

-PAN:015

Operating Instructions

Easa-PhoneTM

Key Telephone System

VA-309/VA-824

MODEL VA-30910
VA-82410

VA-30920
VA-12020
VA-12021
VA-12022
VA-12022-B

VA-30940
VA-30941
VA-30942
VA-30965
VA-30960
VA-20861

Before operating this unit, please read these instructions completely.

Panasonic[®]

Thank you for purchasing the Panasonic Easa-Phone VA-309/824, Key Telephone System.

*This system is equipped with the Hearing Aid device installed within the handset receiver.

*Each outside(CO/PBX) line can be individually programmed for either tone dialing or rotary pulse dialing.

*All the keys on this unit are the non-lock type.

Notification to your local telephone company

Before connecting or disconnecting telephone lines, call the telephone company and inform them of the following:

Telephone numbers	COL 1:	COL 5:
	COL 2:	COL 6:
	COL 3:	COL 7:
	COL 4:	COL 8:
Model number	Panasonic VA-309/VA-824	
FCC registration number for VA-309 KSU at factory	ACK8GR-16979-KF-E	
VA-309 KSU for modify	ACK8GR-19152-MF-E	
FCC registration number for VA-824 KSU at factory	ACK8GR-19274-KF-E	
VA-824 KSU for modify	ACK8GR-19273-MF-E	
Facility interface code	02LS2	
Service order code	9.0F	
Ringer equivalence	0.4B	
Required network interface jack	USOC RJ11W, RJ11C,	

The FCC registration number will be found on the key service unit.

This unit must not be connected to a coin operated line.

If you are on a party line, check with your local telephone company.

Notice

To assure the safe use of your telephone, please observe the following guide lines for installation and use.

*This product is an electrical device and can be hazardous if immersed in water.

To avoid the risk of electrical shock, do not use this unit while in the bathtub, shower, or when wet.

If you accidentally drop the unit into water, unplug it first, then retrieve it by pulling it by the cord.

*Do not use the telephone near sources of electric "noise" such as fluorescent lamps, air conditioner, washing machine, TV sets or radios.

*The telephone should not be exposed to heat sources, direct sunlight, extreme temperatures, moisture, strong vibrations, greasy or dusty environments.

*Never attempt to insert wires, pins, or similar objects in the vents or openings of the telephone.

*Never clean the telephone with benzene, paint thinner or other solvent materials.

Wipe with a soft cloth to clean.

*Do not change the unit installation location without consulting the dealer/installer.

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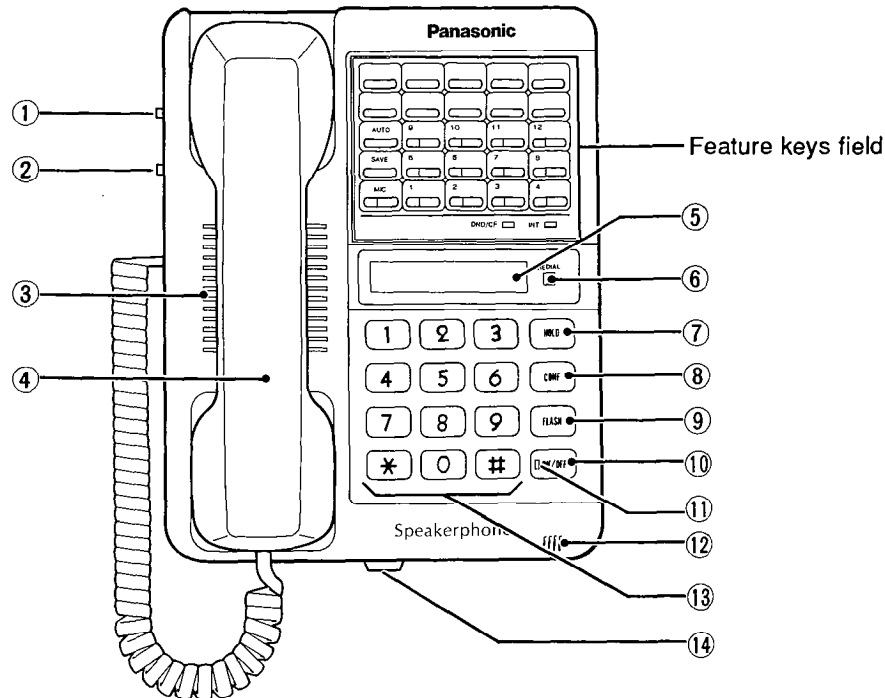
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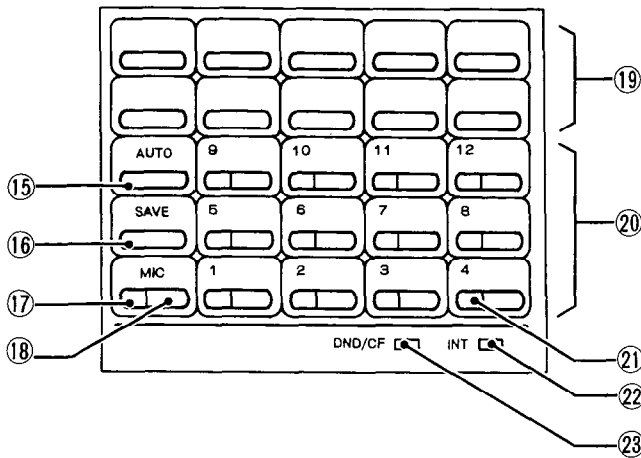
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Names and Functions

