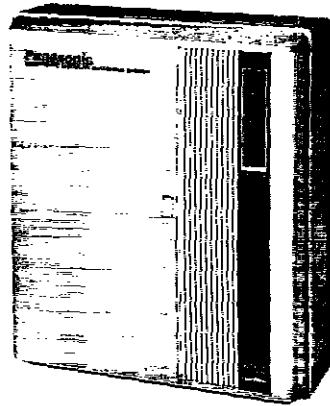


STATION USER GUIDE

For MF4 and LD telephones

Panasonic
Easa-Phone

KX-T123210BE



Basic Operation

Advanced Operation

See this Station User Guide when you use an MF4 or LD telephone as an extension.

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APPROVED for connection to
telecommunications systems specified
in the instructions, subject to
the conditions of use.

S/107 02123

Quick Reference Card

MAKING CALLS									
<ul style="list-style-type: none"> ● Lift the handset first. ● After finishing your conversation, hang up the handset. 									
INTER OFFICE CALLING (Intercom)	Dial extension number (200 through 299)								
OUTWARD DIALLING Automatic Line Access	[9] Dial phone number								
Individual Trunk Group Access	[8] Dial trunk group number (1 through 8) Dial phone number								
SPEED DIALLING (LD telephones do not function.)	[*] Dial speed access code (00 through 99)								
CALLING DOORPHONE	For doorphone 1 For doorphone 2 [3] [1] [1] [3] [1] [2]								
OPERATOR CALL	<table border="0"> <tr> <td>[0] [0]</td> <td>: Operator 1</td> <td rowspan="2">● In case one operator is programmed, you have only to dial 0.</td> </tr> <tr> <td>[0] [1]</td> <td>: Operator 2</td> </tr> </table>	[0] [0]	: Operator 1	● In case one operator is programmed, you have only to dial 0.	[0] [1]	: Operator 2			
[0] [0]	: Operator 1	● In case one operator is programmed, you have only to dial 0.							
[0] [1]	: Operator 2								
WHEN A LINE IS BUSY									
AUTOMATIC CALL BACK BUSY (camp-on) For outside (CO line) calls	<table border="0"> <tr> <td>[8]</td> <td>Dial trunk group number</td> <td>Hear busy tone</td> <td>[6]</td> </tr> <tr> <td>Hear 2 beeps</td> <td>Hang up handset</td> <td colspan="2">● You may dial "9" instead of "8" and trunk group no.</td> </tr> </table>	[8]	Dial trunk group number	Hear busy tone	[6]	Hear 2 beeps	Hang up handset	● You may dial "9" instead of "8" and trunk group no.	
[8]	Dial trunk group number	Hear busy tone	[6]						
Hear 2 beeps	Hang up handset	● You may dial "9" instead of "8" and trunk group no.							
For intercom calls	<table border="0"> <tr> <td>Dial Extension number</td> <td>Hear busy tone</td> <td>[6]</td> <td>Hear 2 beeps</td> <td>Hang up handset</td> </tr> </table>	Dial Extension number	Hear busy tone	[6]	Hear 2 beeps	Hang up handset			
Dial Extension number	Hear busy tone	[6]	Hear 2 beeps	Hang up handset					
BUSY STATION SIGNALLING	<table border="0"> <tr> <td>Dial Extension number</td> <td>Hear busy tone</td> <td>[2]</td> </tr> </table>	Dial Extension number	Hear busy tone	[2]					
Dial Extension number	Hear busy tone	[2]							
LAST NUMBER REDIAL	<table border="0"> <tr> <td>Lift handset</td> <td>[#]</td> </tr> </table> <ul style="list-style-type: none"> ● You may dial "80" instead of pressing the "#" button. 	Lift handset	[#]						
Lift handset	[#]								

RECEIVING CALLS

ANSWER	Lift handset			
DIAL CALL PICKUP	Lift handset	4	0	
DIRECTED CALL PICKUP	Lift handset	4	Dial ringing extension number (200 through 299)	
CALL PARK To park a call	Register Recall	5	0	Dial parking station number (0 through 9)
To retrieve a parked call at any extension	Lift handset	5	1	Dial parking station number (0 through 9)

WHILE HAVING A CONVERSATION

CALL ON HOLD To hold	Register Recall	Hear 2 beeps	
To retrieve	Register Recall		
To retrieve a call on hold from another extension	Lift handset	5	Dial holding extension number (200 through 299)
CALL SPLITTING	Register Recall	Dial 2nd party	● To alternate, press the Register Recall button repeatedly.
CONFERENCE	Register Recall	Dial 2nd party	Consult with 2nd party
	Register Recall	3	
CALL WAITING	Hear call waiting tone	Register Recall	5 0
	Dial parking station number (0 through 9)	Hang up handset	Lift handset

Quick Reference Card

WHILE HAVING A CONVERSATION

CALL TRANSFER To transfer after another extension answers	Register Recall	Dial extension number	Announce and wait for an answer
	Hang up handset		
To transfer without announcing to the other extension	Register Recall	Dial extension number	Hang up handset

