

STATION USER GUIDE

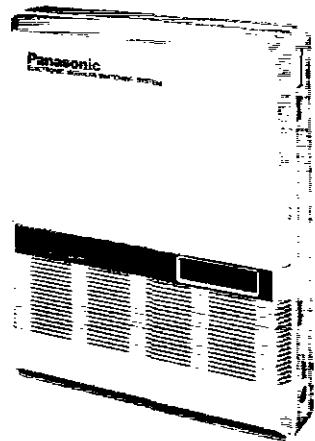
For MF4 and LD telephone

Panasonic

Easa-Phone

For main unit version ②

KX-T30810BE



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

Basic Operation

Station Operation

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APPROVED connection to
telecomm systems
specified in the manual for use
subject to the terms set out in
them






S/1010000/501332

- During dialling, this apparatus may tinkle the bells of other telephones using the same line. This is not a fault and we advise you not to call Fault Repair Service.
- 999 can be dialled on the apparatus after accessing the CO line for the purpose of making outgoing calls to the BT emergency (999) service.

Quick Reference Card


TO MAKE CALLS

- Lift the handset first.
- After finishing your conversation, hang up the handset.

INTER OFFICE CALLING (Intercom)	Dial extension number (21 through 28).	
OUTWARD DIALLING Automatic Line Access		Dial phone number.
Individual Line Access		Dial CO number (1 through 3). Dial phone number.
SPEED DIALLING (A LD phone is not available.)		Dial speed access code (00 through 99).
CALLING DOORPHONE	For doorphone 1 	For doorphone 2 

Detach this position.

WHEN A LINE IS BUSY

LAST NUMBER REDIAL	Lift handset.  • You may dial "80" instead of pressing the "#" button.
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STATION PROGRAMMING



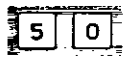



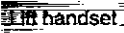
- Lift the handset first.
- After hearing confirmation tone (1 or 2 beeps), hang up the handset.
- You may dial "0" instead of pressing the "*" button.

CALL FORWARDING	Setting	7 1 <small>the extension number</small> #
	To cancel	7 0 #
DIAL CALL PICKUP DENY	Setting	7 3 1 #
	To cancel	7 3 0 #
DO NOT DISTURB	Setting	7 1 2 0 #
	To cancel	7 0 #
DATA LINE SECURITY	Setting	7 4 1 #
	To cancel	7 4 0 #
STATION PROGRAM CLEAR		7 9 #











Detach this position.

When you use a LD telephone, dial "1" instead of pressing the Register Recall button.

TO RECEIVE CALLS

ANSWER	
DIAL CALL PICKUP	 
DIRECTED CALL PICKUP	  
DOORPHONE	

WHILE HAVING A CONVERSATION

CALL ON HOLD To hold	 
	To cancel 
CALL SPLITTING	  <ul style="list-style-type: none"> • To alternate, press the Register Recall button repeatedly.
CONFERENCE	    

Quick Reference Card

WHILE HAVING A CONVERSATION (cont.)

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

USE OF OTHER FEATURES

PAGING ALL EXTENSIONS To access	Lift handset 4 4 Hear beep Page Wait for an answer and talk
PAGING GROUP To access	For pickup group 1 Lift handset 4 5 Hear beep Page Wait for an answer and talk For pickup group 2 At step 2 above, dial 46 instead of 45
PAGING-EXTERNAL	Lift handset 4 3 Hear beep Page Wait for confirmation tone and talk
PAGING AND TRANSFER To transfer a call to the paged person	Register Recall 4 4 Hear beep Page Wait for an answer and hang up • You may dial 45, 46 or 43 instead of 44.
PAGING-ANSWER	Lift handset 5 1 Hear beep Talk
INTERCOM ALERTING MODE (A LD telephone is not available)	Switching to tone alerting Lift handset * Hear ring back tone

To Make Calls

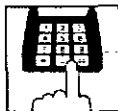
When you use a LD telephone, dial "1" instead of pressing the Register Recall button

Inter Office Calling (Intercom)

Station to station dialling within the KX-T30810BE system.



LIFT THE
HANDSET



DIAL EXTENSION
NUMBER
(21 through 28)

Outward Dialling

Each extension can automatically select an idle CO Line within the KX-T30810BE.

When the Least Cost Routing Feature is programmed, it may work. Refer to page 2-34 in Installation Manual.

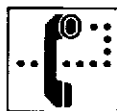
■ Automatic Line Access



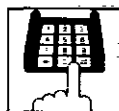
LIFT THE
HANDSET



DIAL '9'



WAIT FOR
C.O. DIAL
TONE



DIAL TELEPHONE
NUMBER

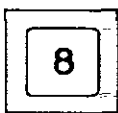
An alternative method is to dial 8 and CO number.

System will access individually any of 3 CO's. Dial the phone number within 20 seconds, after seizing the CO line.

