PT/SLT/PS	*PIN: Personal Identification Number*

Off-hook. ▶ Enter **✱799**. ▶ Enter **0**. ▶ Enter **stored extension PIN**. ♪ C.Tone ▶▶

▶▶ On-hook.

• **WARNING**
 When a third party discovers the password (extension PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:
 a) Carefully maintain the secrecy of the PIN.
 b) Specify a complicated PIN as long and random as you can make it.
 c) Change the PIN frequently.

• Valid numbers for an extension PIN are "0" through "9".

• If the wrong extension PIN is entered for a preprogrammed number of times, the PIN is locked.

• If you forget your extension PIN or your extension PIN is locked, your manager can clear the extension PIN and extension PIN lock.

3.1.2   Settings on the Programming Mode

You can program features using the programming mode.
— Setting Features
— Clearing Features

• To exit at any time, lift the handset.

• To enter the programming mode when using a PS, refer to "Operating Instructions" for PS.

• The following items with "*" (asterisk) are not available for a PS.

◆◆ Setting Features

The default settings are shown in bold letters. For later reference, place a check mark in the boxes below to indicate your customized setting.

To enter the programming mode	To program				To exit
PROG. PROGRAM OR PAUSE	programming input	ENTER OR AUTO DIAL STORE	selection & parameter	ENTER OR AUTO DIAL STORE	*PROG.* PROGRAM OR PAUSE
Press **PROGRAM** or **PAUSE**.	Follow **programming input**.	Press **ENTER** or **STORE**.	Follow **Selection & Parameter**.	Press **ENTER** or **STORE**.	Press **PROGRAM** or **PAUSE**.
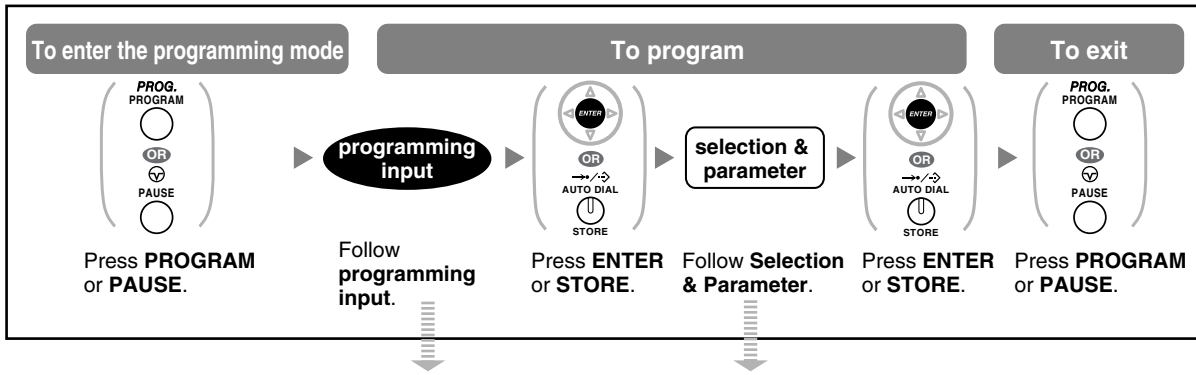
Item	Programming Input	Selection & Parameter	
Your extension information	0 0	It shows PBX number, slot number and port number <example> EXT1050:10308 PBX no. ⌐ ⌐ ⌐ Port no. Slot no.	
Preferred display contrast level from the 4 levels available. (Display Contrast Selection)*	0 1	1	☐ Light
		2	☐ Little Light
		3	☐ **Little Dark**
		4	☐ Dark
Which display language do you prefer? (Display Language Selection)	0 2	1	☐ **English**
		2	☐ 2nd Language
		3	☐ 3rd Language
		4	☐ 4th Language
		5	☐ 5th Language
Would you like the call duration to be shown automatically on the display when answering an outside call? (Display Switching Mode)	0 3	0	☐ No—Manual (The display keeps showing all of the outside caller's information unless you change it to the call duration manually.)
		1	☐ **Yes—Automatic (The first line of the display will change to the call duration automatically when you answer an outside call.)**

Item	Programming Input	Selection & Parameter	
Would you like to turn on the display backlight of the KX-T7633/KX-T7636? (Display Backlight Selection)*	**0** **4**	**0**	☐ Yes—ON in use
		1	☐ **Yes—always ON**
		2	☐ No—always OFF
Would you like to dial a preset number simply by going off-hook?	**1** **1**	desired no. (max. 32 digits)	
	1 **2**	**0**	☐ **Don't use**
		1	☐ Use
Should you prevent your number being displayed on the called party's telephone? (Calling Line Identification Restriction [CLIR])	**1** **3**	**0**	☐ **No—Allows your number to be displayed**
		1	☐ Yes—Prevent your number being displayed
Which number should be displayed on the called party's telephone? (Calling Line Identification Presentation [CLIP])	**1** **4**	**0**	**Caller ID assigned to your extension**
		1	Caller ID assigned on the CO line being used
Which do you prefer to seize when you go off-hook to make calls? (Preferred Line Assignment—Outgoing)	**1** **9**	**0**	☐ No line
		1	☐ An idle CO line
		2 + CO button no.** (01-36) or ☐ (CO)	☐ A CO/G-DN button
		** CO button numbers (25-36) are available only when the Add-on Key Module is set up to your telephone.	
		3 or INTERCOM ⊙	☐ **Intercom**

Item	Programming Input	Selection & Parameter	
Which line do you prefer to answer when you go off-hook? (Preferred Line Assignment—Incoming)	[2] [0]	[0]	☐ No line
		[1]	☐ **The longest ringing line (when multiple calls arrive)**
		[2] + CO button no.** (01-36) or ▢ (CO)	☐ A assigned outside button
		** CO button numbers (25-36) are available only when the Add-on Key Module is set up to your telephone.	
How do you prefer to receive an intercom call? (Alternate Receiving—Ring/Voice)*	[2] [1]	[0]	☐ **Ringing (Tone Call)**
		[1]	☐ Directly—The party's voice is heard without ringing.
		[2]	☐ Ring only—Prohibiting the caller switching to the voice mode.
Should the single line telephone in parallel ring? (Paralleled Telephone)*	[2] [2]	[0]	☐ No—The telephone will not ring.
		[1]	☐ **Yes—The telephone will ring.**
Do you prefer to answer a call without going off-hook regardless of the AUTO ANS button status? (Forced Answerback Selection)*	[2] [3]	[0]	☐ **No—Disable**
		[1]	☐ Yes—Enable
Which service do you prefer when a calling party is recording a message in your mailbox? (Live Call Screening Mode Set)*	[2] [5]	[0]	☐ You can monitor the message through the telephone speaker. **(Hands-free mode)**
		[1]	☐ Only an alarm tone is heard. (Private mode)
Would you like to keep recording after answering the call in the LCS mode? (LCS Mode Set [After Answering])	[2] [6]	[0]	☐ **No—Stop recording**
		[1]	☐ Yes—Keep recording

Item	Programming Input	Selection & Parameter	
Do you prefer to receive call waiting for outside calls?	[3] [0]	[0]	☐ No (No tone)
		[1]	☐ **Yes (Tone)**
Which type of call waiting for intercom calls do you prefer? (Call Waiting Selection)	[3] [1]	[0]	☐ No call
		[1]	☐ **Tone**
		[2]	☐ Voice announcement through the built-in speaker (OHCA)
		[3]	☐ Voice announcement through the handset (Whisper OHCA)
Which type of call waiting tone do you prefer? (Call Waiting Tone Type Selection)	[3] [2]	[0]	☐ **Tone 1**
		[1]	☐ Tone 2
Would you like to show a message on the caller's telephone display? (Absent Message)	[4] [0]	[0]	☐ **No—Off**
		message no. (1-8)	☐ Yes—Shows the selected message.
		[9]	☐ Yes—Shows your personal message.
Creating your personal message. (Personal Absent Message)	[4] [1]	message (max. 16 characters)	