USE OF OTHER FEATURES

PAGING ALL EXTENSIONS AND EXTERNAL To access	Lift handset	3	3	*	Hear 1 beep	Page
	Wait for an answer and talk					• You may dial 32 * instead of 33 *
PAGING ALL EXTENSIONS To access	Lift handset	3	3	0	Hear 1 beep	Page
	Wait for an answer and talk					
PAGING GROUP To access	Lift handset	3	3	Dial extension group no. (1 through 8)		Hear 1 beep
	Page	Wait for an answer and talk				
PAGING-EXTERNAL To access	Lift handset	3	2	Dial the external paging number (1, 2 or 0)		
	Hear 1 beep	Page	Wait for an answer and talk			
PAGING AND TRANSFER To transfer a call to the paged person	Register Recall	3	3	0	Hear 1 beep	Page
	Wait for an answer and hang up					
• You may dial 331 through 338, 320 through 322, 32 * or 33 * instead of 330.						
PAGING-ANSWER To paging from the built-in speaker	Lift handset	4	3	Hear 1 beep	Talk	
To paging from External Equipment	Lift handset	4	1	Dial the paging number	Hear 1 beep	Talk

USE OF OTHER FEATURES

EXTERNAL FEATURE ACCESS	Hear call waiting tone	Register Recall	6				
CALL FORWARDING -All Calls	Setting	7	1	1	Dial extension number	#	
	To cancel	7	1	0	#		
CALL FORWARDING -Busy/ No Answer	Setting	7	1	2	Dial extension number	#	
	To cancel	7	1	0	*		
CALL FORWARDING -To Outside Line	Setting	7	1	3	9	Dial phone number	#
	● You may dial 81 through 88 instead of 9.						
To cancel	7	1	0	#			
DIAL CALL PICKUP DENY	Setting	7	2	1	#	To cancel	
		7	2	0	#		
DO NOT DISTURB	Setting	7	1	4	#	To cancel	
		7	1	0	#		
DO NOT DISTURB OVERRIDE	Lift handset	Dial extension number	Hear do not disturb tone	2			
STATION FEATURE CLEAR	7	9	#				

Making Calls

Inter Office Calling (Intercom)

Station to station dialing within the KX-T123210BE system.



Lift handset



Dial extension number (200 through 299)

The extension numbers are set as shown below. Through programming, you may change an extension number to another number (200 through 299). See "Extension Number Assignment" in INSTALLATION MANUAL.

Default:

201: is assigned to extension of Jack number 01
202: is assigned to extension of Jack number 02
...
232: is assigned to extension of Jack number 32

Outward Dialing

Each extension can automatically select an idle CO line from the CO (Central Office) lines enabled to call.

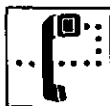
■ Automatic Line Access



Lift handset



Dial "9"



Wait for C.O. dial tone



Dial phone number

Each extension can automatically select an idle CO line from the designated trunk group. Through programming, 12 CO lines can be divided up to 8 groups. See "Trunk Group Assignment" in INSTALLATION MANUAL.

■ Individual Trunk Group Access



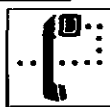
Lift handset



Dial "8"



Dial trunk group number (1 through 8)



Wait for C.O. dial tone



Dial phone number

The CO lines are assigned to the trunk groups as shown below. Through programming, you may change the trunk group assignment of CO lines.

Default:

CO 1 is assigned to Trunk group 1.
CO 2 is assigned to Trunk group 2.
CO 3 is assigned to Trunk group 3.
CO 4 is assigned to Trunk group 4.
CO 5 is assigned to Trunk group 5.
CO 6 is assigned to Trunk group 6.
CO 7 is assigned to Trunk group 7.
CO 8 through CO 12 are assigned to Trunk group 8.

Start dialling the phone number within 20 seconds after seizing the CO line.

Making Calls (cont.)

Speed Dialling

There are 100 memory locations of system speed dialling available.



Lift handset



Dial "*"



Dial speed access code (00 through 99)

- There is no need to access a CO line.
- LD telephones do not function for speed dialling.

Basic Operation

Calling Doorphone

Up to two doorphones (KX-T30865E) can be connected to the KX-T123210BE.

■ Doorphone 1



Lift handset



Dial "311"

■ Doorphone 2



Lift handset



Dial "312"

Operator Call

You can call the operator within the KX-T123210BE system. This feature is required to be set beforehand in the KX-T123210BE. For programming, see "Operator Assignment" in INSTALLATION MANUAL.



Lift handset



Dial "0"



Dial "0" or "1"
["0": for Operator 1]
["1": for Operator 2]

- In case one operator is programmed, you have only to dial 0.

When a Line is Busy

Automatic Call Back Busy (Camp-on)

If the extension you have dialled is busy, or outside line (CO line) you have selected is busy, ring back tone will automatically sound when the extension or the outside line becomes free using this function. This feature is also known as camp-on.

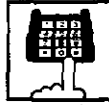
■ For outside (CO line) calls



Lift handset



Dial "8"



Dial trunk group number (1 through 8)



You will hear busy tone



Dial "6"



Confirmation tone



Hang up

- You may dial "9" instead of "8" and trunk group number.

■ For intercom calls



Lift handset



Dial extension number (200 through 299)



You will hear busy tone



Dial "6"



Confirmation tone of 2 beeps will be heard



Hang up

■ When hearing ring back



Lift handset

- When making an intercom call, you will hear ring back tone.
- When making an outside call, you will hear dial tone from the CO.

- A call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during the camp-on mode, the camp-on mode will be cancelled.

When a Line is Busy (cont.)