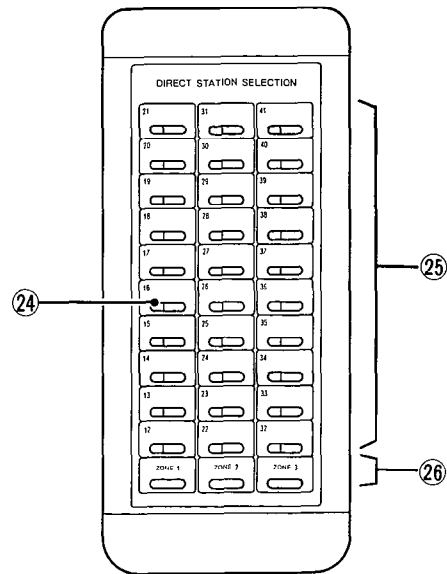


(VA-12022 key telephone with display)

- ① **Ringer volume control**
For adjusting incoming ringing tone.
- ② **Speaker volume control**
For adjusting voice level of intercom voice call and speakerphone receiving voice level.
- ③ **Speaker**
For listening to ringing tone and voice.
- ④ **Handset**
- ⑤ **Display**
Indicates the time and the number dialed. (VA-12022,12022-B only)
- ⑥ **REDIAL key**
Used to redial the last number dialed. Also, use to insert a pause between the digits of a telephone number storing for automatic dialing.
- ⑦ **HOLD key**
Puts an outside or intercom call on hold.
- ⑧ **CONF key**
For conference with three-party and setting privacy release.
- ⑨ **FLASH key**
Pressing this key performs the same function as replacing the handset and lifting it up again.
- ⑩ **ON/OFF key**
Used to place a call without lifting the handset or to store a number for speed dialing.
- ⑪ **ON/OFF indicator**
Stays ON while ON/OFF key is pressed down.
- ⑫ **Microphone**
Enables telephone conversations with the handset on-hook.
- ⑬ **Dialing keys**
- ⑭ **Telephone number list**
A list for people whose numbers are stored in the respective memory for your convenience.













(Feature keys field)



(Direct station selection console for VA-824 system)

- ⑮ **AUTO key**
For storing numbers and automatic dialing.
- ⑯ **SAVE key**
Temporarily saves a telephone number during call.
- ⑰ **MIC indicator**
This indicator lights up when MIC key is pressed, enabling you to answer an intercom call without lifting the handset.
- ⑱ **MIC key**
Used for muting microphone during hands-free conversation and hands-free answer back setting.
- ⑲ **One-touch key**
Automatic dialing for any of the stored telephone numbers, extension numbers and other features.
- ⑳ **Line (CO/PBX)/FF key**
Press to select a vacant telephone line or to answer an incoming call. You can also assign features or extension numbers to these keys.
- ㉑ **Line/FF indicator**
Lights up or flashes green to indicate your operation mode and red for others.
lit:In-use flash:Hold
- ㉒ **Intercom indicator**
Flashes when on hold for an intercom call. Stays ON while you are speaking on an intercom call.
- ㉓ **DND/CF indicator (Do- Not-Disturb/Call Forward)**
Lights up when Call Forwarding or Do-Not-Disturb feature is set.
- ㉔ **Station indicator**
Indicates the status of an extension.
- ㉕ **Station key**
To call an extension.
- ㉖ **ZONE key**
Paging.

Symbols			
	Lift handset		Hang up the handset
	Press line/FF key		Press the key indicated
	Press one-touch key		Dial a number
	Speaking		On-hook conversation
	Press dial key *		Press dial key #

Manual dial

This is for dialing the telephone number on an outside line.

Calls can be made either by lifting the handset or without lifting the handset.

While you are making the call, the line indicator flashes green and sometime blinks.

For on-hook dialing, dial the number within 15 seconds after pressing the line key. If more than 15 seconds elapses, it reverts to stand-by.

If you press ON/OFF key and hang up while a conversation with handset, only your party's voice can be heard. You can also conversation off-hook if your telephone has a speakerphone.

