

Panasonic

ideas for life



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Customising Your System (System Programming)

Available Extension

The extension allowed through COS programming usually the Operator Handset as Default.

Required Telephone

A Panasonic Proprietary Telephone with display (over 2 lines)
(e.g., KX-T7636)

System Password

To enter programming mode, the system password (max. 10 digits) (7777 #) or (1234 #)

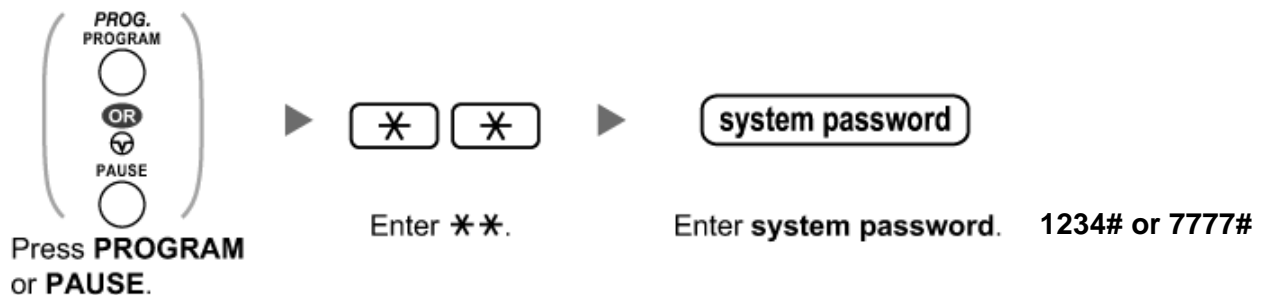
Conditions

The programming extension must be idle, on-hook and holding no calls.

◆◆ Procedure

The basic steps are shown below.

1. *Entering the programming mode*



Then enter the following System Program code eg: [000] (date & time) etc.



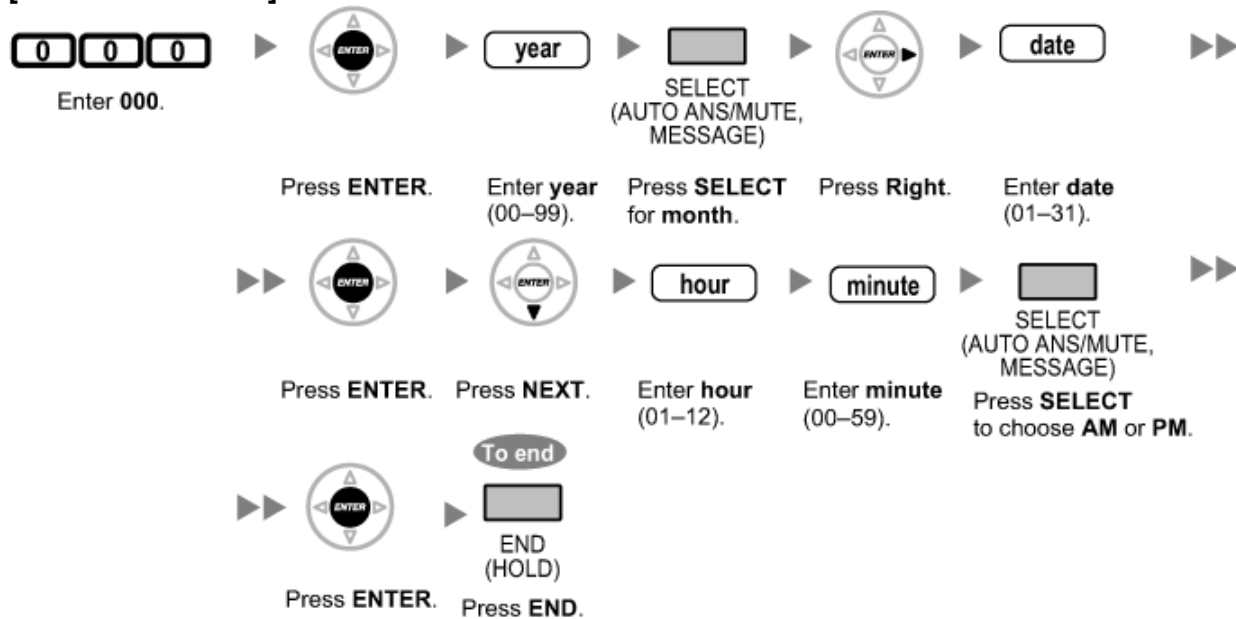
- To exit the programming mode at any time, lift the handset.