Busy Station Signalling

Even if the extension you have dialled is busy, you can inform the extension that another intercom call is coming with three beeps.

This feature is required to be set beforehand in the KX-T123210BE.

For programming, see "Busy Station Signalling" in INSTALLATION MANUAL.



Dial extension number (200 through 299)



You will hear busy tone



Dial "2" and wait for an answer

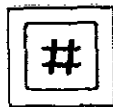
- To answer your signal, see "Call Waiting" on page 13.
- While the other party is set for "Call Waiting Tone-From Extension Deny" on page 29 or is using a data terminal equipment, you may not be able to use this feature. (Reorder tone is heard after dialing 2.)

Last Number Redial

The last phone number dialled on an outside line (CO line) can be redialled.



Lift handset



Dial "#"

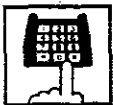
- You may dial "80" instead of pressing the "#" button.

Executive Override (Barge-In)

Allows an extension user to intrude into another extension that is in conversation with an inside party. This feature is required to be set beforehand in the KX-T123210BE. For programming, see "Executive Override" in INSTALLATION MANUAL.



Lift handset



Dial extension number (200 through 299)



You will hear busy tone



Dial "3"

A 3-party conference is now established.

- If the other party is using data equipment or is set for "Executive Override Deny-Extension" on page 30, you can not intrude into the other party that is in conversation. (Reorder tone is heard after dialling 3.)

Receiving Calls

Answer



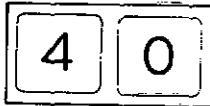
Lift
handset

Dial Call Pickup

An extension user can answer a call that is ringing at another extension within his own extension group.



Lift
handset



Dial "40"

Directed Call Pickup

An extension may answer an incoming call that is ringing at another extension regardless of the extension group.



Lift
handset



Dial "4"



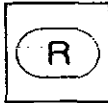
Dial ringing
extension number
(200 through 299)

Receiving Calls (cont.)

Call Park

An extension user can place up to ten calls in the call park zones. This allows an extension user to retrieve the parked call (intercom or outside) at any extension.

■ To Park a Call



Press the Register Recall button



Confirmation tone



Dial "50"



Dial parking station number (0 through 9)



Confirmation tone



Replace handset

- If busy tone is heard after the parking station number is dialed, dial another parking station number (0 through 9).

■ To Retrieve a Parked Call at Any Other Extension



Lift handset



Dial "51"



Dial parking station number (0 through 9)

Doorphone

This feature is required to be set beforehand in the KX-T123210BE. For programming, see "Ringing Assignment of Doorphone" in **INSTALLATION MANUAL**.



Lift handset

- If calls from doorphones are not answered within 15 seconds, the calls are cancelled.

While Having a Conversation

Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call on hold may be used. Intercom or outside calls may be on hold.

To Place a Call on Hold



Press the Register Recall button



Confirmation tone of 2 beeps will be heard

To Cancel



Press the Register Recall button

To Retrieve a Call on Hold from Another Extension



Lift handset



Dial "5"



Dial holding extension number (200 through 299)

- In case held call is outside call, you may dial "53" and then held CO line number (01 through 12).

Call Splitting

Allows the station user to alternate between two parties, either intercom or outside.



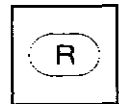
Press the Register Recall button



Dial second party



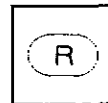
Consult with 2nd party while 1st party is on hold



Press the Register Recall button



2nd party on hold 1st party in consultation



Press the Register Recall button



1st party on hold 2nd party in consultation

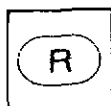
While Having a Conversation (cont.)

Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call. This feature has been set beforehand in the extension.



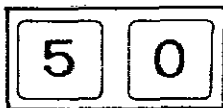
Will hear call waiting tone



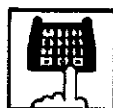
Press the Register Recall button to leave 1st party on hold



Confirmation tone



Dial "50"



Dial parking station number (0 through 9)



Confirmation tone



Hang up



Lift handset



Consult with new caller while 1st party is on hold

- If you use the hold button of a single line telephone, the above-mentioned feature will not function.
- To terminate the original call in answer the 2nd call, hang up and then lift the handset. (You need not press the Register Recall button)
- If busy tone is heard after the parking station number is dialed, dial another parking station number (0 through 9).
- To terminate the new caller to retrieve the 1st call, hang up, lift the handset, then dial (51) and the parking station number (0 through 9) that you have dialed.

Conference

Allows for a three party conference, or (3-inside).



Press the Register Recall button to leave 1st party on hold



Dial 2nd party number



Consult with 2nd party



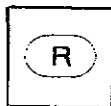
Press the Register Recall button



Dial "3"

3-party conference is now established.

■ To Leave One Caller on Hold and Talk to the Other Caller



Press the Register Recall button



2nd party on hold 1st party in consultation

While Having a Conversation (cont.)

Call Transfer

Outside or intercom calls may be transferred to any extension manually. A call can not be transferred to outside line.

■ To Transfer After the Other Extension Answers



Press the Register Recall button



Dial extension number

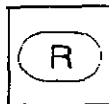


Announce and wait for an answer



Hang up

■ To Transfer without Announcing to the Other Extension



Press the Register Recall button



Dial extension number



Hang up

■ To Retrieve the Call

If the other extension does not answer the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case: While the ring back is heard,



Lift handset

- The time that the call returns to you when the transferred call is not received can be changed from 30 seconds to 2 minutes. For changing, see "Transfer Recall Time" in INSTALLATION MANUAL.

