

Top Performance Communications

Panasonic

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Your Extension Number is:.....

Your Direct Number is:.....

PANASONIC BASIC USER GUIDE

(Handsets KX-T7636AL, KX-T7633AL, KX-T7630AL, KX-T7667, KX-T7665)

Making a call

Internal calls Pick up handpiece (Off Hook) and dial extension number **or**
Press pre-programmed Flexi-Key (one-touch key)

External calls Pick up handpiece (Off Hook), dial '0' then dial number
Press pre-programmed Flexi-Key (one-touch key) **or**
Use 'MENU' to access Personal or System Directory

Handsfree calls Press 'SP-PHONE' and complete with either of the above.

Placing a call on Hold Press 'HOLD' then hang up

Retrieving a call To retrieve a call placed on hold or attempted to transfer,
press flashing **GREEN** Flexi-key (line key)

Transferring a call Press pre-programmed Flexi-key **OR**
Press 'TRANSFER' then dial extension number,
Announce the call (optional) **OR**
Hang up for call to go direct without announcement

Conference call Ask first caller to hold
Press 'CONF' key (without placing the caller on 'HOLD')
Make the 2nd call using internal or external instructions above
Once 2nd call has been answered, press 'CONF' to connect
all parties

Forward a call with the FWD/DND Button

To set Go 'Off Hook', Press the 'FWD/DND' button
Press '2' for all calls, '5' for busy/no answer
Dial the Extension number you wish calls to be forwarded internally to OR
Dial '0' for an outside line and then the telephone number
Press '#' then hang up.

To cancel Press the FWD/DND' button
Press the 'ENTER' button, Press 'SEL' button until 'Fwd/DND Off' is displayed. Press the 'ENTER' button

Forwarding a call using codes

To set Go 'Off Hook, dial *7105 (busy/answer) enter the destination number then press the # key.

Go 'Off Hook, dial *7102 (all calls) enter the destination number then press the # key.

To cancel Go 'Off Hook, dial *7100-this cancels all call forwarding.

System Speed Dial

Pick up handpiece (Off Hook) or press 'sp-phone' key
Press the 'Autodial' button then dial the 3 digit code **or**
Press 'Menu' key. Press down arrow to System Directory.
Press 'Enter' Then either type in the first letter of the name and press
Enter', scroll down until the required name appears with the arrow beside it.
Lift the handset or press speakerphone.

Note System Speed Dial numbers can only be set from the main handset.

Personal Speed Dial

Up to 10 Personal Speed Dial numbers can be programmed for each handset.

To Store Press '**PROG**' key (You will find '**PROG**' on your display, use the key allocated under the display or on the top row of fixed keys.)
Press '10' then the 'Enter' or 'Store' key.
Enter the 2-digit location number between 00 and 09
Enter the phone number including '0' for the outside line.
Press 'Store'

To Use Pick up handpiece or press Sp-phone
Dial '***' then the 2 digit personal speed dial number

Setting your phone for Headset mode (not available on 7665 handset)

Press '**PROG**' key
Press '61'
Press 'Store'/Enter
Press 'Auto Ans' to toggle headset on/off
Press 'Store'/Enter
Lift handset to get out of program mode
To answer calls Press '**SP-PHONE**' to pick up and hang up

Background Music

To Turn on Pick up handpiece or press Sp-phone
Dial '*7511'

To Turn off Pick up handpiece or press Sp-phone
Dial '*7510'

System All Page Pick up handpiece or press Sp-phone
Dial '*3301'

Handset Programming Guide

Program Flexi-Keys

Please ensure you do NOT go 'Off Hook' when programming.

Program Mode

Press '**PROG**' key (You will find '**PROG**' on your display, use the key allocated under the display or on the top row of fixed keys.)
Press the Flexi-key you wish to be programmed (Ensure you check the display so that you do not program over a Flexi-key that has already been programmed as a 'Line' or 'Loop' Key or you may not be able to dial out. Display should read 'NOT STORED')

Use the following instructions for Internal Extensions and External/Speed dial numbers

Extension Numbers

Follow above Program Mode procedure (if not already in Program Mode)
Press '**1**' then the extension number
Press '**STORE**' to confirm

For KX-T74XX Series Handsets, Press PROG, 99, Flexi-Key, 1, Extension Number, then STORE

External Numbers

Follow above Program Mode procedure (if not already in Program Mode)
Press '**2**' then '**0**' to get a line out, then the telephone number (can be mobile and landline)
Press '**STORE**' to confirm

Press 'PROG' or 'EXIT'

System Programming

Panasonic TDA30/100/200

To enter programming mode the handset must be ON HOOK. Note this can only be done from the main handset.

Press 'Program **1 2 3 4' before doing any of the below programming.

Date and Time Setting

1. Enter 000
2. Press Enter
3. Using dial pad enter the year; Press ⇒; Enter the Month; Press ⇒; Enter Day
4. Press NEXT
5. Enter the hour and minute
6. Press **SELECT** for 'am' or 'pm'
7. Press STORE (ENTER)
8. To continue, Press END (HOLD KEY) then enter new program number
9. To Finish Programming lift and replace handpiece.

System Speed Dial Number Set

1. Enter 001
2. Press ENTER
3. Enter Speed Dial code (000-999) or press NEXT to scroll through list
4. Enter '0' (for an outside line) then the required telephone number
5. Press STORE (ENTER)
6. Press NEXT (brings up the next Speed Dial location)
7. Repeat steps 4 through to 6 to add more speed dial numbers
8. To continue, Press END (Hold Key) then enter new program number
9. To Finish programming lift and replace handpiece.

System Speed Dial Name Set

1. Enter 002
2. Press ENTER
3. Enter Speed Dial code
4. Enter the new name using the numeric keypad and selecting the letter from the screen
5. Press STORE
6. Press NEXT
7. Repeat steps 4 through to 6 to add more names
8. To continue, Press END (Hold Key) then enter new program number
9. To Finish Programming lift and replace handpiece

Extension Name Change

1. Enter 004
2. Press ENTER twice
3. Scroll through existing names using the NEXT key until you find the required name
4. Enter the new name using the numeric keypad and selecting the letter from the screen
5. Press STORE (Enter)
6. Press NEXT to continue to change extension names or
7. To Continue Press END (Hold Key) then enter new program number
8. To finish Programming lift and replace handset.