System Programming

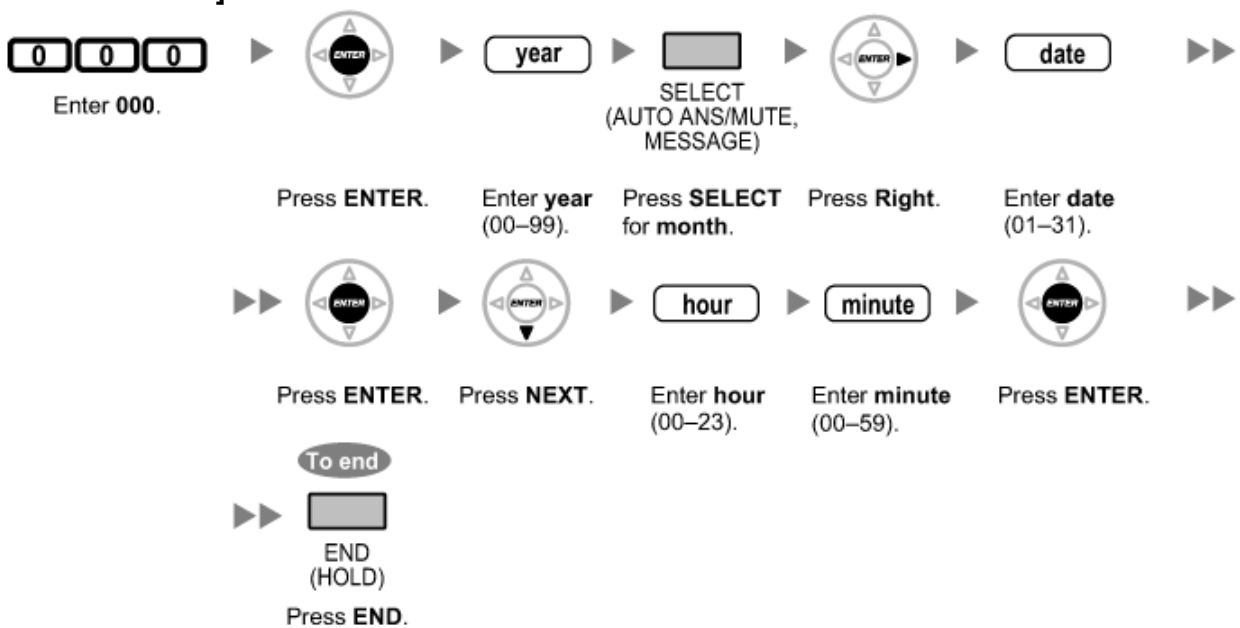
◆◆ Date & Time [000]

The proprietary telephones display the current date and time while on-hook.

[In 12-hour Format]

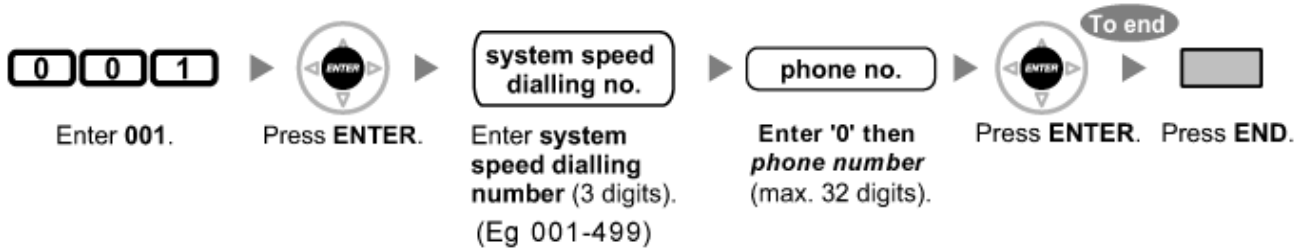


[In 24-hour Format]



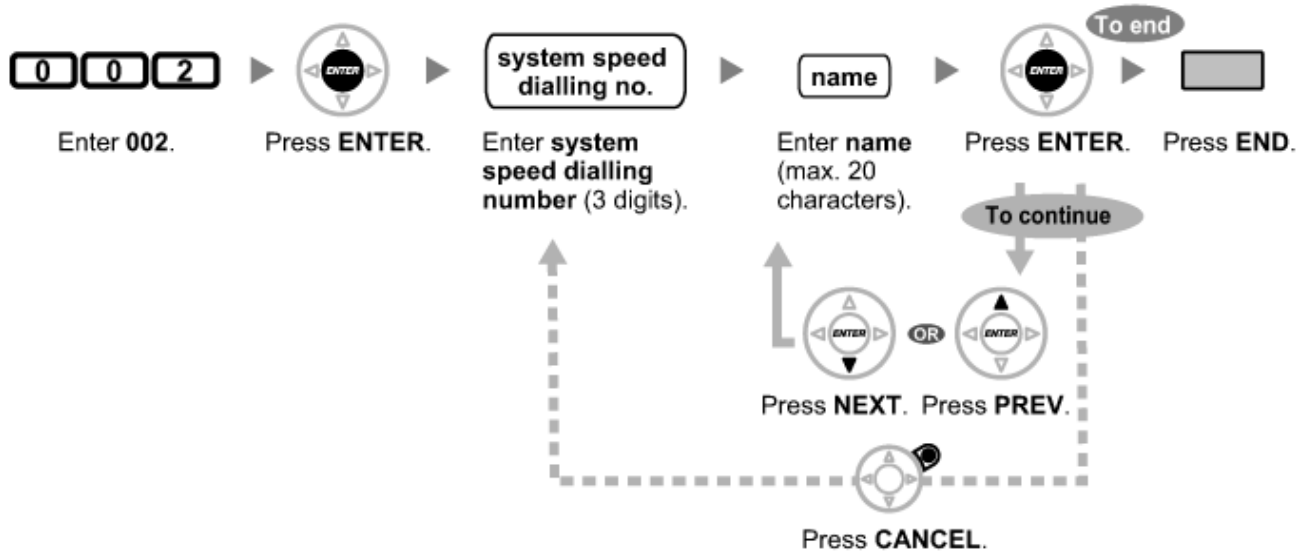
◆◆ System Speed Dialling Number [001]

You can store the phone numbers of frequently dialed destinations.

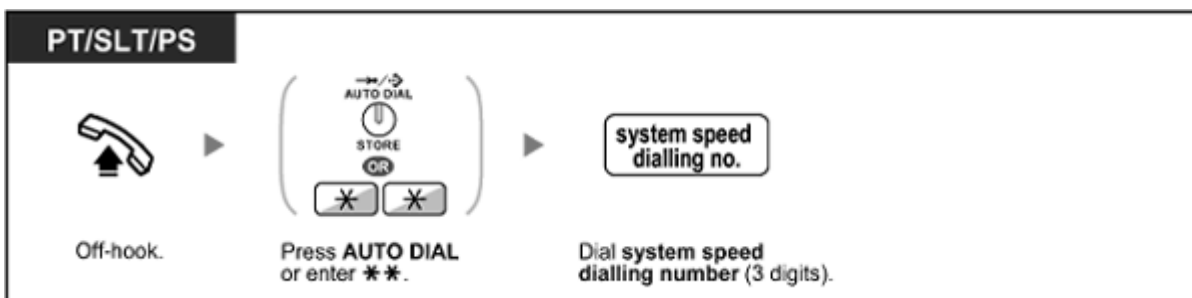


◆◆ System Speed Dialling Number [002]

You can store the name associated with the speed dialling number. These names are displayed when making calls using the display operation. To enter characters, refer to "Entering Characters".