Item	Programming Input	Selection & Parameter	
Where are your incoming calls forwarded or refused? (Call Forwarding [FWD]/Do Not Disturb [DND])	[5][0] / ⟲/⟵ FWD/DND (for both calls) [5] [1] (for outside calls) [5] [2] (for intercom calls)	[0]	☐ **Off**
		[1]	☐ Do Not Disturb (DND)
		[2] + desired no. (max. 32 digits)	☐ All—Forward all calls
		[3] + desired no. (max. 32 digits)	☐ Busy—Forwarded when your extension is busy.
		[4] + desired no. (max. 32 digits)	☐ No Answer—Forwarded when you do not answer.
		[5] + desired no. (max. 32 digits)	☐ Busy/No Answer—Forwarded when you do not answer or when your extension is busy.
To set the timer for "No Answer" and "Busy/No Answer". (FWD N/A Timer)	[5] [3]	☐ (0-120) seconds (Default: 15 seconds)	
Should you prohibit other people from picking up your calls? (Call Pickup Deny)	[6] [0]	[0]	☐ **No—Allow**
		[1]	☐ Yes—Deny
Do you use the headset? (Headset Operation)*	[6] [1]	[0]	☐ **No—Headset off**
		[1]	☐ Yes—Headset on
Do you prohibit other people from joining your conversation? (Executive Busy Override Deny)	[6] [2]	[0]	☐ **No—Allow**
		[1]	☐ Yes—Deny
Would you like to prohibit paging announcements? (Paging Deny)*	[6] [3]	[0]	☐ **No—Allow**
		[1]	☐ Yes—Deny
Do you prefer to hear the key pad tone? (Key Pad Tone Set)*	[6] [4]	[0]	☐ No—Off
		[1]	☐ **Yes—On**

Item	Programming Input	Selection & Parameter	
Do you want back ground music through your telephone speaker while on-hook? (Background Music [BGM])*	6 5	0	☐ **No—Off**
		1 + BGM no. (1digit)	☐ Yes—On
Would you like to set your extension PIN or change a stored extension PIN to new one? (Extension PIN [Personal Identification Number])	9 0	extension PIN (max. 10 digits) + ENTER/STORE + same extension PIN	To set an extension PIN
		stored extension PIN + new extension PIN (max. 10 digits) + ENTER/STORE + same extension PIN	To change a stored extension PIN to new one
To prevent other people from using your telephone. (Extension Lock)	9 1	**extension PIN (max. 10 digits) + 0**	☐ **To unlock**
		extension PIN (max. 10 digits) + 1	☐ To lock
To prevent other people from seeing your personal directory and call log. (Directory and Call Log Lock)*	9 2	**extension PIN (max. 10 digits) + 0**	☐ **To unlock**
		extension PIN (max. 10 digits) + 1	☐ To lock
Do you prefer to set the One-touch dialing only? (One-touch Dialing Assignment Mode Selection)	# ✳	0	☐ **No—Normal (Any Flexible CO buttons can be modified.)**
		1	☐ Yes—Only One-touch dialing buttons can be modified. However, to modify them, there is no need to enter "2" before the number.

- **WARNING**
  When a third party discovers the password (extension PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:
  a) Carefully maintain the secrecy of the PIN.
  b) Specify a complicated PIN as long and random as you can make it.
  c) Change the PIN frequently.

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

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

To store the names and numbers for personal speed dialing

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

Enter **10** and then press **ENTER**. Or press **STORE**.

Enter **personal speed dialing number (location number)** (2 digits).

Enter **phone number** (max. 32 digits).

Press **ENTER** or **STORE**.

Enter **name** * (max. 20 characters).

Press **ENTER** or **STORE**.

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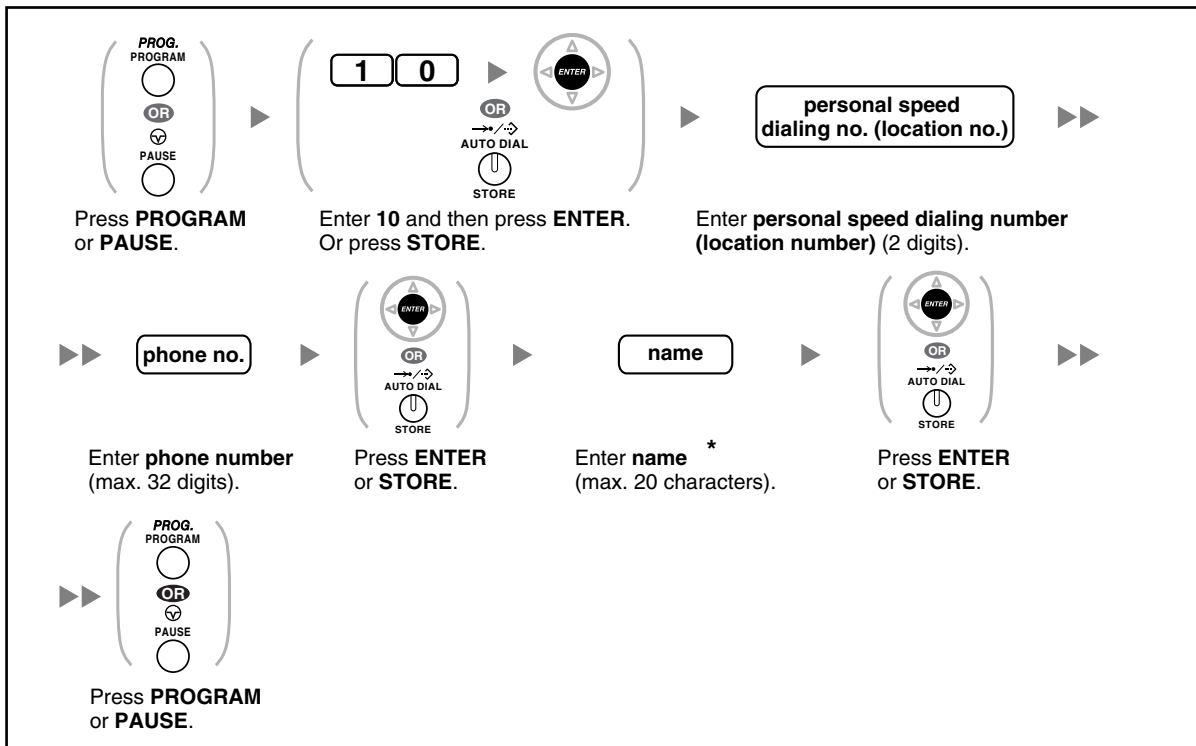
- * To enter characters, refer to "Entering Characters".

To edit the names and numbers for personal speed dialing
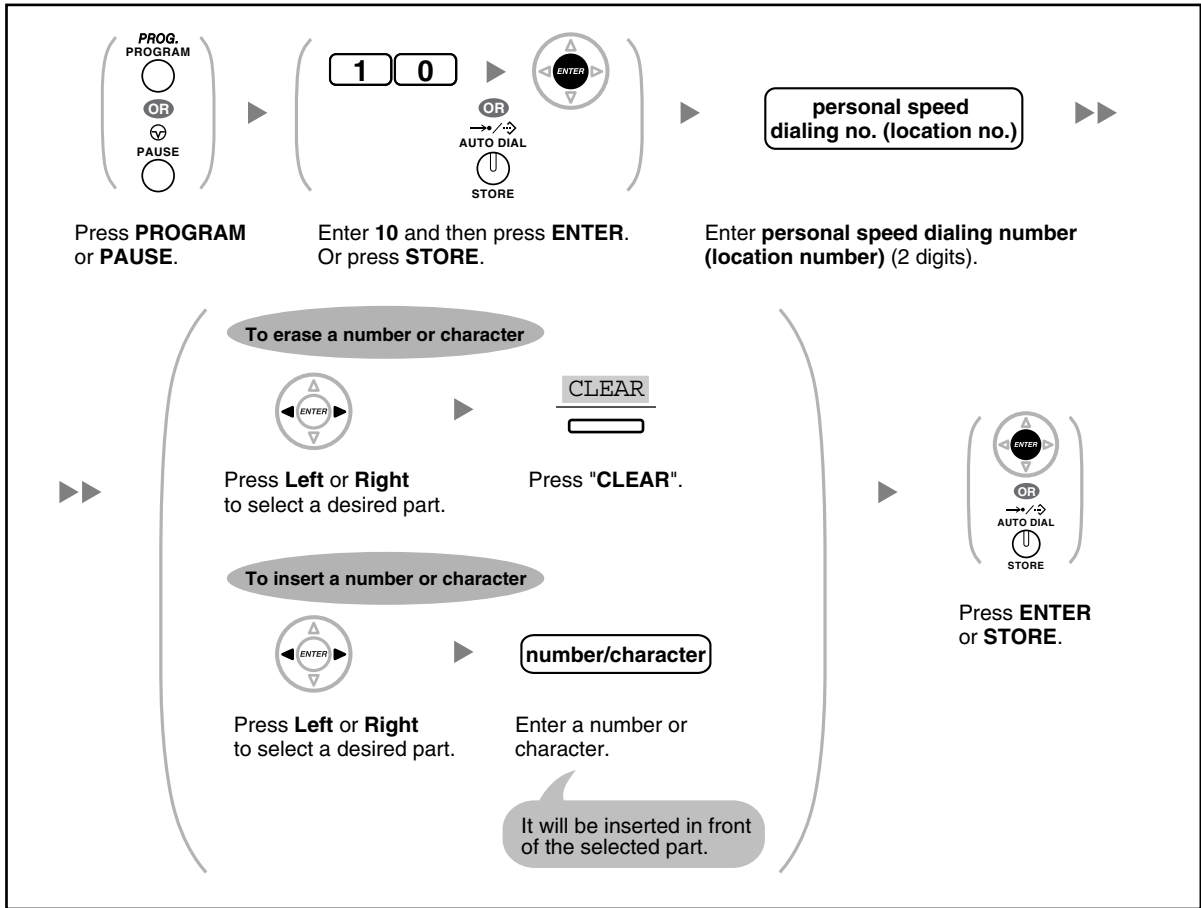
◆◆ Clearing Features

You can reset the settings of the following features on your extension to the default settings with one operation.