Off-hook dial



1. Lift handset

* You will hear the intercom (continuous) dial tone from handset.



2. Press any available **line** key

* Listen for the outside dial tone. The line indicator will light up green.



3. Dial the telephone number



4. Speak when answered



5. Hang up when the call is complete

* The line indicator goes off.

On-hook dial



1. Press any available **line** key
* Listen for the outside dial tone from speaker. The line indicator will light up green.



2. Dial the telephone number



3. Speak or lift handset



4. Press **ON/OFF** key or hang up when the call is completed
* The line indicator goes off.

Redial

You can redial the last telephone number dialed simply by pressing the REDIAL key. A telephone number of up to 16 digits can be redialed.



1. Press any available **line** key
* Listen for the outside dial tone from speaker. The line indicator will light up green.



2. Press **REDIAL** key



3. Lift handset and speak when answered

Save dial

You can temporarily save a telephone number at any time so that it can easily be dialed again later. A number of up to 16 digits can be saved.

To save a number



1. Press **AUTO** key while speaking



2. Press **SAVE** key

** The telephone number of the party you are speaking to will be saved.*

To make a call



1. Press any available **line** key

** Listen for the outside dial tone. The line indicator will light up green.*



2. Press **SAVE** key

** The saved telephone number will be dialed automatically.*



3. Lift handset and speak when answered

One touch speed dial

You can store up to 10 telephone numbers for speed dialing on your own telephone.

This is particularly convenient for storing long numbers which you call frequently.

You can store up to 16 digits including *, #, FLASH and PAUSE.

By entering AUTO plus system speed address number instead of the telephone number, you can store the system speed address number on the one-touch speed dial function.

If a new number is stored, the old number is erased and the new contents are set.

To store a number



1. Press **ON/OFF** key

* Listen for the intercom dial tone from speaker. The ON/OFF indicator will light up.



2. Press **AUTO** key



3. Press **One-touch** key you wish to store



4. Press the telephone number for one touch speed dial storing



5. Press **HOLD** key

(If you wish to store another one-touch speed dial, repeat steps 2 to 5 for each case)



6. Press **ON/OFF** key

* The ON/OFF indicator goes off.

To make a call



1. Press any available **line** key
** Listen for the outside dial tone. The line indicator will light up green.*



2. Press **One-touch** key
** The telephone number stored on this key will be dialed.*



3. Lift handset and speak when answered

To erase a number stored



1. Press **ON/OFF** key
** Listen for the intercom dial tone from speaker. The ON/OFF indicator will light up.*



2. Press **AUTO** key



3. Press the **One-touch** key you wish to erase



4. Press **HOLD** key



5. Press **ON/OFF** key
** The ON/OFF indicator goes off.*

System speed dial

With system speed dial you use a two digit address number instead of dialing the whole telephone number. You can use the address number for system speed dial on all system telephones.

Up to 90 address numbers for system speed dial from 00 to 89 can be stored, and a telephone number can be stored even while the other telephones are being used.

Telephone numbers of up to 16 digits including *, #, FLASH and PAUSE can be stored.

If a new telephone number is stored, the old telephone number is erased and new contents are set.

To store a number (from extension 1 0 only)



1. Press **ON/OFF** key

* Listen for the intercom dial tone from speaker. The ON/OFF indicator will light up.



2. Press **AUTO** key



3. Press any address number from 0 0 to 8 9



4. Press the telephone number for speed dial storing



5. Press **HOLD** key

(If you wish to store another system speed dial, repeat steps 2 to 5 for each case)



6. Press **ON/OFF** key

* The ON/OFF indicator goes off.

To make a call



1. Press any available **line** key
** Listen for the outside dial tone. The line indicator will light up green.*



2. Press **AUTO** key



3. Dial the address number (2 digits) from 00 to 89
** The telephone number stored in the address will be dialed.*



4. Lift handset and speak when answered

To erase a stored number



1. Press **ON/OFF** key
** Listen for the intercom dial tone from speaker. The ON/OFF indicator will light up.*



2. Press **AUTO** key



3. Press address number (0 0 to 8 9) you wish to erase



4. Press **HOLD** key



5. Press **ON/OFF** key
** The ON/OFF indicator goes off.*

Answer

The way calls are answered is different depending on whether or not a ringing tone is assigned to your telephone for incoming outside calls.

To answer a call on a telephone which rings



Simply lift handset or press **ON/OFF** key and speak

If automatic answering has not programmed (system program), press the line key (and then lift the handset).

To answer a call on a telephone which does not ring



1. Lift handset
(If the telephone having the speakerphone, not necessary to lift the handset.)



2. Press the **line** key for where the indicator is flashing red
* *The line indicator changes to green.*

You can put a call temporarily on hold. During hold you can make a call on another vacant line or answer a call. It is also possible to pick up held line on a different telephone in the system.