■ To Change the Party to Whom a Call is Transferred before Hanging up

Press the Register Recall button to retrieve the call, then repeat the procedure of Call Transfer.

Paging

Paging All Extensions and External

Allows paging all extensions and external paging equipment.

To Access



Lift handset



Dial "33*"



Confirmation tone of 1 beep will be heard



Page



Wait for an answer and talk

- You may dial "32*" instead of "33*".

- Page will be heard from the built-in speakers of proprietary telephones and external paging equipment.



and



- It will not be heard from the built-in speakers of single line telephones.

Paging All Extensions

Allows paging to all extensions.

To Access



Lift handset



Dial "330"



Confirmation tone of 1 beep will be heard



Page



Wait for an answer and talk

- Paging will be heard only from the built-in speakers of proprietary telephones.
- It will not be heard from the built-in speakers of single line telephones.

Paging (cont.)

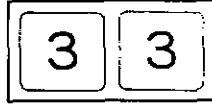
Paging Group

Allows paging to one of eight extension groups.

To Access



Lift handset



Dial "33"



Dial extension group number (1 through 8)



Confirmation tone



Page



Wait for an answer and talk

- Paging will be heard only from the built-in speakers of proprietary telephones.
- It will not be heard from the built-in speakers of single line telephones.

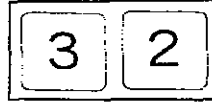
Paging-External

Allows access to external paging equipment.

To Access



Lift handset



Dial "32"



Dial external paging number

"0": for external paging equipments 1 and 2
"1": for equipment 1
"2": for equipment 2



Confirmation tone



Page



Wait for an answer and talk



- Paging will be heard from external paging equipment(s).
- Up to two external paging equipments can be connected to the KX-T123210BE.

Service Manual

Paging (cont.)

Paging And Transfer

■ To Transfer a Call to the Paged Person



Press the Register Recall button to place a call on hold

Dial "330"

Confirmation tone



Page



Wait for an answer and hang up

- You may dial 331 through 338, 320 through 322, 32 * or 33 * instead of 330.

Paging-Answer

A page from the built-in speaker or external paging equipment can be answered from any extension.

■ To Paging from Built-in Speaker



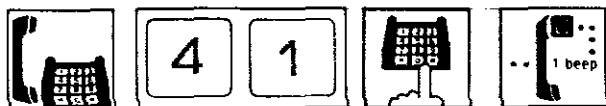
Lift handset

Dial "43"

Confirmation tone of 1 beep will be heard

Talk

■ To Paging from External Equipment



Lift handset

Dial "41"

Dial external paging number

Confirmation tone



Talk

"1" for external paging equipment 1
"2" for external paging equipment 2

Use of Other Features

External Feature Access

Allows the extension user to access features of the central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by the central office.)

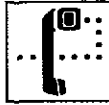
This external feature (call waiting) can only be accessed when on an outside call.

- The following example shows you one of the procedures.

■ Call Waiting-Outside Line



While in conversation



Will hear call waiting tone



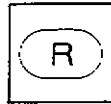
Press the Register Recall button



Dial "6"



Consult with new caller while original call is placed on hold



Press the Register Recall button



Dial "6"



Consult with original caller while 2nd call placed is on hold

[If the calling party on hold hangs up, the line is terminated.]

- Pressing the Register Recall button and dialling "6" means recall operation.
- If the KX-T123210BE is connected to a host PBX and a recall operation is required, follow the procedure of recall operation which is required for the host PBX.

Do Not Disturb Override

Allows you to dial to the extension on which Do Not Disturb is set. This feature is required to be set beforehand in the KX-T123210BE. For programming, see "Do Not Disturb Override" in INSTALLATION MANUAL.



Lift handset



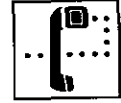
Dial extension number (200 through 299)



Do not disturb tone is heard



Dial "2"



Ring back tone is heard and wait for answer

Use of Other Features (cont.)

Message Waiting

When the dialled intercom extension is busy or does not answer, a single line telephone can also inform the extension of a receiving sign. Only a telephone which has a MESSAGE button can receive the message.

Setting



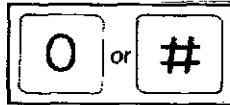
Lift handset



Dial "701"



Dial extension number



Dial "0" or "#"



Hang up

■ Cancelling a Message



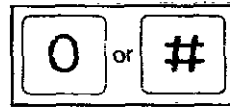
Lift handset



Dial "702"



Dial extension number



Dial "0" or "#"



Hang up

Use of Other Features (cont.)

Switching to Tone Alerting

"Voice alerting" (through the built-in speaker) that is established at the called party's extension can be switched to "Tone alerting" (ringing). This feature is required to be set beforehand at the called party's extension.

For programming, see "Intercom Voice Alerting Mode" in INSTALLATION MANUAL.

■ Switching to Tone Alerting



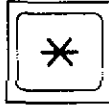
Lift handset



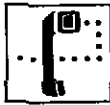
Dial extension number (200 through 299)



Wait until confirmation tone is heard



Press "*"



Ring back tone

- LD telephones will not function with this feature.
- Press the "*" button within 10 seconds after dialling.

