

User Guide

Panasonic KX-TDA15/30/100/200
Panasonic KX-T7668 Handset



Outbound Calling	Off-hook, Press Line Button or Dial 9, Dial Phone Number
Internal Calling	Off-hook, Dial Extension Number or select Pre-programmed extension key
Call Pick-Up	Off-hook or Press either Line or Intercom Button
Call Transfer	Press Transfer, Dial Extension Number, Announce Call, On-hook Or if pre-programmed on flexible keys, just press desired key and announce call, off hook
Call Hold	Press Hold Button. To Retrieve, Press Line. Press Hold Button Twice for Exclusive Hold to Handset.
Conference Call	Whilst on a Call, Press Transfer, Dial Extension Number or dial External Number, Press Transfer, Press 3
Paging Extensions	Off-hook, Dial *3301 Hear Confirmation Tone, Make Announcement
Do Not Disturb Set	Off-hook, Dial *7101 On-hook
Forward (All Calls)	Off-hook, Dial *7102 Extension number #
Forward (Busy/No answer)	Off-hook, Dial *7105 Extension number #
Call Forwarding Set (External Line)	Off-hook, Dial *7102, 9, Telephone Number Press #
Call Forwarding/DND Cancel	Off-hook, Dial *7100
Call Pick-Up	Off-hook, Dial *4001, Talk
External Transfer	When On Call, Press Transfer, Select Line, Dial Number, Announce Call, On-hook
System Speed-Dialling	Press Auto Dial key twice, Use volume Keys for Scrolling, lift handset to call desired number

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Outbound Calling	Off-Hook, Press Line Button or Dial 9, Dial Phone Number
Internal Calling	Off-Hook, Dial Extension Number or select Pre-programmed extension key
Call Pick-Up	Off-Hook, Press Line Button for External Calls or Dial 40 + Extension Group Number for Internal Calls
Transfer Internal	Press Extension Button or Press Transfer, Dial Extension Number, Announce Call, On-Hook
Transfer External	Press Transfer Button, Dial 9 then Number, Announce Call, On-Hook
Call Hold	Press Hold Button. To Retrieve, Press Line for External or Intercom Button for internal.
Exclusive Hold	Press Hold Button Twice for Exclusive Hold to Handset.
Conference Call	Whilst on a Call, Press CONF, Dial Third Party, Press CONF
Paging an Extension	Off-Hook, Dial Ext No., When Ringing Press *
Paging All Extensions	Off-Hook, Dial *3301, Hear Confirmation Tone, Speak
Paging Answer	Off-Hook, Dial *4301, Hear Confirmation Tone, Speak
Internal Forward	Off-Hook, Press FWD/DND, All Calls Dial 2, Busy Dial 3, Ext No. then # N/A Dial 4, Busy N/A Dial 5,
External Forward	As Above but Instead of Ext No. Dial 9 then Number, then #
Cancel Forward	Off-Hook, Press FWD/DND, Dial 0
Do Not Disturb Set	Off-Hook, Press FWD/DND, Dial 1
Do Not Disturb Cancel	Off-Hook, Press FWD/DND, Dial 0

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System Speed-Dialling Call

Press AUTO DIAL Button Once and Enter 1st letter of name, Press Enter.
Use Navigator/Scroll Key for Desired Name Then Off-Hook

System Speed Dialling Set (From Extension 20/201 only)

Press Program Key, Dial **1234
Dial 001, Press Enter
Insert Speed Dial Location Number (000-999)
Insert Telephone Number (Prefix with 9)
Press Store,
To Continue Press Next or Previous and Repeat process.
Press Hold to Remain in Programming

Speed Dial Name Set

Dial 002, Press Enter
Insert Speed Dial Location Number (000-999)
Type the name using the Dial Pad and the Keys under
the display (Max 20 Letters) -
Press Store
To Continue Press Next or Previous and repeat process

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 beginning
Press SP-PHONE Key to forward

Entering Extension Names:

Press Program Key. Dial **1234.
Enter 004.
Press Enter.
Enter Extension Number then the Name in the same way as the Speed-Dial Names above.
Press Store.
Keep Pressing Exit Until Back to Normal Screen

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Handset Button Programming:	Press Program Button, Press key to Program
To Make Button an Extension	Dial 1 then Extension Number, Press Store
To Make Button an External Telephone Number	Dial 2 then 9 and Telephone Number. Press Store
Change Ringtone	Press Program Press Intercom Twice Use Up/Down Scroll Keys Press Enter Button to Store Press Exit
Changing the Time: (From Extension 20/201 only)	Press Program Key. Dial **1234. Enter 000 Press Enter Press Next, Change Hour Press Auto Dial, Store to Save Press End then Program to Finish