Putting call on hold



Tell your party that you are about to put the call on hold and press **HOLD** key

* *The indicator for the held line will flash green.*
(*The line indicators of the other telephones will flash red.*)

Your conversation is put on hold.

Picking up held line



Press the **line** key of the held line
* *The line indicator will light up green.*

(When releasing from another telephone in the system, press the line key for the line flashing red.)

Transfer

You can transfer an outside call to another extension.

Transferring a call to another extension



1. Press **HOLD** key to place the call on hold
** The line indicator will flash green.*



2. Dial the desired extension number



3. When answered, indicate the number of the line being transferred



4. The transferee then presses the red-flashing **line** key

Alternatively



1. Press **HOLD** key to place the call on hold



2. Dial the desired extension number



3. Press **CONF** key when answered
** The three parties can talk together.*



4. Hang up
** The party on the outside line and the transferee can talk together.
Neither the party on the outside line nor the transferee will hear you hang up.*

If the extension is busy



1. Press the **line** key of the held line
** You can talk once more with the party on hold.*

Conference

Three-party conference

You can converse with three parties at the same time.

Put the conversation initiated between two parties on hold and call the other outside number.

Then by pressing CONF key when answered you can have a three-party conference.

Conferences can involve two outside lines and one extension or one outside line and two extensions. Also, it can be held among the three extensions.



1. Press **HOLD** key to place the call on hold

* *The line indicator will flash green.*



2. Call the third party on any available line



3. When the third party answers, indicate that you want to have a three-party conference



4. Press **CONF** key to enable the three-party conference

Privacy release

It is possible for a party on another extension to join a conversation you are having with a party on an outside line.

In the usual your conversations on outside lines are private and cannot be interrupted from other extension.

The party on the other extension should press the line key within 10 seconds of your pressing CONF key.



1. Press **CONF** key during conversation



2. The third party presses the **line** key to join the conversation

* *The three parties can converse together.*

(Note that: With privacy release a conference can be held by more than three parties, but the acoustic level may be reduced.)

Voice call

You can make a voice call to another extension through the speaker of that telephone. Dial the extension number, and after a splash tone (one short tone) from your party's telephone your voice can be heard.



1. Lift handset
** Listen for the intercom dial tone.*



2. Dial the desired extension number
** Splash tone will sound from called party's telephone.
Both INT indicators lit.*



3. Start speaking
** Your voice will be heard through the speaker on your party's telephone.*

Tone call

You can change the voice call to a tone call.



- While making a voice call press dial key 1
** The voice call changes to a tone call and ringing tone sounds on your party's telephone.*

Operator call

By pressing 0 (OPER key), you can call extension 10. This feature is convenient when calling the operator in this system by one touch operation.



1. Lift handset
** Listen for the intercom dial tone.*



2. Press dial key 0

Zone paging

You can page through the speaker of the other telephones. This can be to telephones in a specific zone. There can be three zones(system programming), the paging numbers for which are # 0 1 , # 0 2 and # 0 3 .



1. Lift handset
* Listen for the intercom dial tone.



2. Press # 0 1 , # 0 2 or # 0 3 , for the desired paging zone
* INT indicator will light up.



3. Make your announcement into the mouthpiece of handset

When answering a paging call, pick up the handset and press * key twice.

All zone paging

This can be to telephones in all zones in the system.



1. Lift handset
* Listen for the intercom dial tone.



2. Press dial keys # 0 0



3. Make your announcement into the mouthpiece of handset

When answering a paging call, pick up the handset and press * key twice.

(Note that if external speaker is connected, the paging both for all zone and external will be made. To make the external paging only, see page 38.)

Answering with handset



When answering to a voice call or tone call, simply lift handset.
(If the telephone having speakerphone, simply press the ON/OFF key.)

Hands-free answer back

You can answer to a call without lifting handset (on-hook).
Before receiving any calls check to see that the microphone indicator lights up.
If it does not light up (microphone is off), press the MIC key so that the microphone indicator lights.



Speak through the built-in microphone and speaker
* MIC indicator will flash.

If MIC key is not pressed



1. Press **MIC** key
* MIC indicator will flash.



2. You can speak with telephone on-hook

Call pick-up

You can answer an intercom call to your extension on another telephone.
However, you cannot pick up a call for door box calls and for the telephone for which hands-free answer back is set.



1. Lift handset



2. Enter * * with dial key to answer the call



Paging (Meet-me page)

You can respond to zone or all zone paging on any extension.



1. Lift handset



2. Enter ** with dial key to respond to the paging



Hold

You can put an intercom call temporarily on hold. During hold you can make a call or answer a call. However, paging, door box conversations and conferences cannot be put on hold.

Putting an intercom call on hold



Tell your party that you are about to put a call on hold and then press **HOLD** key
* INT indicator will flash. You will hear the continuous intercom dial tone.