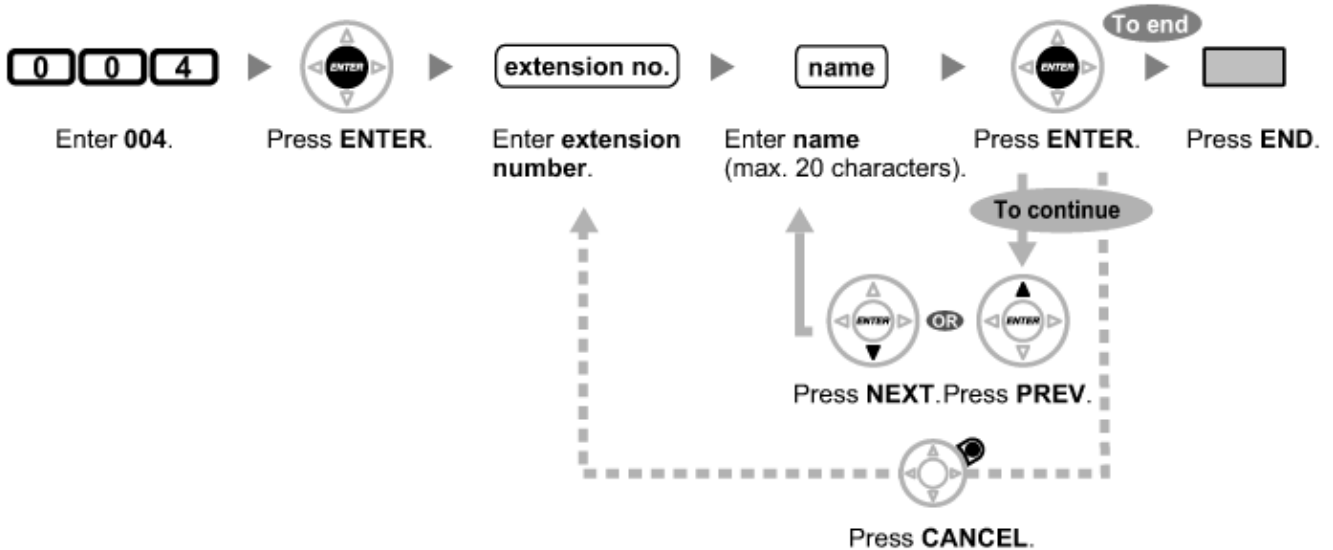


◆◆ Using Numbers Stored in the PBX (System Speed Dialling)



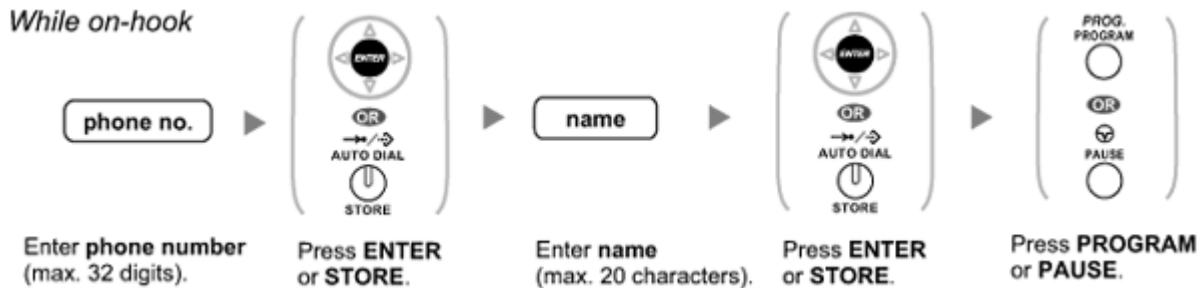
◆◆ Extension Name [004]

You can store the name of an extension user. This is useful if you want to know who is calling, or who you are calling when making an intercom call using the directory.
To enter characters, refer to “Entering Characters”.



Personal Speed Dial Numbers

◆◆ Storing Names and Numbers



Enter '0' for external line
Followed by the Number

◆◆ Calling with the Directory

While on-hook



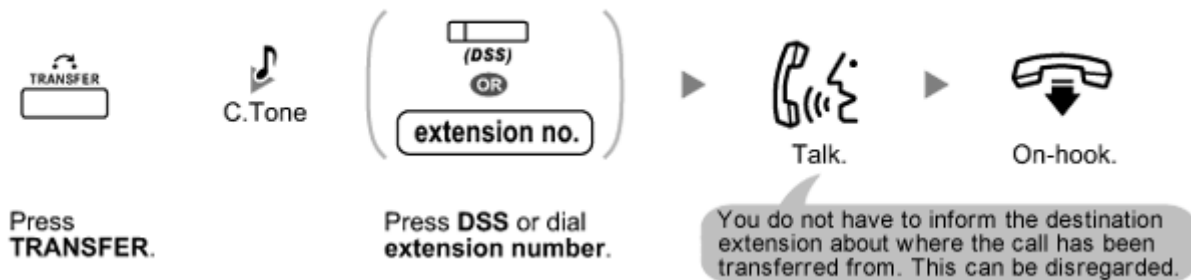
Transferring a Call (Call Transfer)