Features	Default Setting
Display Switching Mode	**Automatic**
Hot Line	**Off**
Calling Line Identification Restriction [CLIR]	**Allow**
Calling Line Identification Presentation [CLIP]	**Caller ID assigned on your extension**
Preferred Line Assignment—Outgoing	**Intercom**
Preferred Line Assignment—Incoming	**The longest ringing line**
Alternate Receiving—Ring/Voice	**Ringing (Tone Call)**
Paralleled Telephone	**Paired SLT will ring**
Forced Answerback Selection	**Disable**
Live Call Screening Mode Set	**Hands-free mode**

Features	Default Setting
LCS Mode Set [After Answering]	**Stop recording**
Call Waiting Selection—Intercom Calls/Outside Calls	**Enable (Tone)**
Call Waiting Tone Type Selection	**Tone 1**
Absent Message	**Off**
Personal Absent Message	**Cleared**
Call Forwarding [FWD]/Do Not Disturb [DND]—Intercom Calls/Outside Calls	**Off**
FWD N/A Timer	**15 seconds**
Call Pickup Deny	**Allow**
Headset Operation	**Headset off**
Executive Busy Override Deny	**Allow**
Paging Deny	**Allow**
Key Pad Tone Set	**On**
Background Music [BGM]	**Off**
Data Line Security	**Off**
Log-in/Log-out	**Log-in**
Message Waiting	**Off**
Timed Reminder	**Cleared**

To set

Press **PROGRAM** or **PAUSE**.   Enter **##**.   Press **ENTER** or **STORE**.   Press **ENTER** or **STORE**.   Press **PROGRAM** or **PAUSE**.
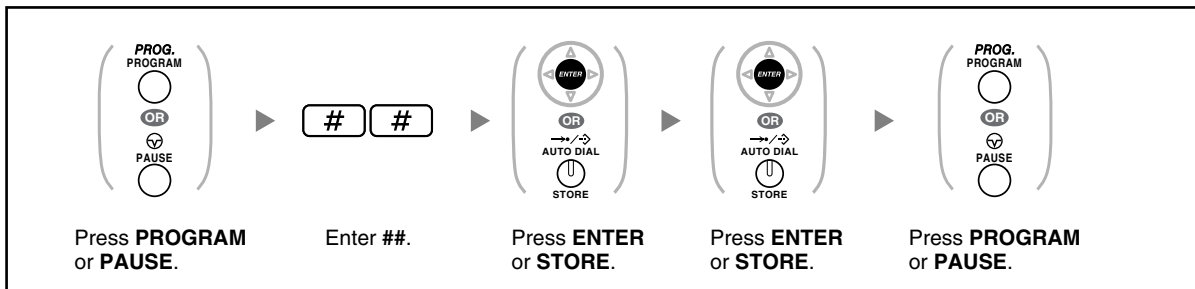
- If you do not desire that the Call Waiting, FWD/DND or Hot Line to be cleared by this feature, please ask your dealer.

3.1.3   Customizing the Buttons

You can change the flexible CO buttons/DSS buttons, and programmable feature (PF) buttons on PTs, DSS Consoles, Add-on Key Modules, and PSs to the following function buttons. For example, if your telephone has more CO buttons than available CO lines, you may change unused CO buttons to one touch buttons.

To enter the program mode   **To program**   **To exit**

To continue

PROG. PROGRAM

OR

PAUSE

▶

☐☐☐
(CO, DSS, PF)

▶

programming input

▶

ENTER

OR

AUTO DIAL

STORE

▶

PROG. PROGRAM

OR

PAUSE

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

Press **CO**, **DSS** or **PF**.

Follow **programming input**.

Press **ENTER** or **STORE**.

Press **PROGRAM** or **PAUSE**.
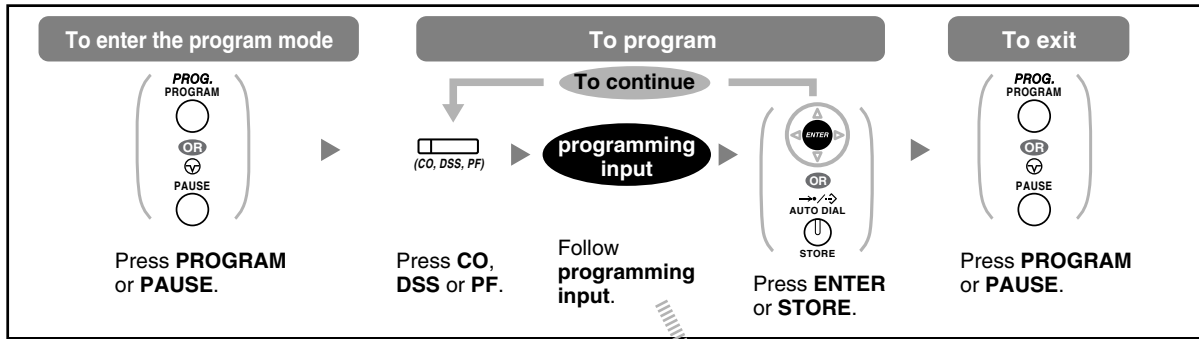
Buttons	Programmable Button			Programming Input
	CO	DSS	PF	
Loop-CO (L-CO)	✔	✔		✳
Group-CO (G-CO)	✔	✔		# + CO line group no. (2 digits)
Single-CO (S-CO)	✔	✔		0 + CO line no. (3 digits)
Direct Station Selection (DSS)	✔	✔		1 + Extension no.
One-touch Dialing*1	✔	✔	✔	2 *2 + Desired no. (max. 32 digits)
Group Directory Number (G-DN)	✔	✔		3 0 + Incoming call distribution group extension no.
Message	✔	✔		4 0
Message for another extension	✔	✔		4 0 + Extension no./Incoming call distribution group extension no.
Call Forwarding (FWD)/Do Not Disturb (DND)—Both calls	✔	✔		4 1
FWD/DND—Outside calls	✔	✔		4 2
FWD/DND—Intercom calls	✔	✔		4 3
Group FWD—Both calls	✔	✔		4 4 + Incoming call distribution group extension no.
Group FWD—Outside calls	✔	✔		4 5 + Incoming call distribution group extension no.
Group FWD—Intercom calls	✔	✔		4 6 + Incoming call distribution group extension no.
Account	✔	✔		4 8

Buttons	Programmable Button			Programming Input
	CO	DSS	PF	
Conference	✔	✔		4 9
Terminate	✔	✔		5 0
External Feature Access (EFA)	✔	✔		5 1
Call Park	✔	✔		5 3 + Parking zone no. (2 digits)
Call Park (Automatic Park Zone)	✔	✔		5 3 ✱
Call Log*3	✔	✔		5 4
Call Log for ICD Group*3	✔	✔		5 4 + Incoming call distribution group extension no.
Log-in/Log-out	✔	✔		5 5
Log-in/Log-out of a specified group	✔	✔		5 5 + Incoming call distribution group extension no.
Log-in/Log-out for all groups	✔	✔		5 5 ✱
Hurry-up	✔	✔		5 6 + Incoming call distribution group extension no.
Wrap-up	✔	✔		5 7
System Alarm*3	✔	✔		5 8
Time Service (Day/Night/Lunch/Break)	✔	✔		5 9 + 0/1/2/3*4 (+ # + Tenant no.)
Answer*3	✔	✔		6 0
Release*3	✔	✔		6 1
Toll Restriction (TRS)	✔	✔		6 2 + Toll Restriction (TRS) Level (1-7)
Calling Line Identification Restriction (CLIR)	✔	✔		6 4
Connected Line Identification Restriction (COLR)	✔	✔		6 5
Headset*3	✔	✔		6 7
Time Service Switching Mode (Automatic/Manual)	✔	✔		6 8 (+ Tenant no.)

