

# User Guide

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



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

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

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## **System Speed-Dialling Call**

Press AUTO DIAL Button Once and Enter 1<sup>st</sup> 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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<b>Handset Button Programming:</b>	Press Program Button, Press key to Program
<b>To Make Button an Extension</b>	Dial 1 then Extension Number, Press Store
<b>To Make Button an External Telephone Number</b>	Dial 2 then 9 and Telephone Number. Press Store
<b>Change Ringtone</b>	Press Program Press Intercom Twice Use Up/Down Scroll Keys Press Enter Button to Store Press Exit
<b>Changing the Time: (From Extension 20/201 only)</b>	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