- Transferring to an Extension on the PBX
- Transferring to an Outside Party Using the PBX Service

◆◆ Transferring to an Extension on the PBX

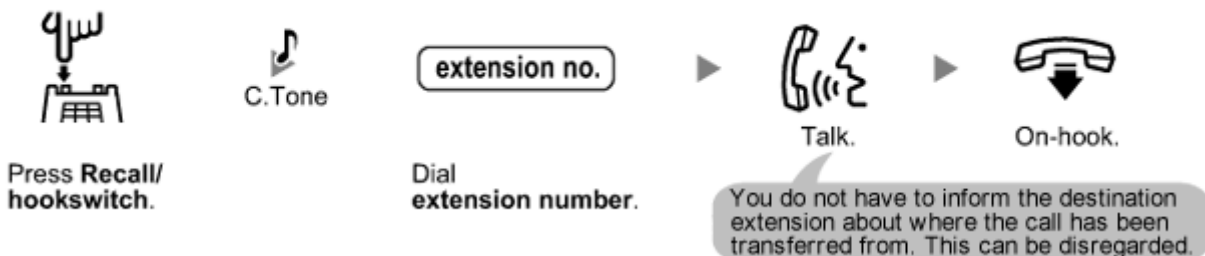
Using Digital Handset [76xx Series]

During a conversation



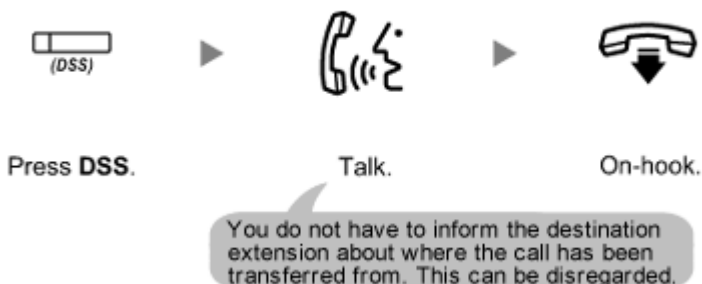
Using Analogue Handset or Cordless Phone

During a conversation



To transfer with programmed extension button (One-touch Transfer)

During a conversation with an outside party



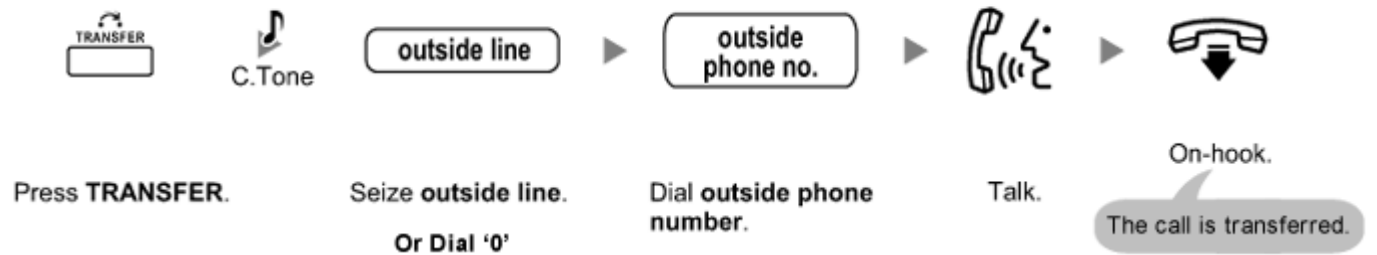
- Even if the transferred party does not answer, you can go on-hook.

◆◆ Transferring to an Outside Party Using the PBX

Some extensions may be restricted from performing this feature.

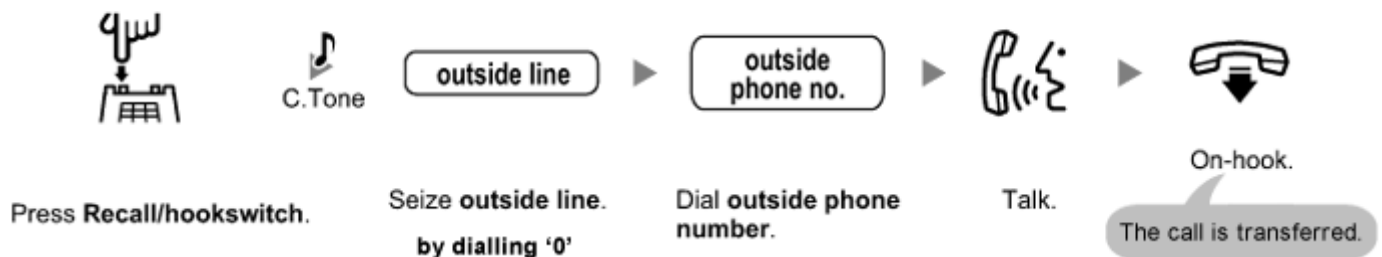
Using Digital Handset [76xx Series]

During a conversation



Using Analogue Handset or Cordless Phone

During a conversation



◆◆ Holding

To place a call on hold

When on a conversation press  Key on the handset



- The CO or INTERCOM button light shows the current status as follows:
 - Regular Hold mode
 - Flashing green slowly:** Your call held
 - Flashing red:** Another extension's held call

To retrieve a call (Call Hold Retrieve)

