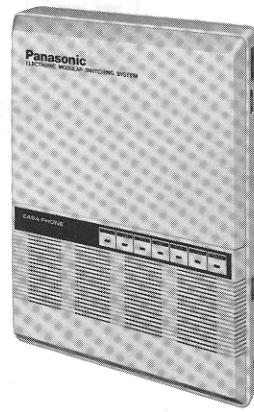


STATION USER GUIDE

Panasonic EASA-PHONE® **KX-T616**

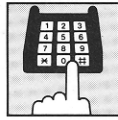
Electronic Modular
Switching System



Thank you for purchasing the Panasonic Model KX-T616.

INTER OFFICE DIALING (INTERCOM)

Station to station dialing within the KX-T616 system.

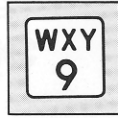


DIAL EXTENSION NUMBER (21 through 36)

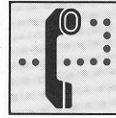
DIRECT OUTWARD DIALING

AUTOMATIC LINE ACCESS

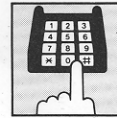
Each extension can choose the first available trunk within the KX-T616.



DIAL (9)



WAIT FOR C.O. DIAL TONE



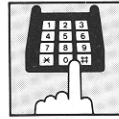
DIAL TELEPHONE NUMBER

INDIVIDUAL LINE ACCESS

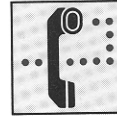
An alternative method is to dial 8 and trunk number. System will access individually any of 6 trunks.



DIAL (8)



DIAL TRUNK NUMBER (1 through 6)



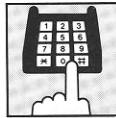
WAIT FOR C.O. DIAL TONE



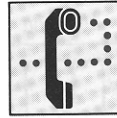
DIAL TELEPHONE NUMBER

AUTOMATIC CALL BACK BUSY (CAMP-ON)

If all trunks are busy or the intercom extension dialed is busy, you will become automatically connected to the trunk or extension after it becomes free.



DIAL EXTENSION OR TRUNK



WILL HEAR BUSY TONE



DIAL (4)



HANG UP

When hearing ring back on trunk or extension calls, lifting the handset will cause you to hear dial tone from C.O. or connect you to party on intercom calls.

• Automatic ring back for the camp on feature will ring differently from the ringing on intercom and trunk calls.

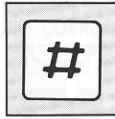
INTER OFFICE DIALING (INTERCOM)
DIRECT OUTWARD DIALING

AUTOMATIC CALL BACK BUSY (CAMP-ON)

LAST NUMBER REDIAL

The last number dialed on an outgoing trunk can be redialed.

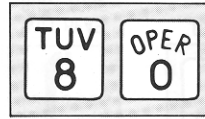
with touch tone phone



DIAL (#)

or

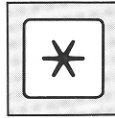
with rotary phone



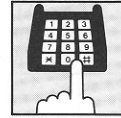
DIAL(80)

SPEED CALLING

There are 100 numbers of speed dialing available. Simply lift handset, dial (*) and then speed dial number (00 through 99).



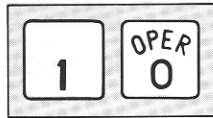
DIAL (*)



DIAL (00 through 99)

DIAL CALL PICKUP

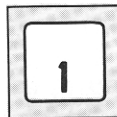
Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.



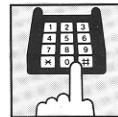
DIAL (10)

DIRECTED CALL PICKUP

By dialing the directed call pickup code, an extension may answer an incoming trunk or intercom call that is ringing at another extension.



DIAL (1)



DIAL RINGING EXTENSION NUMBER

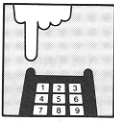
LAST NUMBER REDIAL
DIAL CALL PICK UP

SPEED CALLING
DIRECTED CALL PICKUP

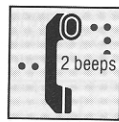
CALL HOLD

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

TO PLACE A CALL ON HOLD



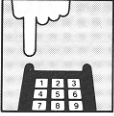
FLASH SWITCHHOOK



CONFIRMATION TONE

*Do not depress switchhook for more than one second, or party will be disconnected.

TO CANCEL

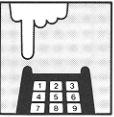


FLASH SWITCHHOOK

CALL PARK

You may place an intercom or trunk call on hold at your extension and retrieve it at any other extension within the system.

TO PARK A CALL



FLASH SWITCHHOOK



HANG UP

TO RETRIEVE A PARKING CALL



DIAL (6)



DIAL PARKING EXTENSION NUMBER

CALL TRANSFER

Trunk or intercom calls may be transferred to any extension within the system.