Buttons	Programmable Button			Programming Input
	CO	**DSS**	**PF**	
Two-way Record*5	✔	✔		⑨ ⓪ + Voice mail floating extension no.
Two-way Transfer*5	✔	✔		⑨ ① + Voice mail floating extension no.
One-touch Two-way Transfer*5	✔	✔		⑨ ① + Voice mail floating extension no. + # + Extension no./Incoming call distribution group extension no.
Live Call Screening (LCS)*5	✔	✔		⑨ ②
Voice Mail Transfer*5	✔	✔		⑨ ④ + Voice mail floating extension no.

- *1 "✕," "#," FLASH/RECALL, PAUSE, SECRET (INTERCOM) and T (Transfer) can also be stored.

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

  If you store an outside party's number, you should first store a line access number.

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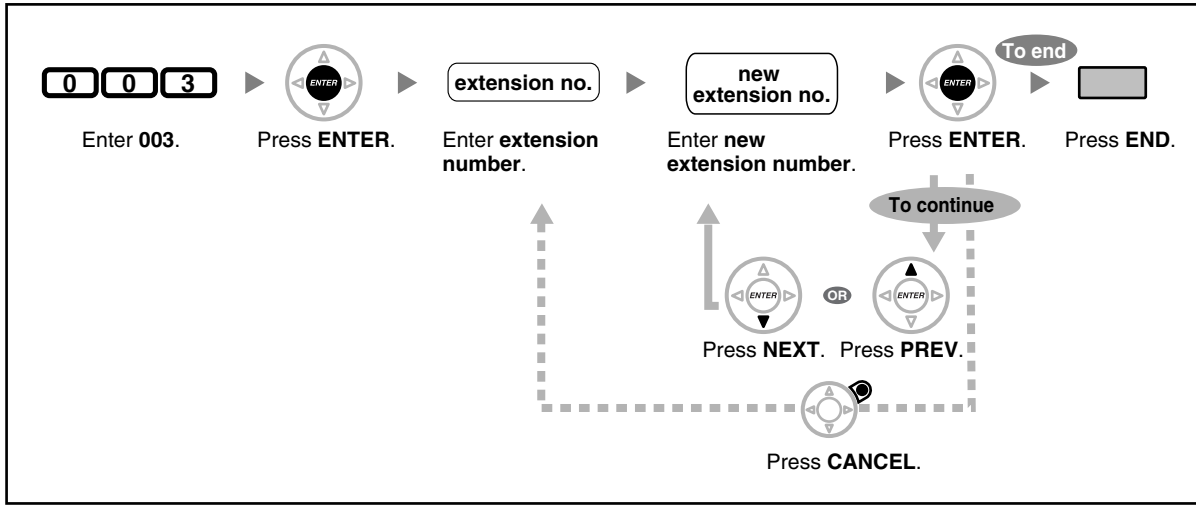
  <Example>

	SECRET
✕49 1234 # 9 [123 4567]	

  Account code feature no.   Account code   Account code delimiter   Automatic line access number   Phone number
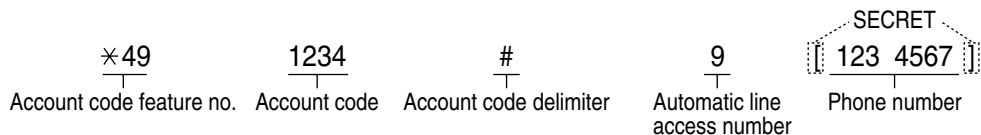
- *2 For a PF button, "2" is not required to enter before the desired number.
- *3 This button is not available for a PS.
- *4 0: Day/Night/Lunch/Break, 1: Day/Night/Break, 2: Day/Night/Lunch, 3: Day/Night
- *5 This button is used for the integrated voice mail features.
- **To exit at any time,** lift the handset.

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

To distinguish the ringing tones for each CO, INTERCOM or G-DN button (Digital proprietary telephone only)

Press **PROGRAM**.	Press **CO**, **INTERCOM** or **G-DN**.	Press **CO**, **INTERCOM** or **G-DN**.	Enter **tone type number**.*	Press **ENTER** or **STORE**.	Press **PROGRAM**.
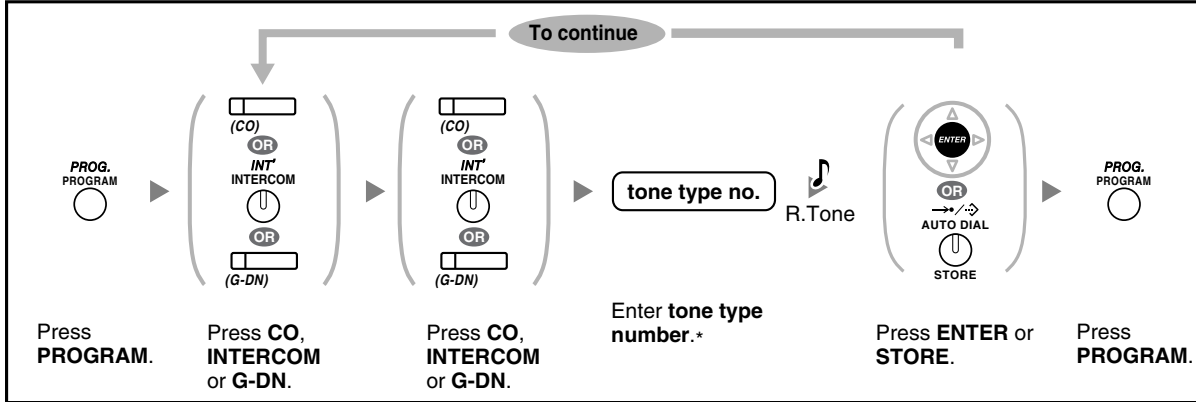
- • * Available tone types vary depending on the telephone you are using:
  - • KX-T7600 series: Tone types "01" to "30" are available.
  - • Other telephones: Only tone types "01" to "08" are available.
    It is possible to enter a tone type number from "09" to "30", but you will hear tone type "02".

To clear the button

Press **PROGRAM** or **PAUSE**.	Press **CO**, **DSS** or **PF**.	Enter **2**.	Press **ENTER** or **STORE**.	Press **PROGRAM** or **PAUSE**.
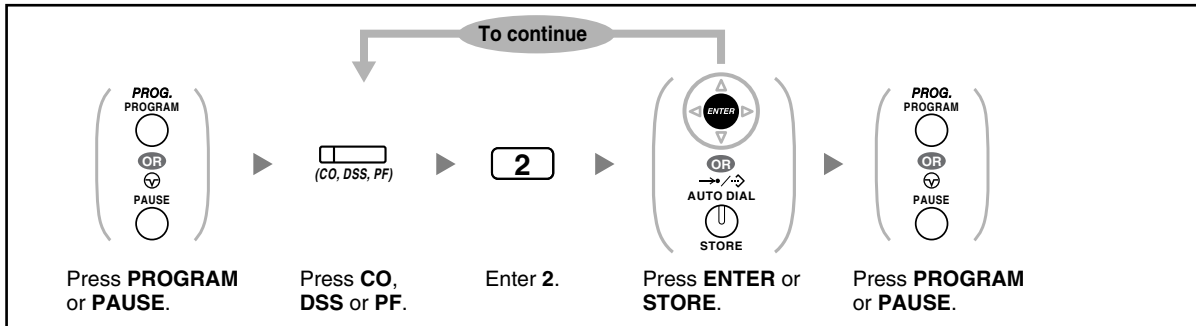
3.2 Manager Programming

3.2.1 Programming Information

The manager can program the following item.

* Other Extensions Control

Available Extension

The extension assigned as a manager

Required Telephone

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

Manager Password

To enter programming mode, the manager password (max. 10 digits) is required. (Default: 1234)

Conditions

The programming extension must be idle, on-hook and holding no calls.