Your conversation is put on hold.

To release hold



Press **HOLD** key
* INT indicator will light up.

Transfer

You can transfer an intercom call to another extension. When transferring, temporarily put the call on hold, dial the other extension and have a three-party conversation. Then when you hang up or press FLASH key you drop out of the conversation leaving the other two parties to continue.



1. Press **HOLD** key to put the call on hold
** INT indicator will flash. You will hear the continuous intercom dial tone.*



2. Dial the desired extension number



3. When answered, indicate that you want to transfer the call



4. Press **CONF** key
** You have a three-party conversation.*



5. Hang up
** The other two parties continue their conversation.*

Three-party conference

You can converse with three parties at the same time.



1. Press **HOLD** key to put the call on hold
** INT indicator will flash. You will hear the continuous tone.*



2. Dial the extension number of the additional party



3. When answered, indicate that you wish to have a three-party conference



4. Press **CONF** key to enable three-party conference
** INT indicator will light up.*

ADDITIONAL FEATURES

This system has various features for your added convenience.

By system programming you can establish functions to suit your objectives.

Please consult your dealer/installer about programming.

Automatic Outside Line Selection (programming required)

By pressing dial key 9 you are connected with an available outside line automatically.

When you use this feature you do not need to select an available line by pressing a line key.

If all the lines are being used, you will hear the busy tone.

This feature is convenient for when using a single line telephone.

In the FCC rules, this feature is regarded as one of the distinguishing features of the key system as against the PBX.

In the form the unit is shipped from the factory this feature cannot be programmed unless one jumper on the key service unit board is cut.

When you use this feature, inform the telephone company of registration number which for the system modification.



1. Lift handset or press **ON/OFF** key
* You will hear the intercom dial tone.



2. Press dial key **9**
* Listen for the outside dial tone.



3. Dial the telephone number

Direct Outside Line Access

You can specify a particular line for dialing outside calls. If the line is being used, you will hear the busy tone.



1. Lift handset or press **ON/OFF** key
** You will hear the intercom dial tone.*



2. Press dial key **8**



3. Press the dial key to obtain the desired outside line
(The dial keys 1 - 8 correspond to the outside line numbers)
** Listen for the outside dial tone.*



4. Dial the telephone number

Flexible Feature Key (FF key)

Vacant line keys can be used to enable one touch access to system features.

All features can be stored with the exception of the fixed functions HOLD, FLASH, SAVE, REDIAL, CONF and ON/OFF. Up to 8 digits can be stored under each keys.

Note that even if "0" is stored, you cannot call the extension 10 (operator call).

Features are stored as follows

Telephone number:



1. Press **ON/OFF** key
** Listen for the intercom dial tone from speaker. The ON/OFF indicator will light up.*



2. Press **AUTO** key



3. Press **FF** key





4. Press the telephone number for storing



5. Press **HOLD** key



6. Press **ON/OFF** key

* *ON/OFF indicator goes off.*

System speed dial number:



1. Press **ON/OFF** key



2. Press **AUTO** key



3. Press **FF** key



4. Press **AUTO** key and two-digit address number(0 0 to 8 9) for storing number



5. Press **HOLD** key



6. Press **ON/OFF** key

Additional Features

Other features:



1. Press **ON/OFF** key



2. Press **AUTO** key



3. Press **FF** key



4. Press a number for the feature



- Intercom call extension number for DSS using extension number, CONF key for DSS and BLF using (In this case, you can confirm the busy status of the extension through the indicator lighting.)
- Zone or all zone paging # 0 1, # 0 2, # 0 3 for zone paging, # 0 0 for all zone paging
- Door box * * for answering
- Call pick-up 7 5 for door box A, 7 6 for door box B
- Call forward * *
- Do-not-disturb # 3 extension number #
- Night transfer # 2 # for clearing
- Alarm setting # 3 #, # 2 # for clearing
- SMDR account number # 6 #
- Door opener # 4 hour minutes am "1" or pm "2" #
- Intercom dial tone mute # 2 # for clearing
- # 7 account number #
- 7 8 for opener 1, 7 9 for opener 2,
- 7 7 during door box call
- # 51 #



5. Press **HOLD** key



6. Press **ON/OFF** key

When using FF key



By simply pressing the desired FF key (Line key) you can access any of the above mentioned features.

Call Forward

All incoming outside and intercom calls can be routed to set extension.
This feature can be set for each telephone separately and while it is set the DND/CF indicator lights up.
Note that this indicator also lights up when the Do-Not-Disturb feature is set.