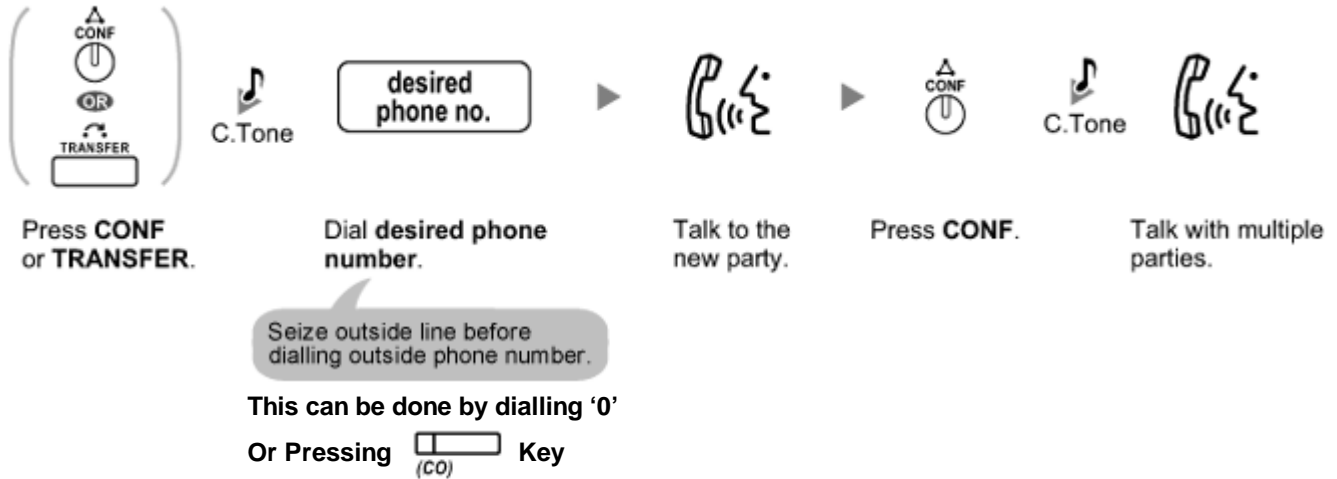
Lift handset  and press the flashing  key.

◆◆ Adding Other Parties during a Conversation (Conference)

To Establish a Conference call

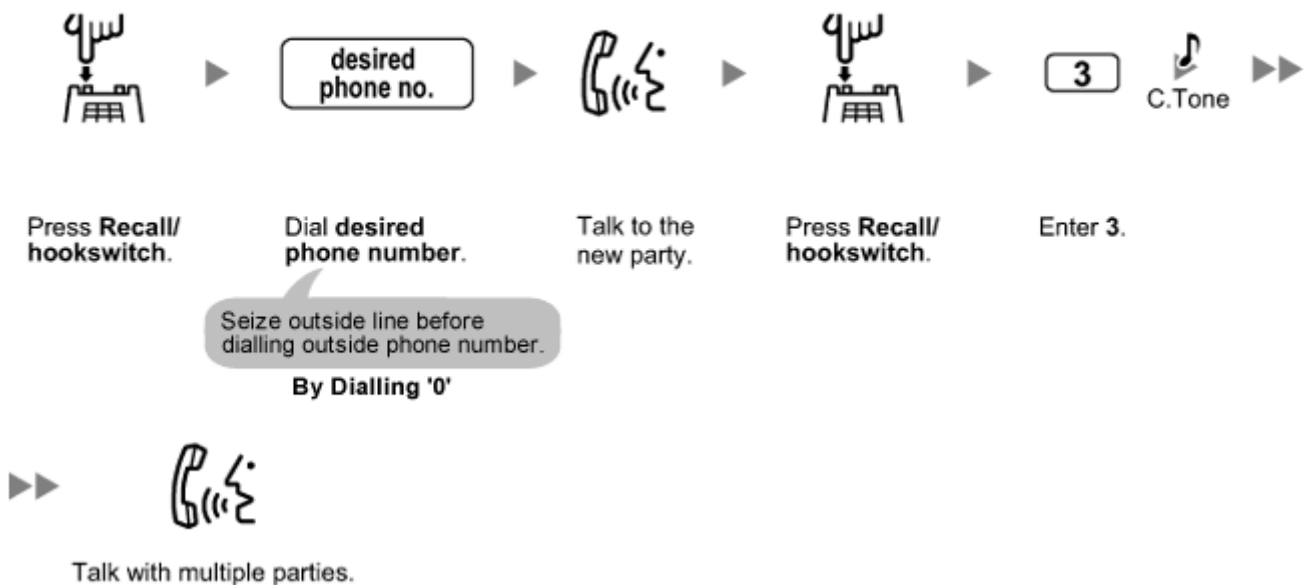
Using Digital Handset [76xx Series]

During a conversation

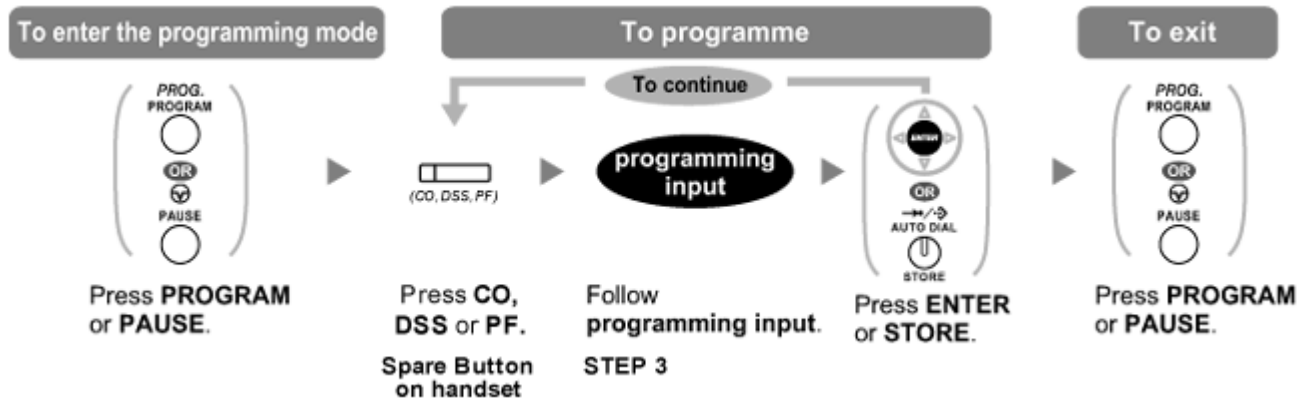


Using Analogue Handset or Cordless Phone

During a conversation



Customising Buttons on the handset



Programming input for STEP 3:

Extension Button [DSS] Dial + Extension no.