Use of Other Features (cont.)

You may dial "0" instead of pressing the "#" button.

Call Forwarding-All Calls

Intercom calls to your extension can be automatically forwarded to any extension within the system.

For outside calls to your extension, if your extension is programmed for the Direct In Line (DIL) or the call is the CO line which is programmed for the DISA, the outside calls can be automatically forwarded to any extension within the system.

For programming of the DIL or DISA mode, see "CO Mode Assignment" in INSTALLATION MANUAL.

■ Setting



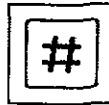
Lift handset



Dial "711"



Dial extension number (200 through 299)



Dial "#"



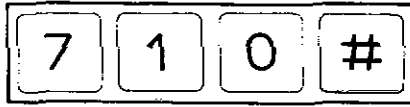
Hang up

Use of Other Features (cont.)

■ To Cancel



Lift
handset



Dial "710 #"



Hang up

Use of Other Features (cont.)

Call Forwarding-Busy/No Answer

If your extension is busy or does not answer a call within 3 rings, intercom calls to your extension can be automatically forwarded to any extension within the system.

For outside calls to your extension, if your extension is programmed for the Direct In Line (DIL) or the call is the CO line which is programmed for the DISA, the outside calls can be automatically forwarded to any extension within the system.

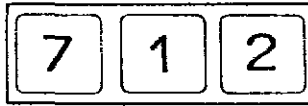
For programming of the DIL or DISA mode, see "CO Mode Assignment" in INSTALLATION MANUAL.

The 3 rings may be changed to 1 ring, 2 rings or 4 rings by programming. (See "Call Forwarding Starting Time" in INSTALLATION MANUAL.)

■ Setting



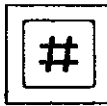
Lift handset



Dial "712"



Dial extension number



Dial "#"

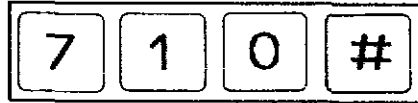


Hang up

■ To Cancel



Lift handset



Dial "710#"



Hang up

Use of Other Features (cont.)

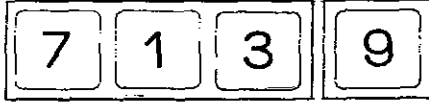
Call Forwarding-To Outside Line

Intercom calls to your extension can be automatically forwarded to any outside line. This feature is required to be set beforehand in the KX-T123210BE. For programming, see "Call Forwarding To Outside Line" in INSTALLATION MANUAL.

■ Setting

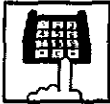


Lift handset

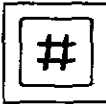


Dial "713"

Dial "9"



Dial phone number to whom call is to be forwarded



Dial "#"



Hang up

- You may dial 81 through 88 instead of 9.
9:----- An extension automatically selects an idle line from the CO (Central Office) lines enabled to call.
81 through 88: An extension can select a trunk group designated.
- You can not dial "0" instead of pressing the "#" button.

■ To Cancel



Lift handset



Dial "710#"



Hang up

Reference Manual

Use of Other Features (cont.)

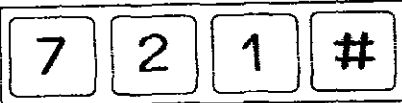
Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.

Setting



Lift handset



Dial "721#"

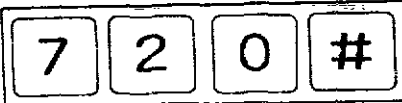


Hang up

To Cancel



Lift handset



Dial "720#"



Hang up

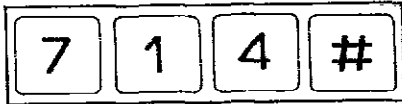
Do Not Disturb

Each extension can be individually prohibited from receiving intercom and outside calls.

Setting



Lift handset



Dial "714#"



Hang up

To Cancel



Lift handset



Dial "710#"



Hang up

Use of Other Features (cont.)

Absent Message Capability

Absent messages (messages 1 through 6) which are programmed can be informed to an inside calling party. Programming can be done at any telephone (either proprietary telephones or single line telephones).

When a caller using the proprietary telephone with LCD dials the extension in which the message is programmed, the message will be displayed on the LCD.

■ Setting

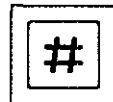
■ Message 1. "Will Return Soon"



Lift handset



Dial "751"



Dial "#"

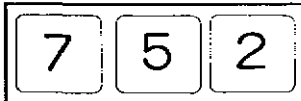


Hang up

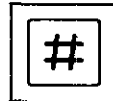
■ Message 2. "Gone Home"



Lift handset



Dial "752"



Dial "#"



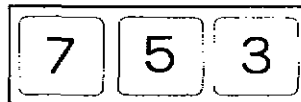
Hang up

■ Message 3. "At Ext. 223"

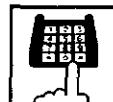
└ extension number



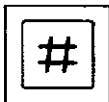
Lift handset



Dial "753"



Dial extension number



Dial "#"



Hang up

Patent Pending

Use of Other Features (cont.)