Setting



1. Press **ON/OFF** key
* Listen for the intercom dial tone from speaker. *ON/OFF* indicator will light up.



2. Press dial keys **# 3**



3. Press the extension number for forwarding



4. Press dial key **#**
* *DND/CF* indicator will light up.



5. Press **ON/OFF** key
* *ON/OFF* indicator will go off.

To release



1. Press **ON/OFF** key



2. Press dial keys **# 2 #**
* *DND/CF* indicator will go off.



3. Press **ON/OFF** key

Night Transfer (programming required)

While this feature is set, the outside incoming ringing tone sounds on a predetermined telephone (by system programming) only.
The setting and release operation are only possible on telephone specified in the system programming.
During the time this feature set, INT indicators of the specific telephone flash.
Releasing is done in the same way as setting.



1. Press **ON/OFF** key
** Listen for the intercom dial tone from speaker. ON/OFF indicator will light up.*



2. Press dial keys **# 6 #**
** INT indicators will flash.*



3. Press **ON/OFF** key
** ON/OFF indicator will go off.*

Do-Not-Disturb

With this feature set the call tones for all incoming outside and intercom calls and paging do not sound. However, the line indicators flash in the case of outside incoming calls.
By using this feature you will not be disturbed by the telephone ringing while you are having a meeting.
While this feature is set, DND/CF indicator lights up.
Note that this indicator also lights up when the Call Forward feature is set.

Setting



1. Press **ON/OFF** key
** Listen for the intercom dial tone from speaker. ON/OFF indicator will light up.*



2. Press dial key **# 3 #**
** DND/CF indicator will light up.*



3. Press **ON/OFF** key
** ON/OFF indicator will go off.*

To release



1. Press **ON/OFF** key



2. Press dial keys **# 2 #**
** DND/CF indicator will go off.*



3. Press **ON/OFF** key

One-Touch Function (one-touch key)

Pressing a one-touch key allows you quick access to a system feature.

For example the one-touch keys can be employed for features which are frequently used, such as extension numbers, door box call numbers and paging numbers up to 16 digits can be stored under each key.

As with the storing operation, if a new feature is stored, the old feature is erased and the new contents are set.

Storing



1. Press **ON/OFF** key

** Listen for the intercom dial tone from speaker. ON/OFF indicator will light up.*



2. Press **AUTO** key



3. Press **One-touch** key for storing



4. Press the number for storing

For example, enter 7 5 for calling door box A



5. Press **HOLD** key



6. Press **ON/OFF** key

** ON/OFF indicator will go off.*

One-touch operation



1. Lift handset or press **ON/OFF** key
** Listen for the intercom dial tone.*



2. Press **One-touch** key

To erase stored number



1. Press **ON/OFF** key
** Listen for the intercom dial tone from speaker.*



2. Press **AUTO** key



3. Press **One-touch** key you wish to erase



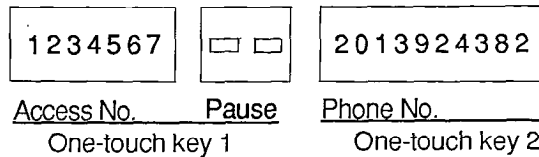
4. Press **HOLD** key



5. Press **ON/OFF** key

Pause Function (REDIAL key)

Using the REDIAL key a pause can be inserted in the dialing sequence. The pause time can be system programmed to 2 or 3 seconds. For example, a pause can be inserted between, MCI or Sprint access number 123-4567 and telephone number 201-392-4382 and stored for speed dialing or on a one-touch key as follows.



Storing



1. Press **ON/OFF** key
** Listen for the intercom dial tone. ON/OFF indicator will light up.*



2. Press **AUTO** key



3. Press any numbers within the range 0 0 to 8 9 for system speed dialing or **One-touch** key (e.g. one-touch key 1)



4. Press the access number 1234567 for storing



5. Press **REDIAL** key twice to store two pauses



6. Press **HOLD** key



7. Press **AUTO** key to store the telephone number



8. Press the address number for system speed dialing or **One-touch** key (e.g. one-touch key 2)





9. Press the telephone number 201-392-4382 for storing



10. Press **HOLD** key



11. Press **ON/OFF** key
* *ON/OFF indicator will go off.*

When dialing



1. Press any available **line** key



2. Press the address number or **One-touch** key where the access number is stored (e. g. one-touch key 1)



3. Press the address number or **One-touch** key where your party's telephone number is stored (e. g. one-touch key 2)

Flash Function

By pressing FLASH key, you can terminate an outside or intercom call. Having terminated an outside call, you are once again automatically connected to an outside line. If you wish to make a call immediately after another, without replacing handset press FLASH key and dial. When you want to answer a call waiting which rings, press FLASH key.

Signal Conversion(from Pulse to Tone)

Even if the telephone line is a rotary dialing system (dial pulse), you can make calls using tone dialing. By pressing the * key after dialing telephone number, call is transmitted by tone signals. Replacing the handset on the cradle will automatically return the telephone to its original dial pulse line signaling.