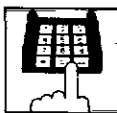
■ Individual Line Access



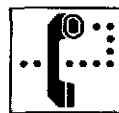
LIFT THE
HANDSET



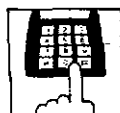
DIAL '8'



DIAL CO
NUMBER
(1 through 3)



WAIT FOR C.O.
DIAL TONE



DIAL TELEPHONE
NUMBER

To Make Calls (cont.)

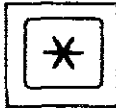
Speed Dialling

There are 100 system of speed dial numbers available.

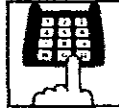
■ Automatic Selection of CO



LIFT THE
HANDSET



PRESS "*" "



DIAL SPEED
ACCESS CODE
(00 through 99)

- It is no need to access a CO line
- A LD phone is not available for the speed calling.

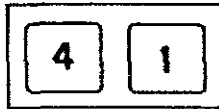
Calling Doorphone

Up to two doorphone (KX-T30865E) can be connected to the KX-T30810BE.

■ Doorphone 1



LIFT THE
HANDSET

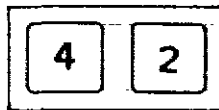


DIAL "41"

■ Doorphone 2



LIFT THE
HANDSET



DIAL "42"

Basic Operation

When a Line is Busy

Last Number Redial

The last phone number dialed on an outgoing call to CO can be redialed.



LIFT THE
HANDSET



PRESS "*"#"

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

To Receive Calls

Answer



LIFT THE
HANDSET

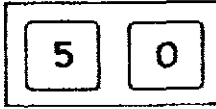
Basic Operation

Dial Call Pickup

Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.



LIFT THE
HANDSET



DIAL "50"

Directed Call Pickup

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



LIFT THE
HANDSET



DIAL "5"



DIAL THE
RINGING
EXTENSION
NUMBER
(21 through 26)

Doorphone



LIFT THE
HANDSET

- If calls from doorphones are not answered within 15 seconds, the calls will be cancelled.
- Each extension has to be programmed for receiving from doorphones.
See the "Programmable Doorphone" on page 2-25 in Installation Manual.

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 and outside calls may be placed on hold.

■ To Place a Call on Hold



PRESS THE REGISTER RECALL BUTTON



CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD

• Do not depress hookswitch for more than one second, or party will be disconnected.

■ To Cancel



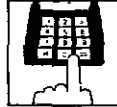
PRESS THE REGISTER RECALL BUTTON

Call Splitting

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



PRESS THE REGISTER RECALL BUTTON



DIAL SECOND PARTY



CONSULT 2ND PARTY 1ST PARTY 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

Basic Call

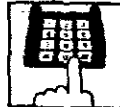
While having a conversation (cont.)

Conference

Allows for up to three party conference (3-inside).



PRESS THE REGISTER RE-CALL BUTTON TO PUT 1ST PARTY ON HOLD



DIAL 2ND PARTY



CONSULT WITH 2ND PARTY



PRESS THE REGISTER RE-CALL BUTTON



DIAL "3"
(3-party conference now established)

■ To Terminate Conference

Replace the handset.

- The other two parties are directly connected together and can converse with each other

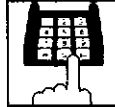
Call Transfer

Outside or intercom calls may be transferred to any extension manually.

■ To Transfer After Other Extension Answers



PRESS THE REGISTER RECALL BUTTON



DIAL EXTENSION NUMBER



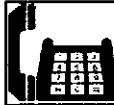
ANNOUNCE AND WAIT FOR AN ANSWER



HANG UP

■ To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:



LIFT THE HANDSET

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

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

Use of Other Features

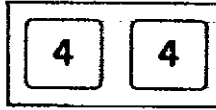
Paging All Extensions

Allows paging to all extensions.

■ To Access



LIFT THE
HANDSET



DIAL "44"



CONFIRMATION
TONE OF 1
BEEP WILL
BE HEARD



PAGE



WAIT FOR AN
ANSWER
AND TALK

- Page will be heard only from the built-in speaker of a KX-T7020E, a KX-T7050E or a KX-T7130E. It will not be heard from the built-in speaker of standard telephone.

Paging Group

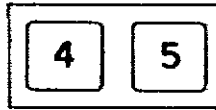
Allows paging to either of two groups.

■ To Access

For Pickup Group 1



LIFT THE HANDSET



DIAL "45"



CONFIRMATION
TONE



PAGE



WAIT FOR AN
ANSWER
AND TALK

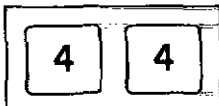
- For Pickup Group 2
At step 2 above, dial 46 instead of 45.
- Page will be heard only from the built-in speaker of a KX-T7020E, a KX-T7050E or a KX-T7130E. It will not be heard from the built-in speaker of standard telephone.

