

User Guide

Panasonic KXTES824 & KX-TA624 &
KX-TEA308



Outbound Calling	Off-hook, Press Line Button or Dial 9, Dial Phone Number
Internal Calling	Off-hook, Dial Extension Number or Press Extension Button
Call Pick-Up	Off-hook, Press Line for External or Dial 40 for Internal.
Call Transfer	Press Ext Button or Transfer, Dial Ext Number, Announce Call, On-hook
Call Hold	Press Hold Button. To Retrieve, Press Line or Intercom Button
Exclusive Hold	Press Hold Button twice. To Retrieve Press Line or Intercom.
Conference Call	Whilst on a Call, Press CONF, Dial Third Party, Press CONF
Paging An Extension	Off-hook, Dial Extension Number, While Ringing Press *
Paging All Ext's	Off-hook, Dial 330, Hear Confirmation Tone, Speak
Forward All Calls	Off-hook, Press FWD/DND, 1 Extension Number #, On-hook. For SLT's Off-Hook, Dial 711 Extension Number #, On-hook.
Forward Busy/NA	Off-hook, Press FWD/DND, 2 Extension Number #, On-hook. For SLT's Off-Hook, Dial 712 Extension Number #, On-hook.
Cancel Forwarding	Off-hook, Press FWD/DND, 0#, On-hook. For SLT's Off-hook, Dial 710#, On-hook.
Do Not Disturb	Off-hook, Press FWD/DND, 4#, On-hook. For SLT's, Off-hook, Dial 714#, On-hook.
Do Not Disturb Cancel	Off-hook, Press FWD/DND, 0#, On-hook. For SLT's, Off-hook, Dial 710#, On-hook.

Sys Speed-Dialling use Off-hook, Press Auto-Dial, Enter Speed Dial Number

Sys Speed-Dialling Set Press Program,
Dial *# then 8989
Dial 001 Then Press Sp-Phone
Enter Speed Dial Code (00-99)
Enter Telephone Number (always prefix with 9)
Press the Auto Dial/Store key
Press Sp-Phone for Next Entry or Redial for Previous Entry
Press Hold for next programming step

To Enter Name Dial 011 Then Press Sp-Phone
Enter Speed Dial Code (00-99)
Enter Name
Press Right Arrow to Re-Use Same Button
Press Auto Dial/store
Press Sp-Phone for Next Entry or Redial for Previous Entry
Press Hold for next programming step
Press Program to Exit

F Button Programs Per Handset
Press Program Button
Press Key you wish to Program

To Make Button an Extension: Dial 1 then enter the Extension Number
Press Auto Dial to Store Then Program to Exit

To Make Button an External Telephone Number: Dial 2 then 9 + Telephone Number
Press Auto Dial to store Then Program to Exit

Changing The Time: Press Program
Dial *# then 8989
Enter 000
Press Sp-Phone
The right arrow will move you to the time
Enter Hour (01-12)
Enter Minute (00-59)
Dial 0 for AM, 1 for PM
Press Auto-Dial/Store
Press HOLD then Program to Finish