3.2.2 Manager Programming

◆◆ Changing the Settings and Extension Control

To enter the program mode	To program	To exit

PROG. PROGRAM / PAUSE ▶ ✳ 1 ▶ manager password ▶ **To continue** programming input ▶ HOLD ▶ PROG. PROGRAM / PAUSE

Press **PROGRAM** or **PAUSE**.   Enter **✳1**.   Enter **manager password**.   Follow **programming input**.   Press **HOLD**.   Press **PROGRAM** or **PAUSE**.
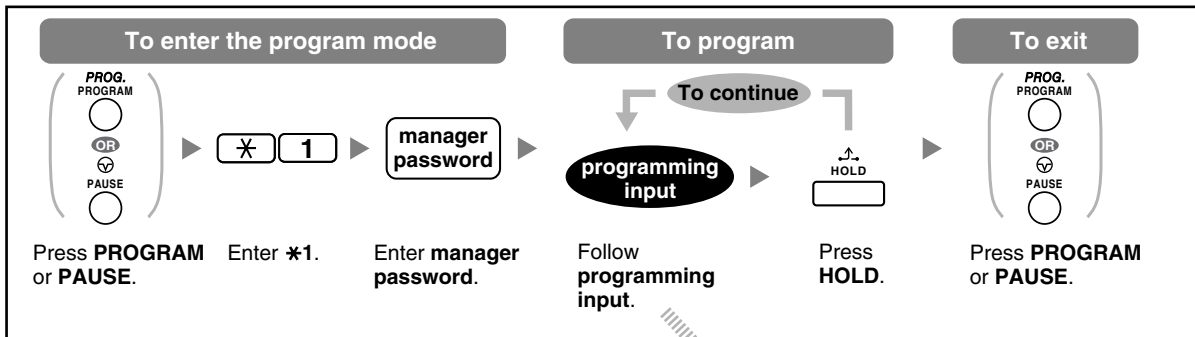
Item	Programming Input
Changing the manager password.	0 0 + (ENTER) + Password (max. 10 digits) + (▲)
Locking/unlocking other extensions. (Remote Extension Lock)	9 0 + (ENTER) + Extension no. + 1 (to lock)/ 0 (to unlock) + (ENTER)
Clearing the PIN and PIN lock for extensions	9 1 + (ENTER) + Extension no. + (ENTER)
Clearing the PIN and PIN lock for verified codes.	9 2 + (ENTER) + Verified code + (ENTER)
Setting the verified code PIN.	9 3 + (ENTER) + Verified code + PIN (max. 10 digits) + (ENTER)

• **WARNING**
  When a third party discovers the password (verified code PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:
  a) Carefully maintain the secrecy of the PIN.
  b) Specify a complicated PIN as long and random as you can make it.
  c) Change the PIN frequently.

3.3   System Programming

3.3.1   Programming Information

You can customize your system according to your requirements.
[Your system already has default settings (factory installed).]
The programming is shown below. (Program number)
- The date and time [000]
- System speed dialing numbers and names [001]/[002]
- Extension number and name [003]/[004]

Available Extension

The extension allowed through COS programming

Required Telephone

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

System Password

To enter programming mode, the system password (max. 10 digits) is required. (Default: 1234)

Conditions

The programming extension must be idle, on-hook and holding no calls.

List

Before programming, decide the settings and write them down. Your notes will provide a useful record of the programming for future reference. Your dealer also has programming records which contain all of the system programming. You may ask for photo copies of these tables to be aware of the facilities and features available.

◆◆ Icon Descriptions

Fixed Buttons		Function
T7600	**T7200/T7400/T7500**	
	REDIAL	**PREVIOUS (PREV)**
	SP-PHONE	**NEXT**
	FWD/DND	➡
	CONF	⬅
	AUTO DIAL / STORE	**STORE (ENTER)**
	None	**Back to Previous Menu (CANCEL)**
	SHIFT	**SHIFT**
	PROG. PROGRAM / PAUSE	**PROGRAM**
	HOLD	**END**
	AUTO ANS MUTE / MESSAGE	**SELECT**
	R FLASH/RECALL	**FLASH**
	TRANSFER	**CLEAR**
	INT INTERCOM	**SECRET**

◆◆ Procedure

The basic steps are shown below.

1. *Entering the programming mode*

Press **PROGRAM** or **PAUSE**.   Enter ✱✱.   Enter **system password**.
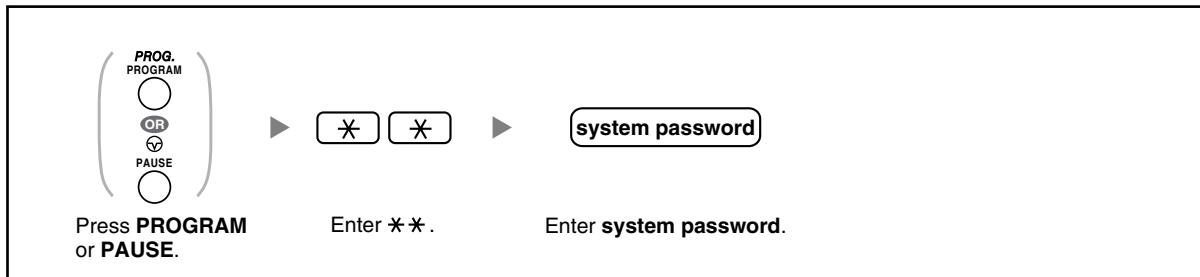
2. *Programming*
You can enter each program number (3 digits).

• **To exit the programming mode at any time,** lift the handset.

3. *Exiting the mode*

Press **PROGRAM** or **PAUSE**.
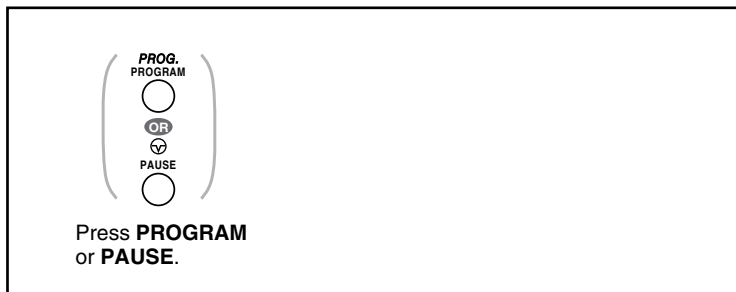
• **To exit the programming mode at any time,** lift the handset.

3.3.2   System Programming

◆◆ Date & Time [000]

The proprietary telephones display the current date and time while on-hook.

0 0 0		**year**	SELECT (AUTO ANS/MUTE, MESSAGE)		**date**
Enter **000**.	Press **ENTER**.	Enter **year** (00-99).	Press **SELECT** for **month**.	Press **Right**.	Enter **date** (01-31).

Press **ENTER**. Press **NEXT**. Enter **hour** (01-12). Enter **minute** (00-59). Select **AM** or **PM**.

hour **minute** **AM/PM**

To end

END (HOLD)

Press **ENTER**. Press **END**.
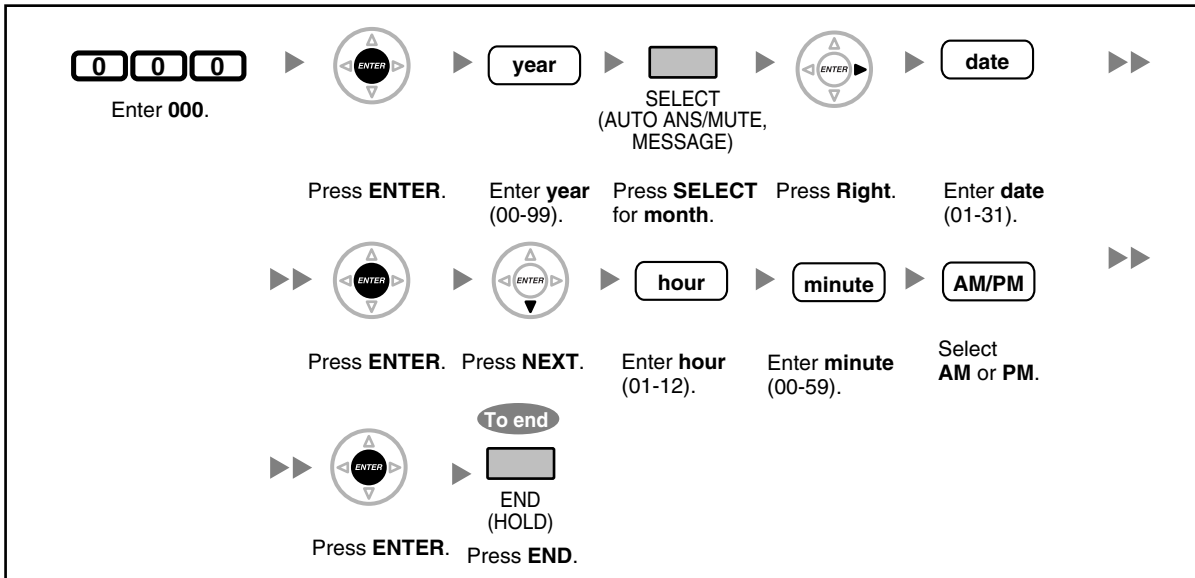
- **After changing the desired values,** you can press the ENTER button. You do not have to perform the rest of the steps.
- The clock starts immediately after the ENTER button is pressed.
- You cannot leave a value empty.
- You can clear the entry by pressing the CLEAR button.
- **To confirm your entry after storing data:**
  — The STORE button light: Lights red.
  — Confirmation Tone:

    One beep: Your entry is accepted.
    Three beeps: Your entry is rejected.

◆◆ System Speed Dialing Number [001]

You can store the phone numbers of frequently dialed numbers.

0 0 1		**system speed dialing no. (location no.)**	**phone no.**		**To end**
Enter **001**.	Press **ENTER**.	Enter **system speed dialing number (location number)** (3 digits).	Enter **phone number** (max. 32 digits).	Press **ENTER**.	Press **END**.

