

## CALLING THE OPERATOR

- Lift Handset
- Dial **0**

## TO MAKE AN INTERNAL CALL

- Lift Handset
- Dial **Extension Number** or the **Extension key**

## TO MAKE AN OUTSIDE CALL

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

## TO PICK UP INCOMING CALLS

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

## TRANSFERING CALLS

- Press **Transfer**
- Dial **Extension Number** or **Extension Key**  
(Wait for answer or replace handset)

## HOLDING CALLS

- Press **Hold**
- Replace Handset

## RETRIEVING CALLS ON HOLD

- Lift Handset
- Press **Flashing Green Line Key**

## 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 DIALLING

### System Speed Dialing

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

### Personal Speed Dialing

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

### Storing Personal Speed Dials

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

## PAGING

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

## Programming System Speed Dials

- Press Program
- Dial \* # **1234**
- Dial **001**
- Press *Speaker*
- Dial *Access Code (00 – 99)*
- Dial **9** & *Telephone Number*
- Press *Store*
- Press *Speaker* (to scroll to next code)
- Press *Hold*
- Press *Program* (to exit)

## Programming System Date & Time

(with handset down)

- Press Program
- Press **0**
- Dial in Date & Time in following Format :  
**YYMMDD Day HH:MM 0/1(am/pm)**
- Press Store
- Press Program

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# Panasonic



*KXTE Series*  
*Key Phone*  
*Quick User Guide*

### Extension List

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