

User Guide

Panasonic KX-TD612

Outbound Calling	Off-hook, Press Line Button or Dial 9, Dial Phone Number
Internal Calling	Off-hook, Dial Extension Number (201-212)
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 62* or 63*, Hear Confirmation Tone, Make Announcement
Paging Answer	Off-hook, Dial 42 or 43, Hear Confirmation Tone, Speak
Call Forwarding Set	Off-hook, Press FWD/DND, Dial 2 and Extension Number, On-hook
Call Forwarding Cancel	Off-hook, Press FWD/DND, Dial 0, On-hook
Do Not Disturb Set	Off-hook, Press FWD/DND, Dial 1 then *
Do Not Disturb Cancel	Off-hook, Press FWD/DND, Dial 0
Call Pick-Up	Off-hook, Dial 4*, Hear Confirmation Tone, Talk
Trunk to Trunk Transfer	On Call, Press Transfer, Select Line, Dial Number, Announce Call, On-hook
System Speed-Dialling Use	Off-hook, Press Auto-Dial/Store, Dial 000-499, Talk

KX-TD612 Administration

- **System Speed Dialling:** Press Program Key.
Dial **Password. Dial 001. Press Next.
Enter Code (000-499)
Enter Telephone Number (Always Prefix with 9)
Press the Auto-Dial/Store Key.
Press Next or End.

NB: (If you have ISDN Lines and you want 'Name Popping' you must put a hyphen between the 9 and the Telephone Number. Do this by adding 9 then Press CONF followed by the Telephone Number (This is only applicable to System Speed Dials)

- **To Store a Name:** Press Program Key. Dial **Password.
Dial 002. Press Next.
Dial Speed Dial Code (000-499)
Enter the Name (Max 16 Letters)
Press Auto-Dial/Store Key. Press Next or End.
- **Speed Dial Name Hints:** 0 to add a Space.
Press TRANS to clear screen
Press CONF to delete a Space
Press HOLD to take you to the first screen
Press SP-PHONE Key to forward
Press 7 plus shift twice to add S
- **Handset Button Programming:** Per Handset
Press Program. Dial 99
Press key to Program...
- **To Make Button an Extension:** Dial 1 then Extension Number
- **To Make Button an External Telephone Number:** Dial 2 then 9 and Telephone Number
- **For Feature Access:** Dial 2 then Enter Feature Code
Press Auto-Dial/Store Key
- **Changing the Date and Time:** **Use Extension 201 Only**
Press Program Button. Dial **1234. Enter 000
Press Next, Press Next,
Enter Hour HH (12hr) →
Enter Minutes MM →
Press Select for AM/PM
Press Store
Press End then Press Program Button to Exit



Useful Information

For Technical Assistance or to Report a Fault: Call 0870 891 9000
For Additional User Information on your Equipment: www.overline.com
For Details or to Order Additional products or Services: Call 0870 891