

User Guide

Panasonic KX-TDA15/30/100/200
Panasonic KX-T7665 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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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
Call Hold	Press Hold Button. To Retrieve, Press Line or Intercom Button for internal. Press Hold Button Twice for Exclusive Hold to Handset.
Conference Call	Whilst on a Call, Press CONF, Dial Third Party, Press CONF
Paging Extensions	Off-hook, Dial *3301, Hear Confirmation Tone, Make Announcement
Paging Answer	Off-hook, Dial *4301, Hear Confirmation Tone, Speak
Call Forwarding Set	Off-hook, Press FWD/DND, for All Dial 2 Extension then #
Call Forwarding Cancel	Off-hook, Press FWD/DND, Dial 0
Call Forwarding Set (External Line all calls)	Off-hook, Press FWD/DND, Dial 2 then 9, Telephone Number Press #
Do Not Disturb Set	Off-hook, Press FWD/DND, Dial 1
Do Not Disturb Cancel	Off-hook, Press FWD/DND, Dial 0
Call Pick-Up	Off-hook, Dial 40 and Group Number, Talk
Trunk to Trunk Transfer	On Call, Press Transfer, Select Line, Dial Number, Announce Call, On-hook
System Speed-Dialling	Press AUTO DIAL Button once and enter 1 st letter of name, press enter. Use Navigator/Scroll Key for desired name and Off-hook/Call

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- **System Speed Dialling (Numbers):** Press Program Key, Dial **1234
(From Extension 20/201 only) Dial 001, Press Enter
Insert Speed Dial Location Number
(000-999) (Press enter and then use the
downward arrow key to find next location to use)
Insert Telephone Number (Prefix with 9)
Press Store,
To Continue Press Next or Previous and Repeat
process.

Press Hold to remain in Programming

- **To Store a Speed Dial Name,**
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
- **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
- **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.
- **Handset Button Programming:**
**To Make Button an External
Telephone Number**
Press Program Button, Press key to Program
Dial 2 then 9 and Telephone Number.
Press Store