Panasonic

model **KX-T30810BX**

STATION USER GUIDE

For touch tone and rotary telephone

Panasonic
EASA-PHONE

PanaTEL ®

See this Station User Guide when you use a touch tone or rotary telephone as an extension.

Contents

Basic Operation

Detailed Operation

PanaTEL®

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 (11 through 26)
OUTWARD DIALING Automatic Line Access	[WXY 9] Dial phone number
Individual Line Access	[TUV 8] Dial CO number (1 through 6) Dial phone number.
SPEED DIALING (A rotary phone will not function.)	[✳] Dial speed access code (00 through 99)
CALLING DOORPHONE	For doorphone 1 [DEF 3] [1] For doorphone 2 [DEF 3] [ABC 2]

WHEN A LINE IS BUSY

AUTOMATIC CALL BACK BUSY (camp-on) For outside calls	[TUV 8] Dial CO number Hear a busy tone [MNO 6] Hear 2 beeps Hang up handset
For intercom calls	Dial Extension number Hear a busy tone [MNO 6] hear 2 beeps Hang up handset
BUSY STATION SIGNALING	Dial Extension number Hear a busy tone [1]
LAST NUMBER REDIAL	Lift handset [#] • You may dial "80" instead of pressing the "#" button.

— 2 —

TO RECEIVE CALLS

ANSWER	Lift handset
DIAL CALL PICKUP	Lift handset ⌈GHI 4⌉ ⌈OPER 0⌉
DIRECTED CALL PICKUP	Lift handset ⌈GHI 4⌉ Dial ringing extension number
CALL PARK RETRIEVE	Lift handset ⌈JKL 5⌉ Dial parked extension number. or Lift handset ⌈JKL 5⌉ ⌈TUV 8⌉ Dial parked CO number

WHILE HAVING A CONVERSATION

CALL ON HOLD To hold	Flash hookswitch Hear 2 beeps
To cancel	Flash hookswitch
CALL SPLITTING	Flash hookswitch Dial 2nd party •To alternate, flash the hookswitch repeatedly
CONFERENCE	Flash hookswitch Dial 2nd party Consult with 2nd party Flash hookswitch ⌈DEF 3⌉
CALL WAITING	Hear a call waiting tone Flash hookswitch Hang up handset Lift handset •Original call will be placed on hold and the new caller can be spoken with. •To terminate the original call and talk to the 2nd party, hang up and then lift the handset. (You need not flash the hookswitch.)

Quick Reference Card

WHILE HAVING A CONVERSATION

CALL TRANSFER			
To transfer after another extension answers.	Flash hookswitch / Hang up handset	Dial extension number	Announce and wait for an answer
To transfer without announcing to the other extension.	Flash hookswitch	Dial extension number	Hang up handset

STATION PROGRAMMING

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

CALL FORWARDING	Setting [PRS 7] [1] Dial extension number [#]	
	To cancel [PRS 7] [OPER 0] [#]	

DIAL CALL PICKUP DENY	Setting [PRS 7] [DEF 3] [1] [#]	To cancel [PRS 7] [DEF 3] [OPER 0] [#]

DO NOT DISTURB	Setting [PRS 7] [1] [1] [OPER 0] [#]	
	To cancel [PRS 7] [OPER 0] [#]	

DATA LINE SECURITY	Setting [PRS 7] [GHI 4] [1] [#]	To cancel [PRS 7] [GHI 4] [OPER 0] [#]

STATION PROGRAM CLEAR	[PRS 7] [WXY 9] [#]	