1. Make a call on dial pulse line



2. Press dial key *
** The call is transmitted by tone signals.*

Intercom Dial Tone Mute

The intercom dial tone heard from the handset or speaker can be silenced. By repeating the suspending operation, the intercom dial tone is made to sound once more.



1. Press ON/OFF key



2. Press dial keys # 5 1 #



3. Press ON/OFF key

Speakerphone (Models VA-12021, 12022, 12022-B only)

You can talk hands-free through the built-in microphone and speaker.
 Before speaking make sure that microphone indicator is lighting. If it does not, press MIC key.
 For muting the microphone, press MIC key while talking.
 You can adjust the speaker sound with the speaker volume control.
 Pressing the MIC key, during conversation, enable to mute your voice for outside line.

Calling



1. Press the **line** key (or for an extension press **ON/OFF** key)
**Listen for the outside or intercom dial tone from the speaker. MIC indicator will flash.*



2. Dial the telephone number



3. Speak when answered



4. Press **ON/OFF** key when call is completed

Answering



1. Press the **line** key



2. Talk through the microphone



3. Press **ON/OFF** key when call is completed

Display (Models VA-12022, 12022-B only)

When you are not using the telephone, the display indicates the time. When you are making a call, it shows the telephone number you are dialing. During a call it indicates the length of time for the conversation. In addition, alarm setting or a stored number can be shown on the display for confirmation. The display shows a number of up to 12 digits. For a number of more than 12 digits, it shows the number sequentially until it is displaying the last 12 digits.

Setting time(from extension 10 only)

Hours and minutes are entered each in two digits.

Example: Setting for 2:30 pm



1. Press **ON/OFF** key



2. Press dial keys * 5



3. Enter hour (0 2) from 01 to 12



4. Enter minutes (3 0) from 00 to 59



5. Enter either am or pm (2)
1 for AM, 2 for PM



6. Press dial key # for storing



7. Press **ON/OFF** key

Setting alarm

An alarm sounds from the telephone at the time set.
The alarm is stopped simply by lifting the handset. Once the alarm has sounded, the alarm setting is automatically released.

Example: Setting for noon



1. Press **ON/OFF** key



2. Press dial keys **# 4**



3. Enter hour (1 2) from 01 to 12



4. Enter minutes (0 0) from 00 to 59



5. Enter am or pm (2)
1 for AM, 2 for PM



6. Press dial key **#**



7. Press **ON/OFF** key
** The alarm sounds at noon.*

To release alarm setting



1. Press **ON/OFF** key



2. Press dial keys **# 4 #**

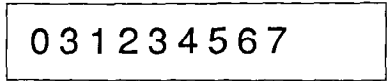


3. Press **ON/OFF** key

Dial number display

When making an outside or intercom call, the telephone number dialed is displayed. Also, when a call is made from another extension, that extension number is displayed.

For example, telephone number 03-123-4567 is shown on the display as



Display during call

The time which has elapsed for an outside call is displayed.

When you receive a call the count starts from the time you answer it, and when you make a call the elapsed time is shown from 15 seconds (or 30 seconds) after dialing.

For example, when three minutes has elapsed the display shows



Confirming number

You can display and confirm numbers stored in the memory.

In the case of a system speed dial number:



1. Press **ON/OFF** key



2. Press **REDIAL** key



3. Press **AUTO** key



4. Press the speed dial address number you wish to confirm (0 0 to 8 9)
* The stored number will appear on the display.



5. Press **ON/OFF** key
* The time appears on the display.

Other cases



1. Press **ON/OFF** key



2. Press **REDIAL** key



3. Press desired function key or number

* *The stored number will appear on the display.*

One-touch speed dial:	One-touch key
Flexible feature number:	FF key
Save dial number:	SAVE key
Redial number:	REDIAL key
Call forward number:	# 3
Alarm setting time:	# 4
Your extension number:	1
Outside line number:	Line key



4. Press **ON/OFF** key

* *The time appears on the display.*

Long Call Alarm (programming required)

A short tone sounds from the speaker every three minutes when you are making outside calls. In this way you can keep a check on how long you have been talking.

Hold Recall (programming required)

A warning can be set to sound from the telephone after a certain time has elapsed when a call has been put on hold (immediately, 30 seconds, 1 minute or 2 minutes after placing on hold). The tone will remind you that the call is on hold should you have forgotten about it. The warning tone only sounds during hold if the telephone is on-hooked.

Toll Restriction (programming required)

Each telephone can be ranked so that its use may be restricted, for example, to local calls or long distance calls. The ranking is of four types: intercom calls only, local calls only, local calls and 411, 976 and 555 calls, and no restriction. Before using your telephone, ascertain which type it is. Telephones which are for local calls only or local calls and 411, 976 and 555 calls can also be programmed for the system speed dialing.