■ Message 4. "Back at 10:23 AM"

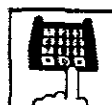
AM/PM
minute
hour



Lift handset



Dial "754"



Enter hour
(01 through 12)

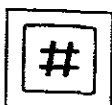


Enter
minutes
(00 through
59)



Dial "0" or
"1"

"0" for AM
"1" for PM



Dial "*"



Hang up

■ Message 5. "Out Until 10/23"

day
month



Lift handset



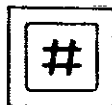
Dial "755"



Enter month
(01 through 12)



Enter day
(01 through
31)



Dial "*"



Hang up

Use of Other Features (cont.)

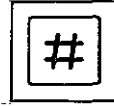
■ Message 6. "In a Meeting"



Lift handset



Dial "756"



Dial "#"



Hang up

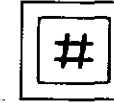
■ To Cancel the Message



Lift handset



Dial "750"



Dial "#"



Hang up

Directed Operation

Use of Other Features (cont.)

Call Waiting Tone-From CO/Extension Deny

During a conversation, call waiting tone will be heard when a third party on an outside line or intercom calls you. Call waiting tone can be removed at customer's request.

Default is "Allow".

■ To Deny CO Call Waiting Tone



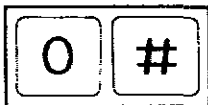
Lift handset



Dial "73"



Dial "1"



Dial "0#"

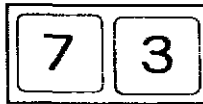


Hang up

■ To Allow CO Call Waiting Tone



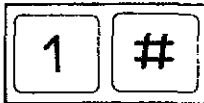
Lift handset



Dial "73"



Dial "1"



Dial "1#"



Hang up

■ To Deny Extension Call Waiting Tone



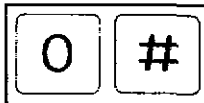
Lift handset



Dial "73"



Dial "2"



Dial "0#"



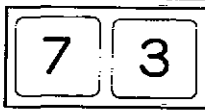
Hang up

Use of Other Features (cont.)

■ To Allow Extension Call Waiting Tone



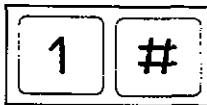
Lift handset



Dial "73"



Dial "2"



Dial "1#"



Hang up

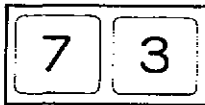
Executive Override Deny-Extension

Allows you to prohibit another extension user from intruding into your conversation with an inside party. Default is "Allow". For programming of the intrusive extension, see "Executive Override" in INSTALLATION MANUAL.

■ To Deny Executive Override



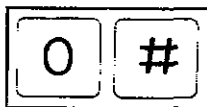
Lift handset



Dial "73"



Dial "3"



Dial "0#"

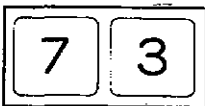


Hang up

■ To Allow Executive Override



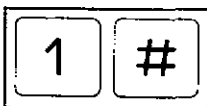
Lift handset



Dial "73"



Dial "3"



Dial "1#"



Hang up

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Use of Other Features (cont.)

Electronic Station Lock

Locking an extension prohibits the other user from dialing to an outside line using it until unlocked, such as when leaving your seat for a while.

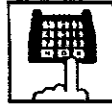
To Lock



Lift handset



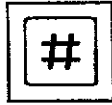
Dial "77"



Dial lock code (000 through 999)



Dial same lock code again



Dial "#"

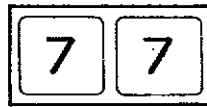


Hang up

To Unlock



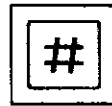
Lift handset



Dial "77"



Dial lock code



Dial "#"



Hang up

- When dialing to an outside line using a locked extension, reorder tone will be heard.
- Lock code must be 3 numerical digits except the "*" and "#" buttons.

Use of Other Features (cont.)

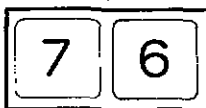
Timed Reminder

If a time is set, alarm tone will sound at the preset time.

Setting



Lift handset



Dial "76"



Dial hour
(01 through 12)



Enter minutes
(00 through 59)

→ Dial "0" or "1" →

Dial "1" or "2"

["0" : for AM] ["1" : only one day]
["1" : for PM] ["2" : every day]



Dial "#"

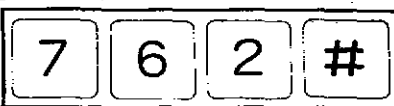


Hang up

To Cancel



Lift handset



Dial "762#"



Hang up

To Stop the Alarm Tone

Lift handset.

Use of Other Features (cont.)

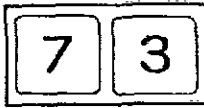
Data Line Security

This feature provides security when transmitting data through an extension of the KX-T123210BE. Executive override, Call waiting tone and Hold time reminder tone from the KX-T123210BE are prohibited in this mode.

■ Setting



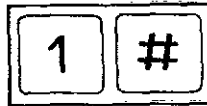
Lift handset



Dial "73"



Dial "0"



Dial "1#"



Hang up

■ To Cancel



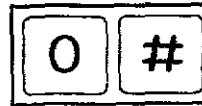
Lift handset



Dial "73"



Dial "0"



Dial "0#"



Hang up

Use of Other Features (cont.)

Pickup Dial

Picking up the handset automatically dials a programmed phone number.