USE OF OTHER FEATURES

|						
PAGING ALL EXTENSIONS To access	Lift handset	DEF 3	GHI 4	Hear 1 beep	Page	Wait for an answer and talk
PAGING GROUP To access	For pickup group 1					
	Lift handset	DEF 3	JKL 5	Hear 1 beep	Page	Wait for an answer and talk
	For pickup group 2 At step 2 above, dial 36 instead of 35					
	For pickup group 3 At step 2 above, dial 37 instead of 35.					
	For pickup group 4 At step 2 above, dial 38 instead of 35.					
PAGING-EXTERNAL To access	Lift handset	DEF 3	DEF 3	Hear 1 beep	Page	Wait for an answer and talk
PAGING AND TRANSFER To transfer a call to the paged person	Flash hookswitch	DEF 3	GHI 4	Hear 1 beep	Page	Wait for 1 beep and hang up
	●At step 2 above, dial 35, 36, 37, 38 or 33 instead of 34.					
PAGING-ANSWER	Lift handset	GHI 4	DEF 3	Hear 1 beep	Talk	
INTERCOM ALERTING MODE (A rotary phone will not function.)	Switching to tone alerting					
	Lift handset	Dial extension number		Hear 1 beep	✳	Hear ring back tone
EXTERNAL FEATURE ACCESS	Hear a call waiting tone	Flash hookswitch		OPER 0		

To Make Calls

Inter Office Calling (Intercom)

Station to station dialing within the KX-T61610B system.

LIFT THE HANDSET
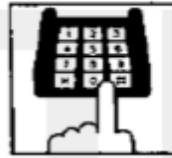
DIAL EXTENSION NUMBER
(11 through 26)

Outward Dialing

Each extension can automatically select an idle CO (Central Office) line within the KX-T61610B.
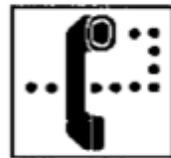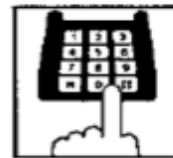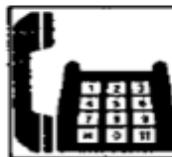
■ Automatic Line Access

LIFT THE HANDSET

DIAL "9"

WAIT FOR C.O. DIAL TONE

DIAL TELEPHONE NUMBER

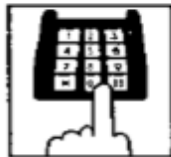An alternative method is to dial 8 and the CO number. The system will access individually any of the 6 CO's.

■ Individual Line Access

LIFT THE HANDSET

DIAL "8"

DIAL CO NUMBER
(1 through 6)

WAIT FOR C.O. DIAL TONE
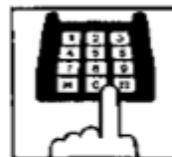
DIAL TELEPHONE NUMBER

To Make Calls (cont.)

Speed Dialing

There are 100 memory locations of system speed dialing available.
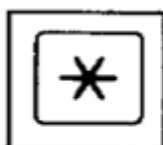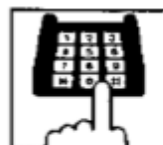
LIFT THE HANDSET PRESS "✳" DIAL SPEED ACCESS CODE (00 through 99)

- There is no need to access a CO line.
- A rotary phone will not function for speed dialing.
- Continuous use of speed dialing is impossible.

Calling Doorphone

Up to two doorphone (KX-T30865) can be connected to the KX-T61610B.
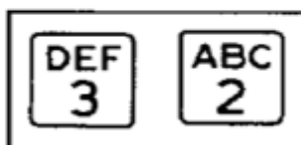
■ Doorphone 1

LIFT THE HANDSET DIAL "31"

■ Doorphone 2

LIFT THE HANDSET DIAL "32"

— 7 —

When a Line is Busy

Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line you have dialed is busy, you will be automatically called back when the extension or the outside line becomes free using this function.

This feature is also known as camp-on.

■ For outside calls
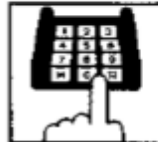
TUV 8			MNO 6
DIAL "8"	DIAL CO NUMBER (1 through 6)	YOU WILL HEAR A BUSY TONE	DIAL "6"
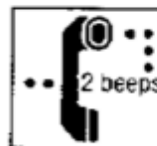
2 beeps	
CONFIRMAITON TONE	HANG UP

■ For intercom calls
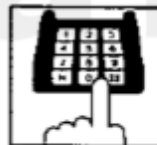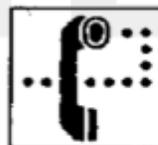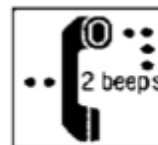
		MNO 6	2 beeps
DIAL EXTENSION NUMBER (11 through 26)	YOU WILL HEAR A BUSY TONE	DIAL "6"	CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD

HANG UP

■ When hearing a ring back

LIFT THE HANDSET

- When intercom calls, you will hear the ring back tone.
- When outside calls, you will hear the dial tone from CO.
- Call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during the camp-on mode, the camp-on mode will be cancelled.
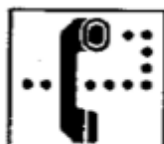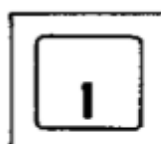
— 8 —

Busy Station Signaling

If the extension you have dialed is busy, you can inform that extension that another intercom call is waiting by three beeps. For use of this feature, the other extension is required to be set for this feature beforehand in the KX-T61610B.
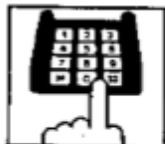
DIAL EXTENSION NUMBER (11 through 26)

YOU WILL HEAR A BUSY TONE

DIAL "1"

● To answer, see "Call Waiting" on page 13.

Last Number Redial

The last phone number dialed on an outgoing call (CO line) can be redialed.

LIFT THE HANDSET

PRESS "#"

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

To Receive Calls

Answer

LIFT THE
HANDSET

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
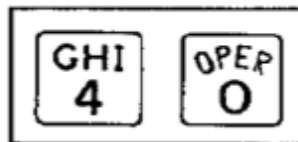
DIAL "40"

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 "4"
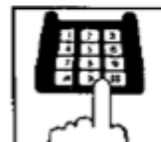
DIAL THE
RINGING
EXTENSION
NUMBER
(11 through 26)

Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

■ To Park a call
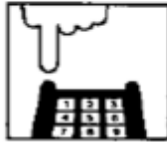
FLASH THE HOOKSWITCH

CONFIRMATION TONE

REPLACE HANDSET

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

■ To Retrieve a Parked Call at Any Other Extension

LIFT THE HANDSET
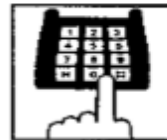
DIAL "5"

DIAL PARKED EXTENSION NUMBER

● Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.

LIFT THE HANDSET
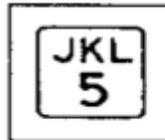
DIAL "58"
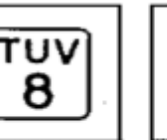
DIAL PARKED CO NUMBER (1 through 6)

Doorphone

LIFT THE HANDSET

● If calls from doorphones are not answered within 15 seconds, the call will be cancelled.
● Each extension has to be programmed for receiving from doorphones. See "Programmable Doorphone" on page 3-28 in the 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
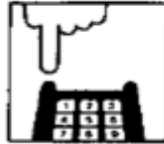
FLASH THE
HOOKSWITCH
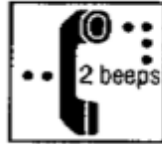
CONFIRMATION
TONE OF 2
BEEPS WILL BE
HEARD

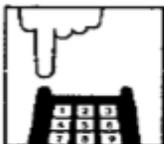- Do not depress the hookswitch for more than one second, or the party will be disconnected.
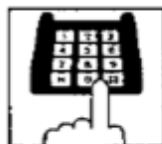
■ To Cancel

FLASH THE
HOOKSWITCH

Call Splitting

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

FLASH THE
HOOKSWITCH

DIAL THE
SECOND
PARTY

CONSULT 2ND
PARTY 1ST
PARTY ON HOLD
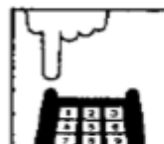
FLASH THE
HOOKSWITCH

2ND PARTY
ON HOLD
1ST PARTY IN
CONSULTATION
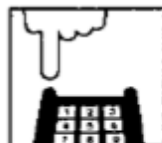
FLASH THE
HOOKSWITCH

1ST PARTY
ON HOLD
2ND PARTY IN
CONSULTATION

Conference

Allows for up to a three party conference, (2-outside/ 1-inside), (1-outside/ 2-inside) or (3-inside).
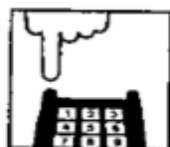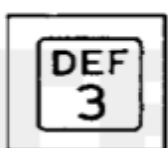
FLASH THE HOOKSWITCH PLACES 1ST PARTY ON HOLD
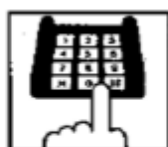
DIAL THE 2ND PARTY