Headset *3*6 Dial

One-touch Dialling *1

Storing external number eg. Mobile Dial Enter '0' + Desired no. (max. 32 digits)

One-touch Dialling *1

Background music button Music ON - Dial then enter *7511

Or dial code [***7511 or *7510**] Music OFF - Dial then enter *7510

One-touch Dialling *1

All call Paging button Dial then enter *3301

Or dial code [***3301**]

To clear the button







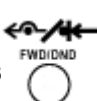


To Call Forward [FWD] or Do not Disturb [DND] an Extension




There are three types of Forward destinations on the Panasonic system that can be set:

1. (for both calls) This is both Intercom Calls and External Calls Forwarded to the same Destination
2. (for outside calls) This is External Calls Only Forwarded to a Destination
3. (for intercom calls) This is Intercom Calls Only Forwarded to a Destination

NOTE: In the two different Forwards for Intercom calls and External calls can be separated to different destinations.
Eg. Intercom calls to another extension and External Calls to Voicemail

Press  (for both calls) Dial **5** **0** OR Press , Press  + [SEL]

OR
Press  (for outside calls) Dial **5** **1** OR Press   Press Down Once, Press  + [SEL]

OR
Press  (for intercom calls) Dial **5** **2** OR Press   Press Down Twice, Press  + [SEL]

[SEL] Selection Mode:

Dial **0** to Cancel "Off"

Dial **1** to "Do Not Disturb (DND)"

Dial **2** + Extn or destination to "Forward all calls"

Dial **3** + Extn or destination to "Busy – Forwarded when your extension is busy."

Dial **4** + Extn or destination to "No Answer – Forwarded when you do not answer."

Dial **5** + Extn or destination to "Busy/No Answer" **Preferred Voicemail Fwd**

Finally Press  and Press EXIT or .

Setting the No Answer Time for an Extension

Press  FWD N/A Timer Dial **5** **3** Press  Enter (0-120) seconds (Default: 15 seconds)

Finally Press  and Press EXIT or .

Recording Outgoing Messages (OGM)

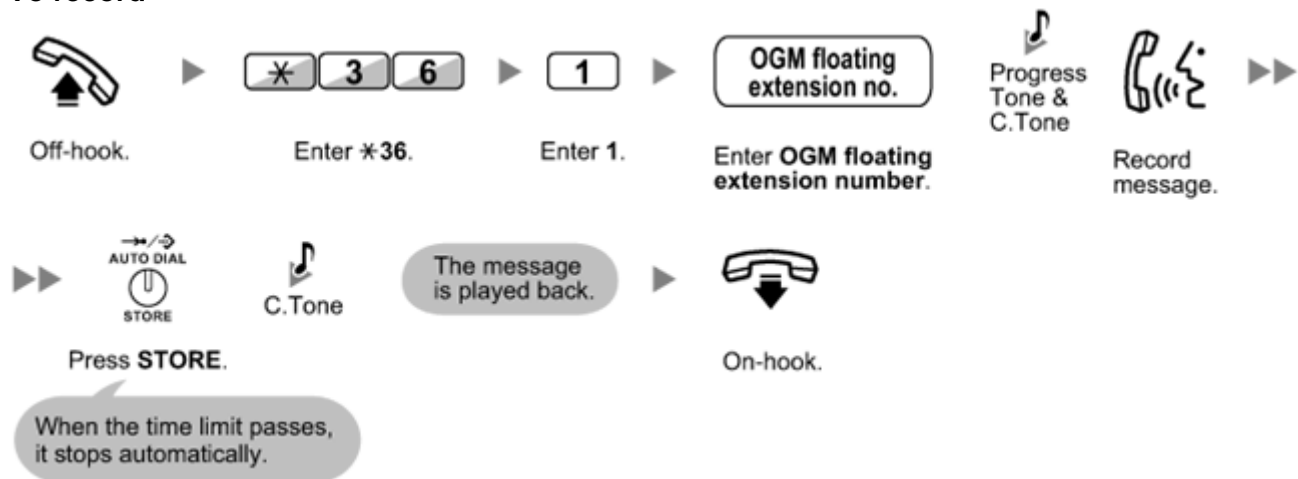
The manager extension can be recorded three kinds of greeting messages (OGM) as follows:

1. **DISA message:** Used to greet and guide callers so that they access extension group or outside party without operator assistance.
2. **Incoming Call Distribution Group message:** Used to greet and guide callers to an incoming call distribution group.
3. **Timed Reminder message:** Used for a wake-up call message when the extension answers the Timed Reminder.

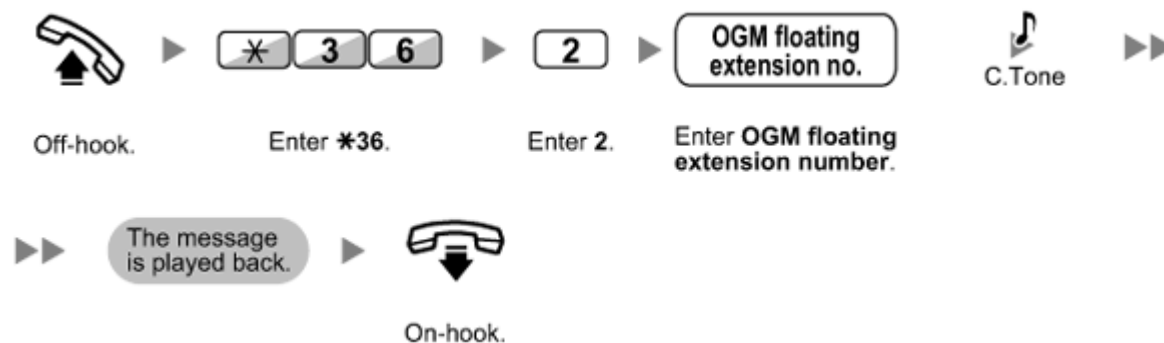


All messages have their own extension numbers. You can select the desired message. You have two methods for recording a message. One is recorded using the handset, and the other is recorded from an external BGM (MOH) port.