FLASH SWITCHHOOK



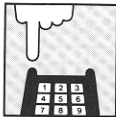
DIAL EXTENSION NUMBER



HANG UP OR ANNOUNCE CALL AND HANG UP



TO CANCEL



FLASH SWITCHHOOK

CALL HOLD
CALL PARK

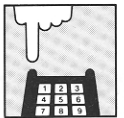
CALL TRANSFER

CALL SPLITTING

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



DIAL 1ST PARTY



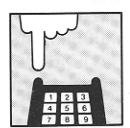
FLASH SWITCHHOOK



DIAL SECOND PARTY



CONSULT 2ND PARTY 1ST PARTY ON HOLD



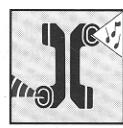
FLASH SWITCHHOOK



2ND PARTY ON HOLD 1ST PARTY IN CONSULTATION



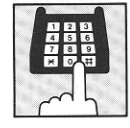
FLASH SWITCHHOOK



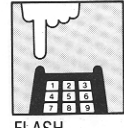
1ST PARTY ON HOLD 2ND PARTY IN CONSULTATION

CONFERENCE

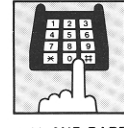
The KX-T616 allows for three party conference. (2 outside parties/ 1 inside) (2 inside/ 1 outside) or (3 inside).



DIAL 1ST PARTY



FLASH SWITCHHOOK PUTS 1ST PARTY ON HOLD



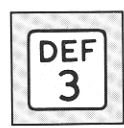
DIAL 2ND PARTY



CONSULT WITH 2ND PARTY



FLASH SWITCHHOOK



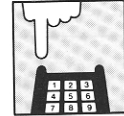
DIAL (3) (3-party conference now established.)

INTERNAL CALL WAITING

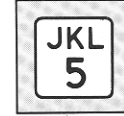
2 beep indicates there is a new incoming call. Flashing the switchhook and dialing 5 enable user to put first call on hold and answer the second call.



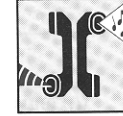
WILL HEAR CALL WAITING TONE



FLASH SWITCHHOOK



DIAL (5)



CONSULT NEW CALLER ORIGINAL CALL ON HOLD



HANG UP TO TERMINATE 2ND CALL



LIFT HANDSET TO RETURN TO ORIGINAL CALL

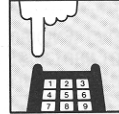
CALL SPLITTING	INTERNAL CALL WAITING
CONFERENCE	
INTERNAL FEATURE ACCESS	
RECORDING MUSIC	
	DO NOT DISTURB

EXTERNAL FEATURE ACCESS

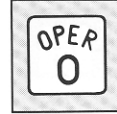
Allows extension user to access features of central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by Central Office.)



WILL HEAR
C.O. TONE



FLASH
SWITCHHOOK



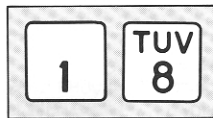
DIAL (0)

If it is difficult to distinguish between CO tone and internal call waiting tone, do the following.

Flash the SWITCHHOOK and dial (5). If reorder tone is heard, flash the SWITCHHOOK to return to the first call, then flash SWITCHHOOK to hold the first call and dial (0) for external feature access.

BACKGROUND MUSIC

Music from an external source (e.g....radio) can be listened to on a telephone instrument that is equipped with a speaker.



DIAL (18)

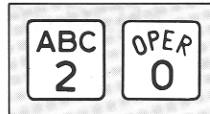


WILL HEAR
MUSIC

PAGING

Extension users can access external paging equipment. Any extension can answer a page.

TO ACCESS



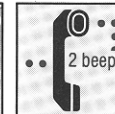
DIAL (20)



WAIT FOR
BEEPS



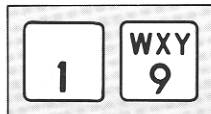
PAGE



WAIT FOR BEEPS
AND TALK OR
HANG UP

Replacing handset after accessing page, with call on hold, will cause call on hold to be transferred to the extension who answers the page.

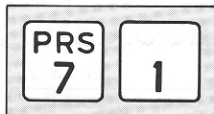
TO ANSWER



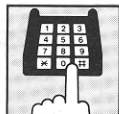
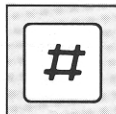
DIAL (19)

CALL FORWARDING

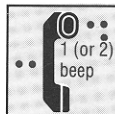
Intercom calls to your extension can be forwarded to any extension automatically within the system. All calls directed to you are forwarded during your absence.



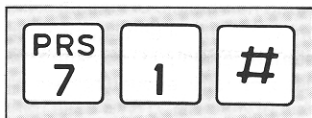
DIAL (71)

DIAL
EXTENSION
NUMBER

DIAL (#)

CONFIRMATION
TONE

TO CANCEL

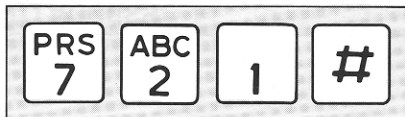


DIAL (71#)

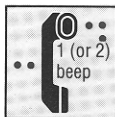
CONFIRMATION
TONE

DIAL CALL PICKUP DENY

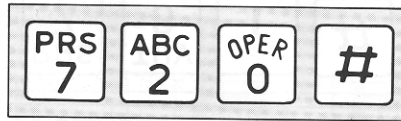
This feature is used when you want to prohibit other extensions from answering your phone.