To continue

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

Press **CANCEL**.
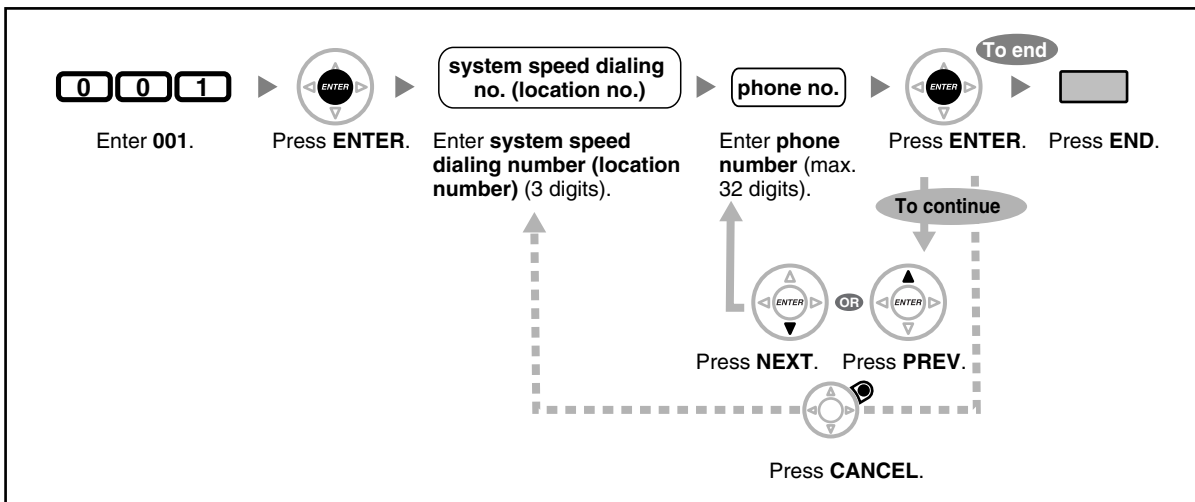
- If the desired number is more than 32 digits, divide the number and store it into a speed dialing number.
- "✳", "#", FLASH/RECALL, PAUSE, SECRET (INTERCOM) and T (Transfer) can also be stored.

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

  If you store an outside party's number, you should first store a line access number.

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

  <Example>

✳49	1234	#	9	SECRET [123 4567]
Account code feature no.	Account code	Account code delimiter	Automatic line access number	Phone number
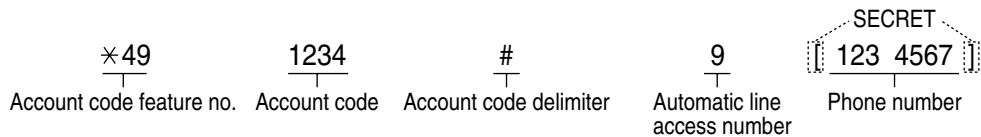
◆◆ System Speed Dialing Name [002]

You can store the name associated with the speed dialing number. These names are displayed when making call using the display operation. To enter characters, refer to "Entering Characters".
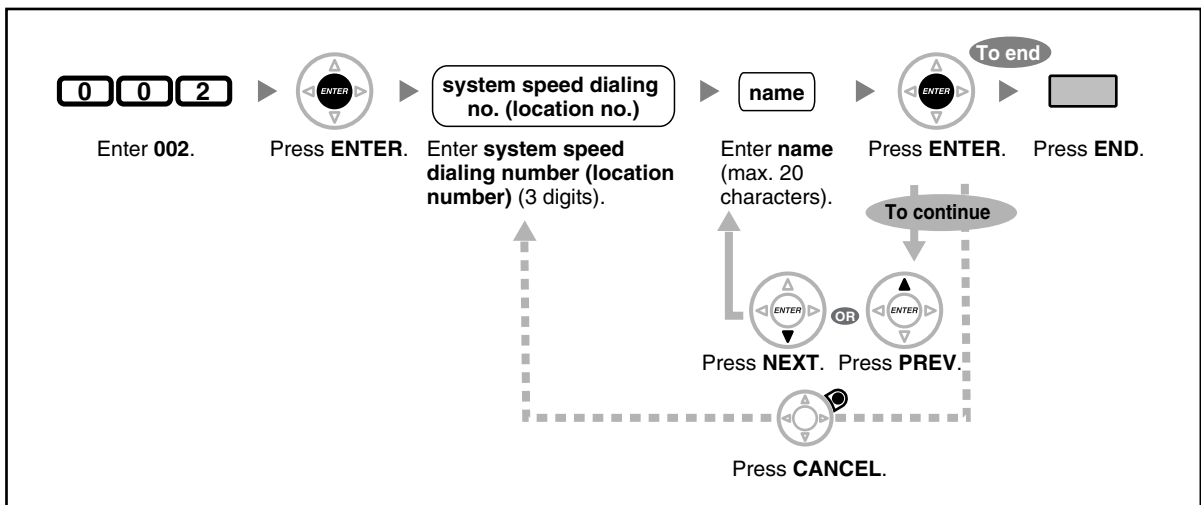
Extension Number [003]

You can assign an extension number to each extension.

0 0 3	▶	ENTER	▶	extension no.	▶	new extension no.	▶	ENTER	▶	To end

Enter **003**.   Press **ENTER**.   Enter **extension number**.   Enter **new extension number**.   Press **ENTER**.   Press **END**.

To continue

ENTER **OR** ENTER

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

Press **CANCEL**.

• The leading number(s) should be the same as the number(s) assigned for Flexible Numbering. Consult your dealer.
• A duplicate entry is invalid.

Extension Name [004]

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

0 0 4	▶	ENTER	▶	extension no.	▶	name	▶	ENTER	▶	To end

Enter **004**.   Press **ENTER**.   Enter **extension number**.   Enter **name** (max. 20 characters).   Press **ENTER**.   Press **END**.

To continue

ENTER **OR** ENTER

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

Press **CANCEL**.
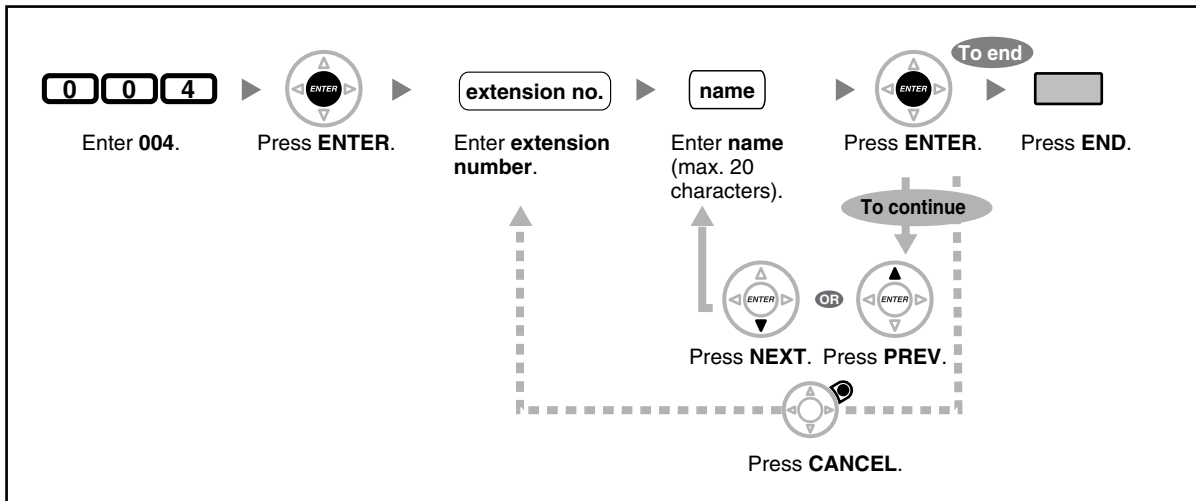
Section 4

Appendix

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

4.1　Troubleshooting

4.1.1　Troubleshooting

◆◆ Troubleshooting

Problem	Remedy
The telephone does not work properly.	• ➡ Consult your dealer.
I cannot use the telephone.	• **The telephone is locked.** ➡ Unlock your telephone. (☞ 1.5.3 Extension Lock, 2.1.1 Extension Control) • **Your telephone is connected to an eXtra Device Port.** ➡ System programming is required. Consult your dealer.
Some features do not work.	• **System management may restrict certain features.** ➡ Consult your manager. • **The feature numbers have changed.** ➡ Confirm the revised number and try again.
Even though following the manual instructions, none of the operations work when using a proprietary telephone.	• **The Intercom line was not seized.** The seized line, when going off-hook, was changed by personal setting. (☞ 3.1.2 Settings on the Programming Mode) ➡ In the manual, going off-hook means an Intercom line is seized. If the setting has been changed, press the INTERCOM button after going off-hook and follow the instructions.
The paralleled single line telephones do not ring.	• **"No ring" may be selected.** Change the setting to ring. (☞ 1.7.10 Paralleled Telephone)
The telephone does not work using the personal settings or with other settings. (One-touch dialing, forwarding destination, etc.)	• **The extension line has been changed.** The previous telephone's settings have not been cleared. ➡ Clear the settings and then program your desired settings again. (☞ 1.7.12 Extension Feature Clear, 3.1.1 Personal Programming, 3.1.3 Customizing the Buttons)