To record



To play back



NOTE: The OGM Floating extension number will be provided by the System Programmer.

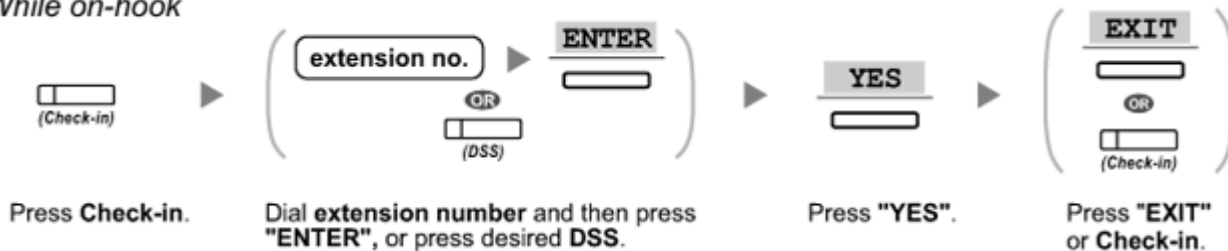
Using the Telephones in a Hotel-type Environment (Hospitality Features)

◆◆ Check-in

The hotel operator can change the room status of extensions to check-in by using the Check-in button assigned on his extension.

To check in

While on-hook



◆◆ Check-out

The hotel operator can change the room status of extensions to check-out by using the Check-out button assigned on his extension.

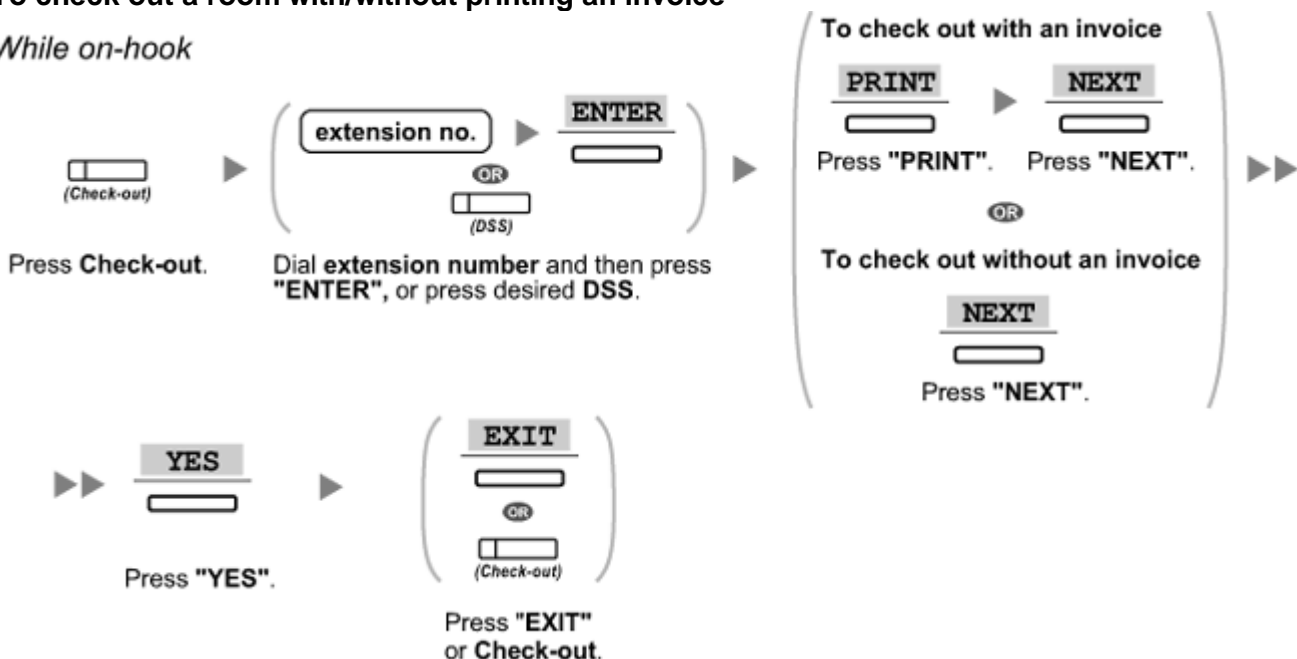
Depending on the setting of the PBX, the hotel operator can do the following:

- Record/edit charges for Minibar/Others
- Print out an invoice containing charge information

Consult your dealer.