CONSULT WITH THE 2ND PARTY

FLASH THE HOOKSWITCH

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

■ To Hold one Caller and Talk to the Other Caller
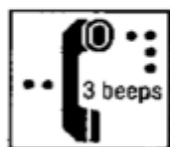
FLASH THE HOOKSWITCH
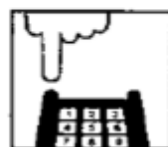
2ND PARTY ON HOLD 1ST PARTY IN CONSULTATION

Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.

This feature is required to be set beforehand in the KX-T61610B. For programming, see page 3-24 in installation manual.

WILL HEAR CALL WAITING TONE

FLASH THE HOOKSWITCH PLACES 1ST PARTY ON HOLD
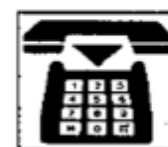
HANG UP
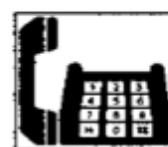
LIFT THE HANDSET

CONSULT NEW CALLER 1ST PARTY ON HOLD

- If you use the hold button of a standard telephone, the above-mentioned feature will not function.
- To terminate the original call and return to the 2nd call, hang up and then lift the handset. (You need not flash the hookswitch.)
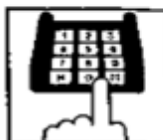
Call Transfer

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

■ To Transfer After the Other Extension Answers

FLASH THE HOOKSWITCH
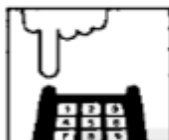
DIAL THE EXTENSION NUMBER
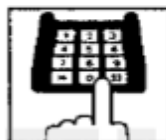
ANNOUNCE AND WAIT FOR AN ANSWER

HANG UP

■ To Transfer without Announcing to the other Extension
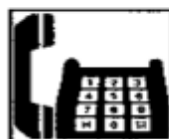

FLASH THE HOOKSWITCH

DIAL THE EXTENSION NUMBER

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

●The time that the call returns to you when the transferred call is not received can be changed 30 seconds into 15 seconds.
For changing, see page 3-49 in installation manual.

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

Flash the hookswitch to retrieve the call, then repeat the procedure of Call Transfer.
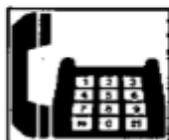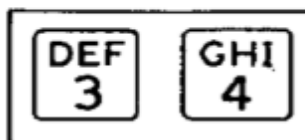
Use of Other Features

Paging All Extensions

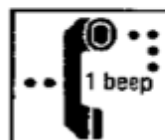Allows paging to all extensions.

■ To Access

LIFT THE HANDSET

DIAL "34"

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 KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of a standard telephone.
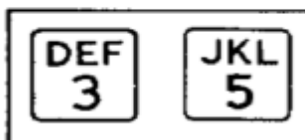
Paging Group

Allows paging to one of four groups.

■ To Access

For Pickup Group 1

LIFT THE HANDSET

DIAL "35"

CONFIRMATION TONE

PAGE

WAIT FOR AN ANSWER AND TALK

- For Pickup Group 2: At step 2 above, dial 36 instead of 35.
- For Pickup Group 3: At step 2 above, dial 37 instead of 35.
- For Pickup Group 4: At step 2 above, dial 38 instead of 35.

- Page will be heard only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of a standard telephone.

—15—

Paging-External

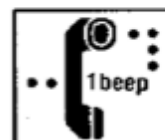Allows access to external paging equipment.