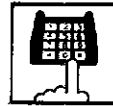
To Program



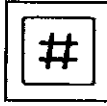
Lift handset



Dial "742"



Dial extension number



Dial "#"



Hang up

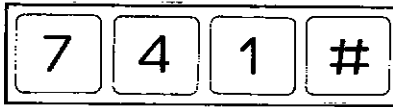
You may dial 9 or 81 through 88 and phone number instead of extension number.

To Enable or Disable

To enable pickup dial



Lift handset



Dial "741#"



Hang up

To disable pickup dial



Lift handset



Dial "740#"



Hang up



Use of Other Features (cont.)

■ To Dial



If the "Pickup Dial" feature does not work, hang up for over 1 second, and lift the handset again.

Pick up handset
for 3 seconds

- The 3 seconds may be changed to 1 second, 2 seconds or 4 seconds by programming. (See "Pickup Dial Delay Time" in INSTALLATION MANUAL.)
- Dialling (speed dialling and manual dialling) is possible within 3 (1, 2 or 4) seconds.
- When you program for an outside call, enter the line access number, and then the desired number.
- The pickup dial will not be activated by picking up the handset during a hold or when receiving a call.
- LD telephones are not usable for Pickup Dial.
- You can not dial "0" instead of pressing the "*" button.
- Up to 32 digits can be stored.
- The "*" button is used as the PAUSE.

Station Feature Clear

Dialling (79 #) will reset station features on an extension to default data.

The following features can be cancelled.

Call Forwarding,
Data Line Security,
Dial Call Pickup Deny,
Do Not Disturb,
Pickup Dial,
Call Waiting Tone From CO / Extension Deny,
Absent Message Capability,
Executive Override Deny-Extension,
Timed Reminder



Lift handset



Dial "79 #"



Hang up

- If dial tone (continuous tone) changes to reorder tone (intermittent tone) or a mistake is made, hang up and start again.
- Various activation tones and ringing will be heard. (Refer to "List of Tones" and "List of Ring Tones" in INSTALLATION MANUAL.)
- In this guide, dialling "1" can also be used in place of pressing the Register Recall button.

Quick Reference Card for Single Line Telephone

USE OF OTHER FEATURES

- Paging all extensions and external : **3 3 3 ***
- Paging all extensions : **3 3 0**
- Paging group : **3 3** Extension group no. (1 through 8)
- Paging-external paging 1 and 2 : **3 2 0**
- Paging-external paging (1 or 2) : **3 2 (1 or 2)**
- Paging answer
 - To paging through built-in speaker : **4 3**
 - To external paging (1 or 2) : **4 1 (1 or 2)**
- Switching to tone alerting : **Hear 1 beep ***
(LD telephones will not function in this mode)
- Do not disturb override : **Hear do not disturb tone 2**
- Dial call pickup deny
 - Setting : **7 2 1 #**
 - To cancel : **7 2 0 #**
- Do not disturb
 - Setting : **7 1 4 #**
 - To cancel : **7 1 0 #**

USE OF OTHER FEATURES (cont.)

- Call forwarding- All calls
 - Setting : **7 1 1** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-Busy / No answer
 - Setting : **7 1 2** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-To outside line
 - Setting : **7 1 3 9** phone number **#**
 - To cancel : **7 1 0 #**

(You may dial 81 through 88 instead of 9.)
- Executive override deny
 - Setting : **7 3 3 0 #**
 - To cancel : **7 3 3 1 #**
- Data line security
 - Setting : **7 3 0 1 #**
 - To cancel : **7 3 0 0 #**
- Station feature clear : **7 9 #**



Detach this position.



Quick Reference Card for Single Line Telephone

MAKING CALLS

- Inter office calling : Extension no. [] [] [] []
- Outward dialling : Automatic line access : [] [] phone no. Individual trunk group access : [] [] Trunk group no. phone no. Speed dialling : [*] [] Speed access code (00 through 99) (LD telephones will not function in this mode.)
- Calling doorphone

- For doorphone 1 : [] [] [] [] [] []
- For doorphone 2 : [] [] [] [] [] []
- Operator call
- For operator 1 : [] [] [] []
- For operator 2 : [] [] [] []

WHEN A LINE IS BUSY

- Automatic call back busy : [] [] [] [] [] []
- Busy station signalling : [] [] [] []
- Last number redial : [#] [] [] [] or [] [] [] []
- Executive override : [] [] [] []

RECEIVING CALLS

- Dial call pickup : [] [] [] [] [] []
- Directed call pickup : [] [] [] [] Extension no.
- Call park
- To park a call : Register Recall button [] [] [] [] [] [] Parking Station no. (0 through 9)
- To retrieve : [] [] [] [] [] [] Parking Station no. (0 through 9)

WHILE HAVING A CONVERSATION

- Call on hold : Register Recall button
- Call splitting : Register Recall button
- Conference : Consult with 2nd party while 1st party is on hold Register Recall button [] [] [] [] [] []
- Call waiting : Register Recall button [] [] [] [] [] [] Parking Station no. (0 through 9) Hang up Lift handset Register Recall button Extension no.
- Call transfer : Register Recall button Extension no.



Detach this position.



Quick Reference Card for Single Line Telephone

MAKING CALLS

- Inter office calling : Extension no. [0]
- Outward dialling
 - Automatic line access : [9] phone no.
 - Individual trunk group access : [8] Trunk group no. phone no.
- Speed dialling : * Speed access code (00 through 99)

(LD telephones will not function in this mode.)