To check out a room with/without printing an invoice

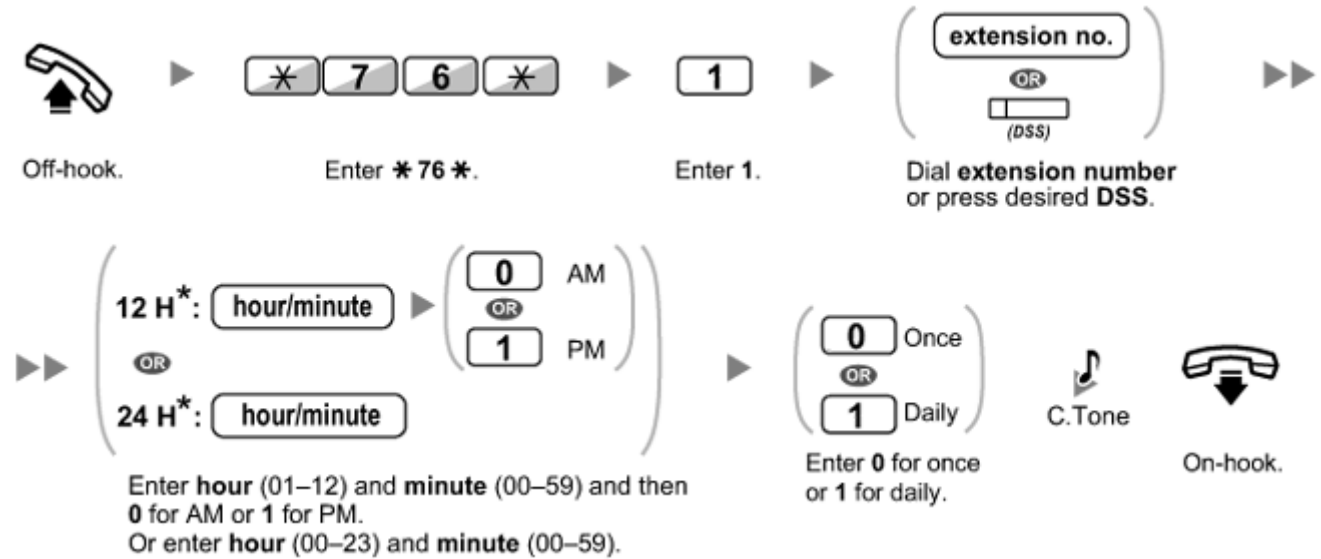
While on-hook



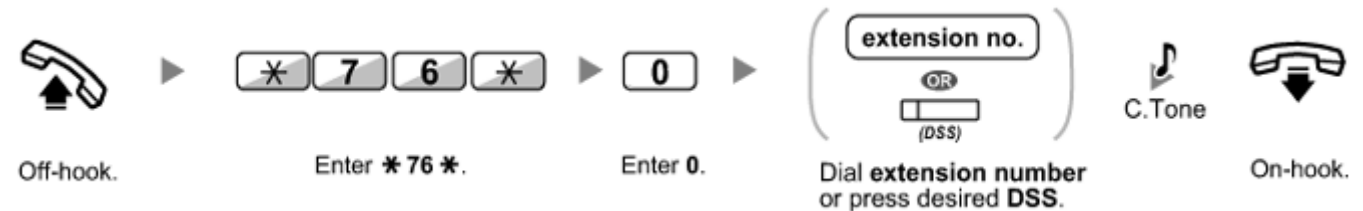
◆◆ Setting a Timed Reminder to a Room Extension (Remote Wake-up call)

The hotel operator can remotely set/cancel a Timed Reminder to a room extension. He can also confirm the current setting.

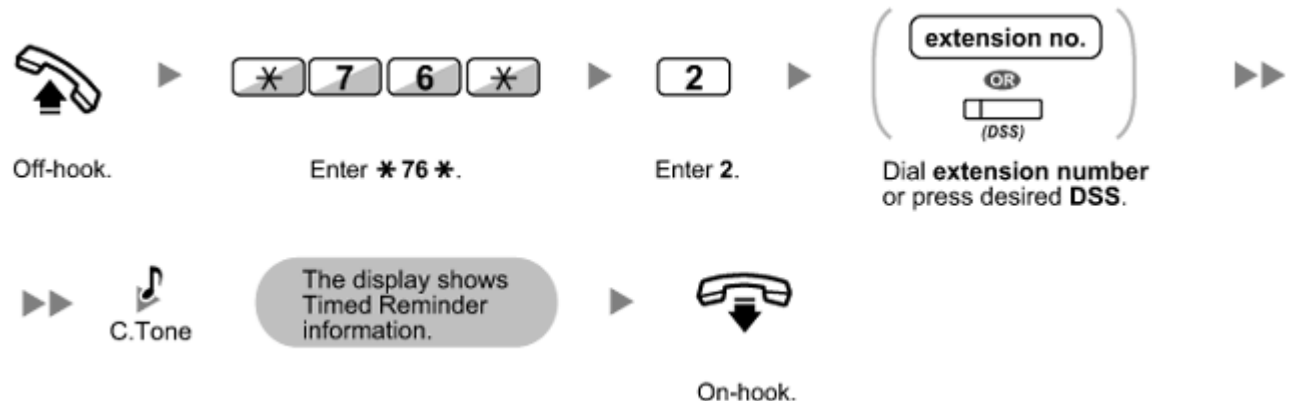
To Set







To Cancel







To Confirm




Changing the Ring Tone on a Handset for External Calls

Press  Press  Line Key TWICE, Select  Until desired Tone, Press 

Changing the Ring Tone on a Handset for Internal Calls

Press  Press  Key TWICE, Select  Until desired Tone, Press 

Finally Press EXIT or 

Setting Call Waiting on a Handset for External Incoming Call

Press  Dial **3 0** Press  Select  Press  Finally Press EXIT or 
Press Down

Setting Call Waiting on a Handset for Internal Extension Call

Press  Dial **3 1** Press  Select  Press  Finally Press EXIT or 
Press Down


Removing Message Wait Notification on a Handset

How Message Wait Notification is left

When the called extension is busy or does not answer



Sometimes this is activated accidentally

1. While on-hook: Press the Message Button  . The Screen will Display the Message Wait Notification Extension, EXIT and CLEAR below. Press the button below the CLEAR indicator on the screen to clear the Message Wait Notification.
NOTE: If there are multiple Messages repeat Step 1.