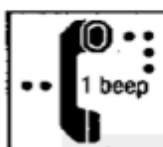## ■ To Access

LIFT THE HANDSET
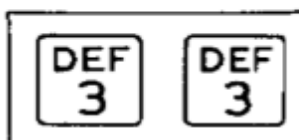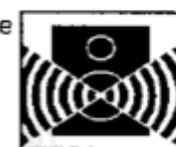

DIAL "33"

CONFIRMATION TONE

PAGE

WAIT FOR CONFIRMATION TONE AND TALK OR HANG UP

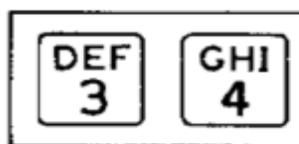■ Page will be heard from external paging equipment.

Paging and Transfer

■ To Transfer a Call to the Paged Person

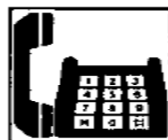FLASH HOOKSWITCH TO PLACE A CALL ON HOLD

DIAL "34"

CONFIRMATION TONE

PAGE

WAIT FOR AN ANSWER AND HANG UP

● At step 2 above, you may dial 35, 36, 37, 38 or 33 instead of 34 for the correct pickup group.

Use of Other Features (cont.)

Paging-Answer

A page from built-in speaker or external paging equipment can be answered from any extension.

LIFT THE HANDSET
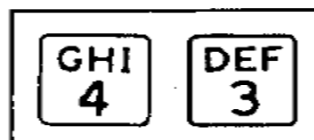
DIAL "43"

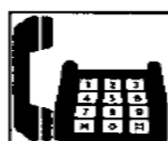CONFIRMATION TONE OF 1 BEEP WILL BE HEARD
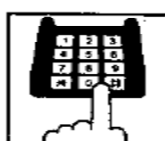
TALK

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 is required to be set beforehand in the KX-T61610B. For programming, see page 3-27 in installation manual.

■ Switching to Tone Alerting

LIFT THE HANDSET

DIAL EXTENSION NUMBER (11 through 26)

WAIT UNTIL A CONFIRMATION TONE IS HEARD
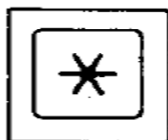
PRESS "✳"

RING BACK TONE

● A rotary phone will not function with this feature.
● Press the "✳" button within 10 seconds after the dialing.

External Feature Access

Allows the extension user to access features of the central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by the Central Office.)
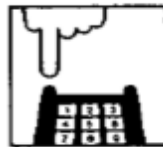
- The external feature (call waiting) can only be accessed when engaged on an outside call.

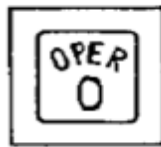- The following example shows you one of the procedures.

■ Call Waiting—Outside Line
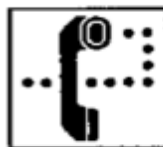
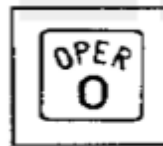WILL HEAR A CALL WAITING TONE

FLASH THE HOOKSWITCH

DIAL "0"

CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD

FLASH THE HOOKSWITCH

DIAL "0"

CONSULT WITH THE ORIGINAL CALLER WHILE THE 2ND CALL IS ON HOLD

(If the calling party on hold hangs up, the line is terminated.)

- Flashing the hookswitch and dialing "0" means flash operation.
- If the KX-T61610B is connected to a host PBX and a flash operation is required, follow the procedure of flash operation which is required for the host PBX.

Account Code

This feature gives each message of the SMDR an account code of the called or calling party. (Station Message Detail Recording—SMDR is cost saving feature that records all incoming and outgoing calls through the CO line.)
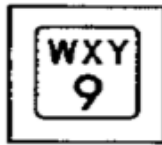
This feature has two modes "Forced" and "Option". In the "Forced" mode, the account code must be entered every time the extension user dials. In the "Option" mode, account code may be entered when a record of the account code is needed. When setting to the "Forced" mode, see page 3-30 in INSTALLATION MANUAL.

