

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	_____