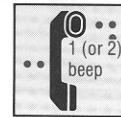
DIAL (721#)

CONFIRMATION
TONE

TO CANCEL



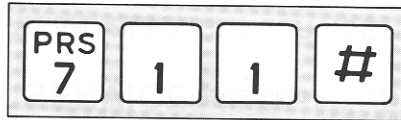
DIAL (720#)



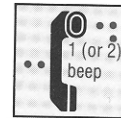
CONFIRMATION
TONE

DO NOT DISTURB

Each extension can be individually programmed from receiving intercom calls.

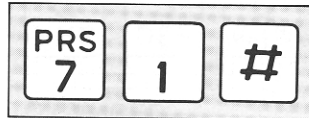


DIAL (711#)

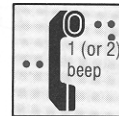


CONFIRMATION
TONE

TO CANCEL



DIAL (71#)



CONFIRMATION
TONE

If extension dialed is in DO NOT DISTURB mode, you hear DO NOT DISTURB tone, hang up and try again later, CALL BACK BUSY cannot be initiated.

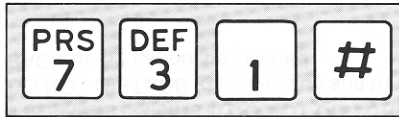
13

CALL FORWARDING
DIAL CALL PICK UP DENY
DATA LINE SECURITY
FLEXIBLE NIGHT SERVICE

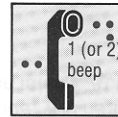
DO NOT DISTURB
SYSTEM SPEED CALL ENTRY

DATA LINE SECURITY

This feature provides security when transmitting data through an extension of the KX-T616. Camp on tones, call waiting tones and hold time alerts are prohibited in this mode.

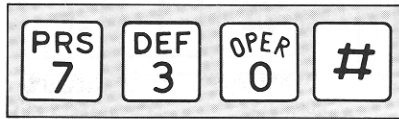


DIAL (731#)

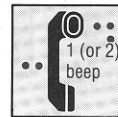


CONFIRMATION TONE

TO CANCEL



DIAL (730#)

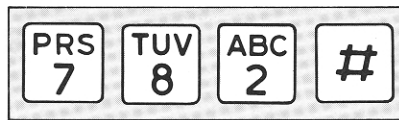


CONFIRMATION TONE

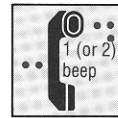
FLEXIBLE NIGHT SERVICE (extension 21 only)

Normal system operation is set for day time, Night service allows for the trunk assignments to be rearranged via programming. Night service is enabled or disabled through extension 21.

TO ENABLE NIGHT SERVICE



DIAL (782#)

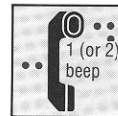


CONFIRMATION TONE

TO DISABLE NIGHT SERVICE



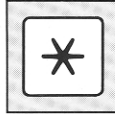
DIAL (781#)



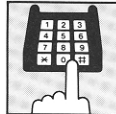
CONFIRMATION TONE

SYSTEM SPEED (extension 21 only) CALL ENTRY

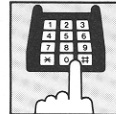
100 numbers may be entered into programming for speed dial use. All speed dial entries must be entered at Extension 21 (tone telephone) with System Program Switch set to the PROGRAM position.



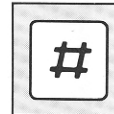
DIAL (*)



DIAL MEMORY
LOCATION NUMBER



DIAL OUTSIDE
LINE AND
TELEPHONE NUMBER



DIAL (#)

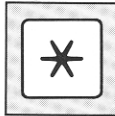
TO CHANGE

Enter a phone number on the same memory location.

TO ERASE

After programming return System Program Switch to SET position.

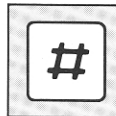
(For more information see page 57 in INSTALLATION MANUAL.)



DIAL (*)



DIAL MEMORY
LOCATION
NUMBER



DIAL (#)

•Confirmation tone

One beep: When new entries have been programmed.

Two beeps: When entry programmed is already present.

- If dial tone (continuous tone) changes to reorder tone (intermittent tone) or a mistake is made, hang up and start again.
- An extension will generate a feature activation tone to indicate it is in DO NOT DISTURB, CALL PICKUP DENY, CALL FORWARDING, or DATA SECURITY mode. (See page 82 in INSTALLATION MANUAL.)
- Dialing (7900#) will clear station programs on that extension all together.
- If a rotary phone is used at extensions (22 through 36) dialing (0) in place of (#) will serve to store station programs.
- If your phone has the FLASH key, depress it instead of flashing the switchhook.

Panasonic Company ("PC")
Division of Matsushita Electric Corporation of America

One Panasonic Way, Secaucus, New Jersey 07094

Panasonic Hawaii, Inc. ("PHI")

91-238 Kauhū St. Ewa Beach, Honolulu, Hawaii 96808-0774

Panasonic Sales Company ("PSC")

Division of Matsushita Electric of Puerto Rico, Inc.

Ave. 65 De Infantería, KM9.7 Victoria Industrial Park Carolina, Puerto Rico 00630

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