Forced Mode

■ Making a Call

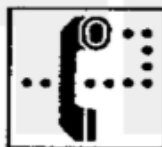LIFT THE HANDSET

DIAL "9"
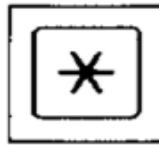
DIAL "✳"
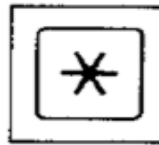
AGAIN
(Intermittent tone is heard.)
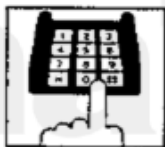
DIAL THE ACCOUNT CODE
(Account code is 4 digits.)
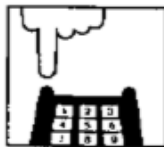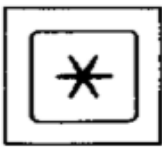
WAIT FOR C.O. DIAL TONE

DIAL TELEPHONE NUMBER

- Account code must be required 4 numerical digits except for the 🔲 and 🔲 buttons.
- You may dial 81 through 86 instead of dialing 9.
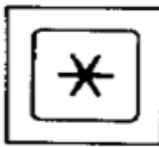
■ Receiving a Call

If you want to record a calling party's account code in the SMDR, follow the below-mentioned procedure. Within 30 seconds after calling party hangs up,
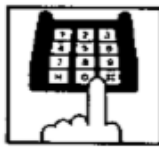
FLASH THE HOOKSWITCH

DIAL "✳"

AGAIN
(Intermittent tone is heard.)

DIAL THE ACCOUNT CODE

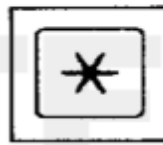- Dialing the account code must be done before hanging up.

Option Mode

■ Making or Receiving a Call

If you want to record a calling or called party's account code in the SMDR, follow the below-mentioned procedure.
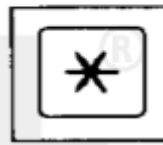
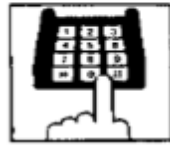Within 30 seconds after calling or called party hangs up,

FLASH THE HOOKSWITCH

DIAL "＊"

AGAIN
(Intermittent
tone is
heard.)

DIAL THE ACCOUNT CODE
(Account
code is
4 digits.)

● Dialing the account code must be done before hanging up.

● You may dial 49 instead of pressing the ＊ ＊ button.
● Account code must be 4 digits.
● If you enter a wrong account code, press the ＊ ＊ button and enter the correct code.

Station Programming

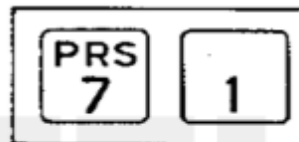You may dial "0" instead of pressing the "#" button.

Call Forwarding

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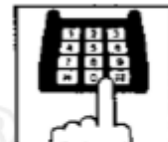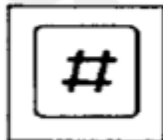
■ Setting

LIFT THE HANDSET

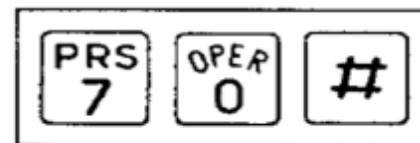DIAL "71"

DIAL THE EXTENSION NUMBER

DIAL "#"

HANG UP

■ To Cancel

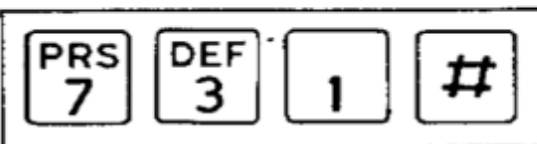LIFT THE HANDSET

DIAL "70#"

HANG UP

Dial Call Pickup Deny

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

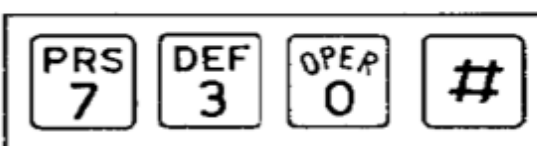## ■ Setting

LIFT THE HANDSET

DIAL "731#"

HANG UP

■ To Cancel

LIFT THE HANDSET

DIAL "730#"