• Calling doorphone

For doorphone 1 : [3] [1] [1]

For doorphone 2 : [3] [1] [2]

• Operator call

For operator 1 : [0] [0]

For operator 2 : [0] [1]

WHEN A LINE IS BUSY

- Automatic call back busy : [6]
- Busy station signalling : [2]
- Last number redial : # or [8] [0]
- Executive override : [3]

RECEIVING CALLS

- Dial call pickup : [4] [0]
- Directed call pickup : [4] Extension no.
- Call park
 - To park a call : Register Recall button [5] [0]
Parking Station no. (0 through 9)
 - To retrieve : [5] [1] Parking Station no. (0 through 9)

WHILE HAVING A CONVERSATION

- Call on hold : Register Recall button
- Call splitting : Register Recall button
- Conference : Consult with 2nd party while 1st party is on hold
Register Recall button [3]
- Call waiting : Register Recall button [5] [0]
Parking Station no. (0 through 9)
Hang up [Lift handset
Register Recall button Extension no.



Detach this position.



Quick Reference Card for Single Line Telephone

USE OF OTHER FEATURES

- Paging all extensions and external : **3 3 ***
- Paging all extensions : **3 3 0**
- Paging group : **3 3** Extension group no. (1 through 8)
- Paging-external paging 1 and 2 : **3 2 0**
- Paging-external paging (1 or 2) : **3 2 (1 or 2)**
- Paging answer
 - To paging through built-in speaker : **4 3**
 - To external paging (1 or 2) : **4 1 (1 or 2)**
- Switching to tone alerting : **Hear 1 beep ***
(LD telephones will not function in this mode)
- Do not disturb override : **Hear do not disturb tone 2**
- Dial call pickup deny
 - Setting : **7 2 1 #**
 - To cancel : **7 2 0 #**
- Do not disturb
 - Setting : **7 1 4 #**
 - To cancel : **7 1 0 #**

USE OF OTHER FEATURES (cont.)

- Call forwarding- All calls
 - Setting : **7 1 1** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-Busy / No answer
 - Setting : **7 1 2** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-To outside line
 - Setting : **7 1 3 9** phone number **#**
 - To cancel : **7 1 0 #**

(You may dial 81 through 88 instead of 9.)
- Executive override deny
 - Setting : **7 3 3 0 #**
 - To cancel : **7 3 3 1 #**
- Data line security
 - Setting : **7 3 0 1 #**
 - To cancel : **7 3 0 0 #**
- Station feature clear : **7 9 #**



Detach this position.



Quick Reference Card for Single Line Telephone

USE OF OTHER FEATURES

- Paging all extensions and external : **3 3 3 ***
- Paging all extensions : **3 3 0**
- Paging group : **3 3** Extension group no. (1 through 8)
- Paging-external paging 1 and 2 : **3 2 0**
- Paging-external paging (1 or 2) : **3 2 (1 or 2)**
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 - Setting : **7 2 1 #**
 - To cancel : **7 2 0 #**
- Do not disturb
 - Setting : **7 1 4 #**
 - To cancel : **7 1 0 #**

USE OF OTHER FEATURES (cont.)

- Call forwarding- All calls
 - Setting : **7 1 1** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-Busy / No answer
 - Setting : **7 1 2** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-To outside line
 - Setting : **7 1 3 9** phone number **#**
 - (You may dial 81 through 88 instead of 9.)
 - To cancel : **7 1 0 #**
- Executive override deny
 - Setting : **7 3 3 0 #**
 - To cancel : **7 3 3 1 #**
- Data line security
 - Setting : **7 3 0 1 #**
 - To cancel : **7 3 0 0 #**
- Station feature clear : **7 9 #**

Detach this position.

Quick Reference Card for Single Line Telephone

USE OF OTHER FEATURES

- Paging all extensions and external : **3 3 ***
- Paging all extensions : **3 3 0**
- Paging group : **3 3** Extension group no. (1 through 8)
- Paging-external paging 1 and 2 : **3 2 0**
- Paging-external paging (1 or 2) : **3 2 (1 or 2)**
- Paging answer
 - To paging through built-in speaker : **4 3**
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- Switching to tone alerting : **Hear 1 beep ***
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- Dial call pickup deny
 - Setting : **7 2 1 #**
 - To cancel : **7 2 0 #**
- Do not disturb
 - Setting : **7 1 4 #**
 - To cancel : **7 1 0 #**

USE OF OTHER FEATURES (cont.)

- Call forwarding- All calls
 - Setting : **7 1 1** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-Busy / No answer
 - Setting : **7 1 2** Extension no. **#**
 - To cancel : **7 1 0 #**
- Call forwarding-To outside line
 - Setting : **7 1 3 9** phone number **#**
 - To cancel : **7 1 0 #**

(You may dial 81 through 88 instead of 9.)
- Executive override deny
 - Setting : **7 3 3 0 #**
 - To cancel : **7 3 3 1 #**
- Data line security
 - Setting : **7 3 0 1 #**
 - To cancel : **7 3 0 0 #**
- Station feature clear : **7 9 #**

- 999 can be dialled on the apparatus for the purpose of making outgoing calls to the BT emergency (999) service.
- In case of a power failure, it is recommended to use a telephone which can work even during a power failure as an extension of jack number 01, 02, 09, 10, 17 or 18.

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