

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 (201-255)
Call Pick-Up	Off-hook or Press either Line or Intercom Button
Call Transfer	Press Transfer, Dial Extension Number, Announce Call, On-hook
Call Hold	Press Hold Button. To Retrieve, Press Line or Intercom Button
Conference Call	Whilst on a Call, Press CONF, Dial Third Party, Press CONF
Paging Extensions	Off-hook, Dial 330, Hear Confirmation Tone, Make Announcement
Paging Answer	Off-hook, Dial 330, Hear Confirmation Tone, Speak
Call Forwarding <i>Set</i>	Off-hook, Press FWD/DND, 1 Extension Number #, On-hook, For SLT's 71-1 Extension Number #
Call Forwarding <i>Cancel</i>	Off-hook, Press FWD/DND, 0-#, On-hook, for SLT's 71-0 #
Do Not Disturb <i>Set</i>	Off-hook, Press FWD/DND, 4 #, On-hook, for SLT's 71-4 #
Do Not Disturb <i>Cancel</i>	Off-hook, Press FWD/DND, 0 #, On-hook, for SLT's 710 #
One-Touch Dialling <i>Set</i>	(switch to program) Press desired button, Dial 9 and Number, Press Store
One-Touch Dialling <i>use</i>	Off-hook, Press Button, desired Number is programmed under that button
System Speed-Dialling <i>use</i>	Off-hook, Press Auto-Dial, Enter Speed Dial Number

System Speed Dialling:	Press Program Dial *# then 8989, Dial 001, Press Sp-Phone Enter Code (00-99) Enter Telephone Number (always prefix with 9) Press the Auto Dial/Store key Press Sp-Phone for next number or press hold for next programming step
To Enter a Name:	Dial 011, Press Sp-Phone Enter Code (00-99) Enter Name, Press Auto Dial/store
F Button Programming:	Per Handset Press Program Press Key to Program
To Make Button an Extension:	Dial 1 then enter the Extension Number
To Make Button an External Telephone Number:	Dial 2 then 9 + Telephone Number Press Auto/Dial to store
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