

## CALLING THE OPERATOR

- Lift Handset
- Dial **0**

## TO MAKE AN INTERNAL CALL

- Lift Handset
- Dial **Extension Number**

## TO MAKE AN OUTSIDE CALL

- Lift Handset
- Dial **9**
- Dial the number you wish to call

## TO PICK UP INCOMING CALLS

- Lift Handset
- Dial **40** (Pick up all calls)  
or
- Dial **41 & Extension** (Pick up calls Ringing at an extension)

## TRANSFERING CALLS

- Press **Flash/ Recall**
- Dial Extension Number  
(Wait for answer or replace handset)

## PAGING

- Lift Handset
  - Dial **580** - All extensions
  - Dial **58\*** - All extensions & External
  - Dial **57** - External only

## CALL FORWARDING

- Lift Handset
- Dial **71** then
- Dial **1** for All Calls  
**2** for Busy/No Answer  
**3** for External All  
**0** to Cancel.
- Dial forwarded **Extension Number** Or **9 & External Number**
- Dial **#**
- Replace Handset

## SPEED DIALING

### System Speed Dialing

- Lift Handset
- Dial **\***
- Dial speed dial access code (**00-99**)

### Personal Speed Dialing

- Lift Handset
- Dial **##**
- Dial access code (**0-9**)

### Storing Personal Speed Dials

- Lift Handset
- Dial **2\***
- Dial Access code (**0-9**)
- Dial Phone Number
- Dial **#**
- Replace Handset

# Panasonic

*KXTE Series*  
*Single Line Phone*  
*Quick User Guide*



**Extension List**

101	_____
102	_____
103	_____
104	_____
105	_____
106	_____
107	_____
108	_____
109	_____
110	_____
111	_____
112	_____
113	_____
114	_____
115	_____
116	_____