HANG UP

Do not Disturb

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

■ **Setting**
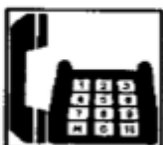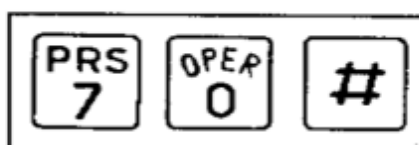

LIFT THE HANDSET

DIAL "7110#"

HANG UP

■ **To Cancel**

LIFT THE HANDSET
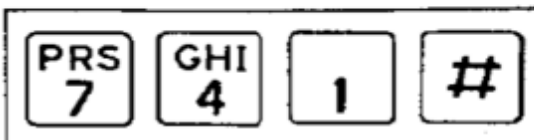
DIAL "70#"

HANG UP

Data Line Security

This feature provides security when transmitting data through an extension of the KX-T61610B. Call waiting tones or hold time reminder tone from the KX-T61610B are prohibited in this mode.
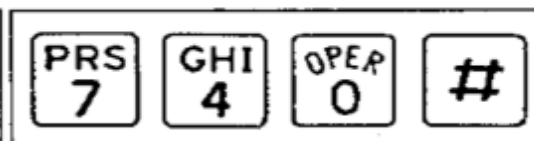
■ Setting

LIFT THE HANDSET

| PRS 7 | GHI 4 | 1 | # |

DIAL "741#"

HANG UP

■ To Cancel

LIFT THE HANDSET

| PRS 7 | GHI 4 | OPER 0 | # |

DIAL "740#"

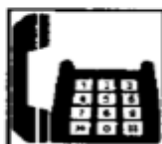HANG UP

Pickup Dial

Picking up the handset automatically dials a programmed phone number.
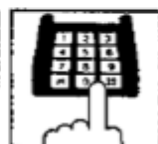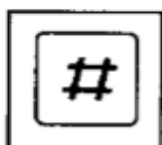
■ To Program

LIFT THE HANDSET | DIAL "762" | DIAL EXTENSION NUMBER
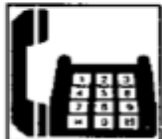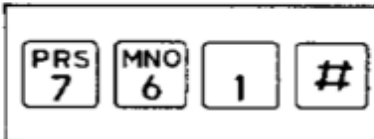

DIAL "#" | HANG UP

● You may dial CO number (9 or 81 through 86) instead of extension number.

■ To Enable or Disable

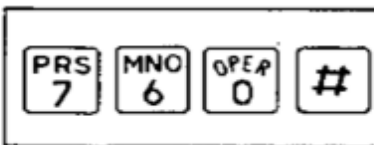To enable pickup dial

LIFT THE HANDSET | DIAL "761#" | HANG UP

To disable pickup dial

LIFT THE HANDSET | DIAL "760#" | HANG UP

■ To Dial

PICKUP HANDSET
FOR 4-SECONDS

If the "Pickup Dial" feature did not work, hang up for over 1 second, and lift the handset again.

- Dialing (speed dialing and manual dialing) is possible within 3 seconds.
- When you program for an outside call, enter the line access number, ⊟ ⊞ , account code, and then the desired number.
- The pickup dial will not be activated by picking up the handset during a hold or when receiving a call.
- A rotary phone is not available for Pickup Dial.
- You can not dial "0" instead of pressing the " # " button.

Station Program Clear

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

- *The following feature can be canceled.
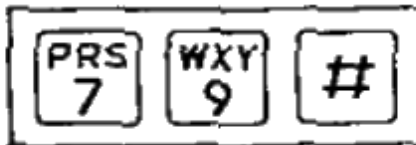 Call Forwarding
  Data Line Security
  Dial Call Pickup Deny
  Do not Disturb
  Pickup Dial (Enable mode)

LIFT THE HANDSET

DIAL "79 #"

HANG UP

- If the dial tone (continuous tone) changes to a 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 6-6 in INSTALLATION MANUAL.)
- If your phone has a FLASH button, depress it instead of flashing the hookswitch.

Nonstop servis TELEFONNÍ ÚSTŘEDNY
volejte dispečink tel. 606 193 950
PanaTEL® je specialistou na telefonní ústředny,
komunikační systémy Panasonic
www.PanaTEL.cz