Problem	Remedy
My proprietary telephone does not have a feature button.	• **Some models do not have the feature button.** ☞ Change a flexible button to the desired button. (☞ 3.1.3 Customizing the Buttons) ☞ Enter the specified feature number instead of the feature button. (☞ 1.1.1 Before Operating the Telephones)
A reorder tone is audible or "Restricted" is displayed.	• **The telephone is locked.** ☞ Unlock your telephone. (☞ 1.5.3 Extension Lock, 2.1.1 Extension Control) • **Toll restriction is activated.** ☞ Consult your manager or dealer. • **An account code is required.** (☞ 1.2.6 Calling without Restrictions, Account Code Entry in 1.2.1 Basic Calling)
I cannot make an outside call using the One-touch Dialing button or speed dialing.	• **A line access number was not stored.** ☞ A line access number is required for outside calls. (☞ 1.2.1 Basic Calling, 3.1.3 Customizing the Buttons)
I cannot remember the feature numbers.	• ☞ Ask your dealer to change the feature numbers for easier use.
While talking to an outside party, the line is disconnected.	• **The time limit has run out.** (☞ 1.4.1 Call Transfer, 1.4.5 Multiple Party Conversation) ☞ Consult your dealer to extend the time, if necessary.
Redialing does not function.	• **The stored number was more than 32 digits or an extension number.** (☞ 1.2.3 Redial)
The personal computer and fax machine communication failed.	• **An indication tone may have interrupted communication.** (☞ 1.7.8 Data Line Security)
I do not want to show my telephone number to the calling or called party's telephone.	• ☞ Consult your manager or dealer.
I want to show my telephone number to the calling or called party's telephone.	• (☞ 1.7.4 Calling Line Identification Presentation (CLIP))
I cannot send a call waiting tone to the dialed extension.	• **The other party has not set the Call Waiting feature.** (☞ Call Waiting, 1.4.4 Call Waiting, 1.7.3 Call Waiting/Off-Hook Call Announcement (OHCA)/ Whisper OHCA) • **The other party has set Data Line Security.** (☞ 1.7.8 Data Line Security)

Problem	Remedy
I forgot the password.	• Ask the manager to assist you. (☞ 2.1.1 Extension Control)
The background music started suddenly.	• ➡ Turn off the music. (☞ 1.7.7 Background Music (BGM), 2.1.4 External Background Music (BGM))
I do not want to display a number which is stored in memory.	• ➡ Conceal the number. (☞ Storing the Names and Numbers, 3.1.3 Customizing the Buttons)
I want to confirm my extension number.	• (☞ Your Extension Number in 1.1.1 Before Operating the Telephones)
The date and time are not correct.	• **Set the date and time by system programming.** (☞ Date & Time [000] in 3.3.2 System Programming)
The display is not shown well.	• ➡ Change the Display contrast level. (☞ 3.1.2 Settings on the Programming Mode)
I want to distinguish the tones.	• (☞ To distinguish the ringing tones for each CO, INTERCOM or G-DN button (Digital proprietary telephone only), 3.1.3 Customizing the Buttons)
The MESSAGE button light lit.	• **Another extension left you a message waiting indication while you were on the phone or away from your desk.**

4.2   Feature Number Table

4.2.1   Feature Number Table

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

Feature (While dial tone is heard)	Default (New)	Additional digits
1.2.1 Basic Calling		
Operator Call	0 ( )	
Automatic Line Access	9 ( )	outside phone no.
CO Line Group Access	8 ( )	CO line group no. (2 digits) + outside phone no.
TIE Line Access	7 ( )	private phone no.
Account Code Entry	✶49 ( )	account code + # + outside phone no.
1.2.2 Easy Dialing		
Personal Speed Dialing		
– To store	✶30 ( )	personal speed dialing no. (2 digits) + outside phone no. + #
– To dial	✶✶ ( )	✶ + personal speed dialing no. (2 digits)
System Speed Dialing		
– To dial	✶✶ ( )	system speed dialing no. (3 digits)
Hot Line	✶740 ( )	
– To store		2 + phone no. + #
– To set		1
– To cancel		0
1.2.3 Redial		
Last Number Redial	# ( )	

Feature (While dial tone is heard)	Default (New)	Additional digits
1.2.4 When the Dialed Line is Busy or There is No Answer Automatic Callback Busy Cancel	✳46 ( )	

Message Waiting
   – To leave/cancel
   – To call back
	✳70
	( )
		1/0 + extension no.
		
		2

1.2.6 Calling without Restrictions Remote COS Access To call (Verified Code Entry)	✳47 ( )	extension no. + extension PIN + phone no. ✳ + verified code + verified code PIN + phone no.

1.2.7 Direct Inward System Access (DISA)
Calling through DISA
   – To an extension
     (In All Security Mode only)
 	
   – To an outside party
     (In Trunk Security Mode/All Security Mode only)
		your extension no./(✳ + verified code) + extension PIN/verified code PIN + extension no.
		
		your extension no./(✳ + verified code) + extension PIN/verified code PIN + outside phone no.

1.2.8 Remote Setting
 	
   – From another extension
   – Through DISA
		your extension no. + extension PIN + feature no.

1.3.3 Call Pickup Call Pickup – Group	✳40 ( )	group no. (2 digits)
– Directed	✳41 ( )	extension no.

Call Pickup Deny
   – To deny
   – To allow
	✳720
	( )
		1
		0

1.3.4 Trunk Answer From Any Station (TAFAS) – Calls through an external speaker	✳42 ( )	speaker no. (1 digit)

Feature (While dial tone is heard)	Default (New)	Additional digits
1.4.2 Call Hold		
Call Hold/Call Hold Retrieve	✳50 ( )	
Call Hold Retrieve		
– Specified with a held line number	✳53 ( )	CO line no. which is held (3 digits)
– Specified with a holding extension number	✳51 ( )	extension no. which has a held call
Call Park	✳52 ( )	
– To set		parking zone no. (2 digits)/✳
– To retrieve		stored parking zone no. (2 digits)
1.4.4 Call Waiting		
Answering Call Waiting in the PBX	✳50 ( )	
Answering Call Waiting from the Telephone Company	✳60 ( )	
1.5.1 Call Forwarding		
Call Forwarding (FWD)/ 1.7.2 Do Not Disturb (DND)		
– Both Calls	✳710 ( )	0 (Cancel)/
– Outside Calls	✳711 ( )	1 (Do Not Disturb [DND])/
– Intercom Calls	✳712 ( )	2 (All calls) + phone no. + #/
		3 (Busy) + phone no. + #/
		4 (No Answer) + phone no. + #/
		5 (Busy/No Answer) + phone no. + #/
		7 (Follow Me) + your extension no./
		8 (Follow Me Cancel) + your extension no.

Feature (While dial tone is heard)	Default (New)	Additional digits
–To set the timer for "No Answer" and "Busy/No Answer"	✶713 ( )	00-99 (second)
Call Forwarding (FWD) for your Incoming Call Distribution Group		
– Both Calls	✶714 ( )	1 (Set) + ICD Group extension no. + phone no. + #/0 (Cancel) + ICD Group extension no.
– Outside Calls	✶715 ( )	
– Intercom Calls	✶716 ( )	
1.5.2 Absent Message	✶750 ( )	
– To set		1-9 (+ parameter) + #
– To cancel		0
1.5.3 Extension Lock	✶77 ( )	
– To lock		1
– To unlock		0 + extension PIN
1.6.1 Paging		
Group Paging	✶33 ( )	paging group no. (2 digits)
1.6.2 Answering/Denying a Paging Announcement		
– To answer	✶43 ( )	
– To deny	✶721 ( )	1
– To allow		0
1.7.1 Timed Reminder	✶760 ( )	
– To set		12H: 1 + time (hour/minute) + 0 (AM)/1 (PM) + 0 (once)/1 (daily) 24H: 1 + time (hour/minute) + 0 (once)/1 (daily)
– To cancel		0
1.7.3 Call Waiting/Off-Hook Call Announcement (OHCA)/Whisper OHCA		
– For intercom calls (No call/Tone/OHCA/Whisper OHCA)	✶731 ( )	0 (No call)/1 (Tone)/2 (OHCA)/3 (Whisper OHCA)
– For outside calls (No tone/Tone)	✶732 ( )	0 (No tone)/1 (Tone)