Paging and Transfer

■ To Transfer a Call to the Paged Person



PRESS THE REGISTER RECALL BUTTON TO PUT THE 1ST PARTY ON HOLD



DIAL "44"



CONFIRMATION TONE



PAGE



WAIT FOR AN ANSWER AND HANG UP

• You may dial 45, 46 or 43 instead of 44.

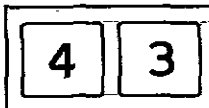
Paging-External

Allows access to external paging equipment.

■ To Access



LIFT THE HANDSET



DIAL "43"



CONFIRMATION TONE



PAGE



WAIT FOR CONFIRMATION TONE AND TALK OR HANG UP

■ Page will be heard from external paging equipment.

External Paging

Use of Other Features (cont.)

Paging-Answer

A page from built-in speaker can be answered from any extension.



LIFT THE
HANDSET



DIAL "51"



CONFIRMATION
TONE OF 1
BEEP WILL
BE HEARD



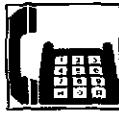
TALK

Intercom Alerting Mode

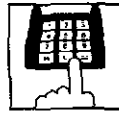
"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

- This feature required to be set beforehand in the KX-T30810BE. For programming, see page 2-24 in installation manual.

■ Switching to Tone Alerting



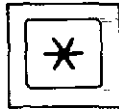
LIFT THE
HANDSET



DIAL EXTENSION
NUMBER
(21 through 28)



WAIT UNTIL A
CONFIRMATION
TONE IS HEARD



PRESS "*"



RING BACK
TONE

- An LD telephone is not available.
- You should press "*" button within 10 seconds after the dialing.



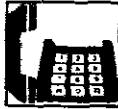
Station Programming

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

Call Forwarding

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

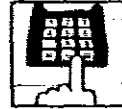
■ Setting



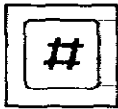
LIFT THE
HANDSET



DIAL "71"



DIAL THE
EXTENSION
NUMBER



DIAL "*"#"



HANG UP

■ To Cancel



LIFT THE
HANDSET



DIAL "70#"



HANG UP



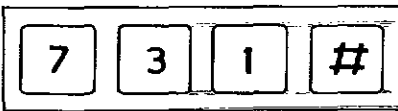
Dial Call Pickup Deny

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

■ Setting



LIFT THE
HANDSET



DIAL "731#"

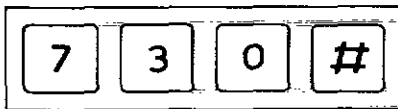


HANG UP

■ To Cancel



LIFT THE
HANDSET



DIAL "730#"



HANG UP

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Station Programming (cont.)

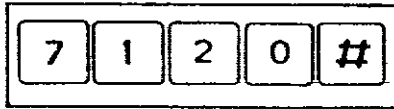
Do not Disturb

Each extension can be individually programmed from receiving outside or intercom calls.

■ Setting



LIFT THE
HANDSET



DIAL **7120#

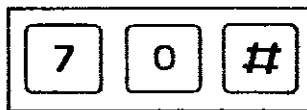


HANG UP

■ To Cancel



LIFT THE
HANDSET



DIAL 70#



HANG UP

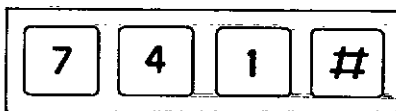
Data Line Security

This feature provides security when transmitting data through an extension of the KX-T30810BE. Call waiting tones and hold time reminder tone are prohibited in this mode.

■ Setting



LIFT THE
HANDSET



DIAL "741#"

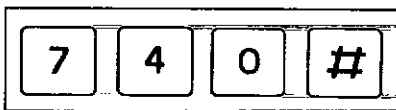


HANG UP

■ To Cancel



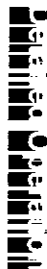
LIFT THE
HANDSET



DIAL "740#"



HANG UP



Station Programming (cont.)

Station Program Clear

Dialling (79#) will clear station programs on that extension.

- The following feature can be cancelled.

Call Forwarding
Data Line Security
Dial Call Pickup Deny
Do not Disturb



LIFT THE
HANDSET



DIAL "79#"



HANG UP

Business Operations

- 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 page 5-6 in Installation Manual.)
- If your phone is not equipped with the Register Recall button, dial 1 instead of pushing it. In this case your telephone should be in the Pulse mode.
- If a power failure takes place, the unit can be used as a typical telephone.
999 can be dialed on the apparatus for the purposes of making outgoing calls to the BT emergency (999) Service.
- In the event of a power failure, each CO line will be connected to assigned extension if a telephone which can work even during a power failure is used as an extension 22 or 23.
CO2 will be assigned to extension 22.
CO3 will be assigned to extension 23.

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Printed in the United Kingdom

PQQX10362YA F0793T2113M