OPTIONAL EQUIPMENT

This system can be more conveniently used by installing optional equipment.

External Paging

You can page through external paging amplifier (if connected). External paging is also heard from the speakers of the telephones belonging to the paging zone-3 if they have been designated by system program.



1. Lift handset



2. Press dial keys # 0 3



3. Make your announcement into the mouthpiece of handset

Door Box

Up to two door boxes can be installed and used with this system. The calling tone of door box A is a chime and that for door box B is tremolo tone.

If there is a door box call while you are talking with the other door box, the calling tone will be heard only by you.

Note that with a telephone which rings, answer the call from door box within 15 seconds, dial door box number to call door box.

To answer telephone which rings (when within 15 seconds of call)



Simply lift handset and begin talking

To answer telephone which does not ring (or when not answered within 15 seconds of call)



1. Lift handset



2. Dial the door box number from where the call is coming (75 for door box A, 76 for door box B) and begin talking

Door Opener

You can control the door opener terminal (if connected) from your telephone. Up to two devices can be attached. The control numbers are 78 for opener 1 and 79 for opener 2. This operation is possible even when you are talking with a door box.

To release door lock



1. Lift handset or press **ON/OFF** key



2. Press opener control number **78** or **79** to release the lock
Alternatively, if you are talking with a door box, you can dial 77 to release the door opener for the door box you are talking with

Sensor

The alarm of a fire sensor, gas leak sensor, etc. (if connected) will sound from your telephone at times of emergency.

You can silence the alarm either on the sensor or on the telephone and you can select either by system programming. If two or more telephones are sounding an alarm and one of them is silenced, the alarm stops sounding for all the telephones.

To silence an alarm on telephone



Simply lift handset

To silence an alarm on sensor

Refer to the owner's manual for the sensor

Station Message Detail Recorder (SMDR) (VA-824 system only)

You can install a printer, for recording information about outside calls. When you finish a call, the date and time of the call, your party's telephone number, the line used and other recorded information are output. Account numbers of up to 5 digits can be used. As an example of use, if you set an account number for each customer, you can bill the total phone charge to the customer.

To enter an account number and dial



1. Lift handset or press **ON/OFF** key



2. Press dial keys **# 7**



3. Enter the account code



4. Press dial key **#**



5. Press available **line** key



6. Dial the telephone number

Direct Station Selector (DSS) Console (VA-824 system only)

On the DSS there is a key for each extension to enable direct contact.
In addition, the status of each extension is shown with a lamp indicator.

To transfer an outside call to an extension



1. Answer the call



2. Press the **station** key for the transferee
* The outside call is automatically put on hold.



3. Press **CONF** key when answered



4. Hang up

To call an extension while talking with another extension



Press the desired **station** key while talking with another extension or while calling
* The call will be automatically ended and the desired extension will be called.

A station indicator will light up when

- An extension is busy
- An extension is called
- Do-not-disturb is set

A station indicator will flash when

- An extension is called with an intercom telephone

Paging



1. Lift handset



2. Press **ZONE** key for zone number to be paged



3. Speak into the mouthpiece of handset to make announcement

Single Line Telephone (SLT) (Tone dial telephone only)

Up to 4 single line telephones can be connected to this system.
In case of a power failure, the single line telephones only can be used.

To make a call

For automatic line selection, see page 21 concerning 'Automatic Outside Line Selection'.



1. Lift handset
** You will hear the intercom dial tone from handset.*



2. Press **9** for automatic line selection, or **8** for specified line dialing and the desired line number
** Listen for the outside dial tone.*



3. Dial the telephone number



4. Speak when answered

With a single line telephone you can take advantage of the following features

Making and answering intercom calls
Door box call (75 or 76)
Door opener function(78 or 79)
Outside call hold (Flashing)
Hold recall

In Case of a Power Failure

In case of a power failure, the key telephones cannot be used. If your system have power failure unit and single line telephones, the single line telephones only can be used.

Specifications

	Dimension(Inch) (HeighxWidthxDepth), Weight(Pound)		
Telephone	VA-30920:	6.7 x 2.4 x 8.5	2.0
	VA-12020:	6.7 x 2.4 x 8.5	2.0
	VA-12021:	6.7 x 2.4 x 8.5	2.2
	VA-12022(B):	6.7 x 2.4 x 8.5	2.2
Direct station selection console	VA-82430:	3.7 x 2.4 x 8.5	0.9
Door box	VA-20861:	3.4 x 6.9 x 1.1	0.7
Power failure unit	VA-30965:	9.4 x 4.7 x 1.8	0.9
Power consumption	Maximum:	60	W

Memo for Your Convenience

Date when purchased: / /
Model No. : VA-309/VA-824
Store where purchased: Phone No. ()-