Feature (While dial tone is heard)	Default (New)	Additional digits
1.7.4 Calling Line Identification Presentation (CLIP)	✶7✶2 ( )	
– Public		1
– Your extension		2
1.7.5 Calling Line Identification Restriction (CLIR)	✶7✶1 ( )	
– To show		0
– To prevent		1
1.7.6 Executive Busy Override Deny	✶733 ( )	
– To prevent		1
– To allow		0
1.7.7 Background Music (BGM)	✶751 ( )	
– To select		BGM no. (1 digit)
– To cancel		0
1.7.8 Data Line Security	✶730 ( )	
– To set		1
– To cancel		0
1.7.10 Paralleled Telephone	✶39 ( )	
– Ring		1
– No Ring		0
1.7.11 Wireless XDP Parallel Mode	✶48 ( )	
– To set		1 + paired wired extension no.
– To cancel		0
1.7.12 Extension Feature Clear	✶790 ( )	
1.8.1 Log-in/Log-out, Wrap-up		
Log-in	✶736 ( )	1 + ICD Group extension no./✶
Log-out		0 + ICD Group extension no./✶
To enter/leave the Not Ready mode	✶735 ( )	1 (Not Ready)/0 (Ready)
*2 1.8.2 Incoming Call Distribution Group Monitor	✶739 ( )	ICD Group extension no.

Feature (While dial tone is heard)	Default (New)	Additional digits
1.9.1 Doorphone/Door Opener Doorphone Call	✳31 (　　　)	doorphone no. (2 digits)
Door Open	✳55 (　　　)	doorphone no. (2 digits)
1.9.2 Host PBX External Feature Access (EFA)	✳60 (　　　)	service code
1.9.3 Voice Processing System Call Forwarding to Voice Mail (Voice Mail Integration) 　– Both Calls	✳710 (　　　)	0 (Cancel)/
– Outside Calls	✳711 (　　　)	2 (All Calls)/
– Intercom Calls	✳712 (　　　)	3 (Busy)/ 4 (No Answer)/ 5 (Busy/No Answer) + voice mail floating extension no. + #
1.10.1 Walking Extension	✳727 (　　　)	your previous extension no. + extension PIN
2.1.1 Extension Control *1 Remote Extension Lock 　– To unlock	✳782 (　　　)	extension no.
– To lock	✳783 (　　　)	extension no.
*1 2.1.2 Time Service Mode Control 　– Day/Night/Lunch/Break	✳780 (　　　)	0/1/2/3
*1 2.1.4 External Background Music (BGM) 　– To play	✳35 (　　　)	external pager no. (1 digit)/✳ + BGM no. (1 digit)
– To stop		external pager no. (1 digit)/✳ + 0

Feature (While dial tone is heard)	Default (New)	Additional digits

[1] 2.1.5 Outgoing Messages (OGM)
 	
  – To record
 	
  – To play back
 	
  – To record from an external BGM (MOH) port
 	
  – To clear
	✳36
	
	( )
		1 + OGM floating extension no.
		
		2 + OGM floating extension no.
		
		3 + BGM port no. (1 digit) + OGM floating extension no.
		
		0 + OGM floating extension no.

3.1.1 Personal Programming
 	
Extension PIN (Personal Identification Number)
 	
  – To set
 	
  – To cancel
	✳799
	
	( )
		1 + extension PIN + # + same extension PIN + #
		
		0 + stored extension PIN

[1] : Manager only

[2] : Supervisor only

Feature (While busy, DND or call tone is heard)	Default
1.2.4 When the Dialed Line is Busy or There is No Answer	
Call Waiting	1
DND Override	
Executive Busy Override	3
Message Waiting	
– To leave	4
Call Monitor	5
Automatic Callback Busy	6
1.2.5 Alternate Calling—Ring/Voice	✳

Feature (While dialing or talking)	Fixed Number
1.4.5 Multiple Party Conversation	
Conference	3
1.9.1 Doorphone/Door Opener	
From any extension while talking to the doorphone	5

4.3 Tone

4.3.1 Tone

While on-hook

Ring Tones

The following tones are programmable allowing recognition of call type (Outside, Intercom or Doorphone).

Tone 1

Tone 2
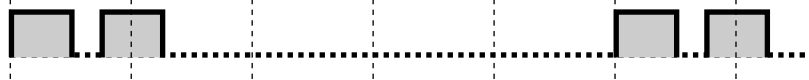
Tone 3
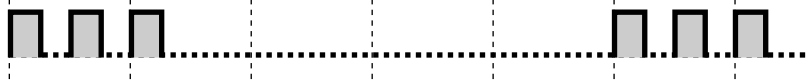
Tone 4

When going off-hook

Dial Tones
Tone 1
Normal
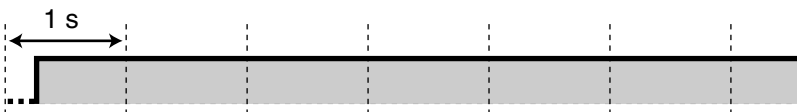
Tone 2

Any one of the following features is set:

- Absent Message
- Background Music
- Call Forwarding
- Call Pickup Deny
- Call Waiting
- Do Not Disturb
- Extension Lock
- Executive Busy Override Deny
- Hot Line
- Timed Reminder
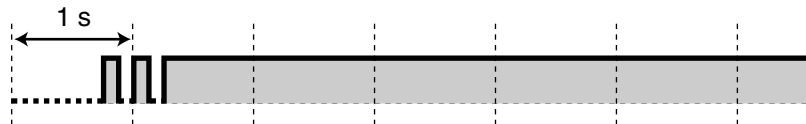
Tone 3

- After pressing TRANSFER or Recall/hookswitch to hold a call temporarily (e.g., Call Splitting)
- While a called PS is being searched
- When Account Code Entry is performed
- When answering a Timed Reminder call with no message

Tone 4

Message waiting indication was received.
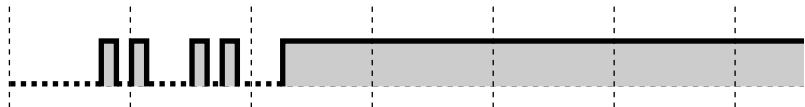
When you make calls

Busy Tone

Reorder Tone

The CO line you tried to seize is not assigned or denied.

Ringback Tone 1

Normal ringback tone
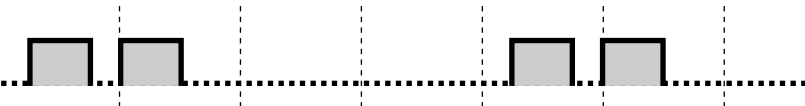
Ringback Tone 2

Special ringback tone for DISA call
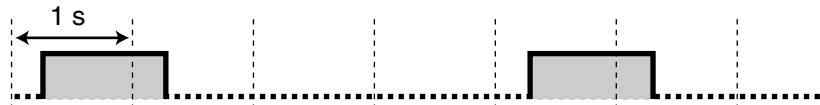
Do Not Disturb (DND) Tone

The dialed extension is refusing incoming calls.

While off-hook

**Indication Tones
Tone 1**

Call waiting tone
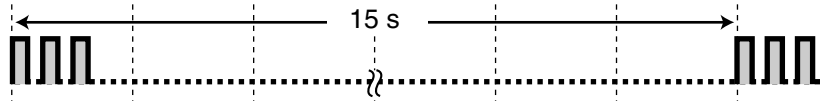
Tone 2

A call is on hold longer than the specified time.
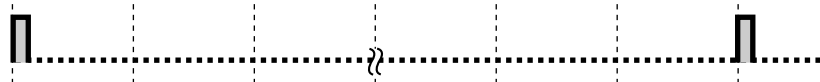
When talking to an outside party

Warning Tone

This tone is sent 15, 10 and 5 seconds before the specified time for disconnection.

When setting the features or programming

**Confirmation Tones
Tone 1**

The feature setting was set successfully.

Tone 2

Before paging through an external speaker
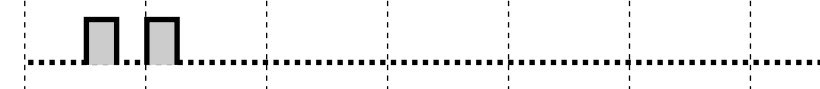
Tone 3

Before the following features activate:

- Retrieving a held call
- Picking up another call
- Paging/Answering a paging announcement
- Answering the call through a speaker

Tone 4

Establishing or leaving a conference

Tone 5

A call has been put on hold.

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