Panasonic KX-TDE Phone User Guide

To make a call………….Inside the office-lift handset and dial extension number or press programmed key.
Outside the office-lift handset, press an unlit line key and dial the number.

To answer a call………...If phone is ringing, lift handset and talk.
If your phone is not set to ring, lift handset, press the rapid flashing line key, and talk.

HOLD KEY……………Press the HOLD key. Line key will flash green. To return To call, press flashing Line key. If HOLD is pressed twice, the call is placed on exclusive hold. Only you from your phone can retrieve the held call.

REDIAL……………....Lift handset, press unlit Line key, then press the REDIAL key.
(Last number redial)..…The last number dialed from your phone will be dialed.

TRANSFER key………While talking to an outside party, press TRANSFER, then dial extension number. To complete the transfer, announce the call then hang up (you do not have to announce the call). To cancel the transfer, press green flashing line key instead of hanging up.

MESSAGE key……….Lift handset and press MESSAGE key. This will call the voice mail or the person who turned on your MESSAGE light.

SP-PHONE…………..(Speaker phone) allows hands free communication on internal and external calls. To use, Press an unlit line (SP-PHONE light will light), dial phone number. To switch to the handset, just lift the handset. To switch from the handset to SP-PHONE, press the SP-PHONE key then hang up handset.

FLASH/RECALL……This key is used in conjunction with telephone company features like call waiting, external transfers, and three way calling.

AUTO ANS/ MUTE…While talking to an internal or external caller, you can press this key to mute the Handset or the hands free mic. The light on the MUTE key will flash when muted.

AUTO ANS/MUTE…If the light on this key is lit while your phone is not in use, your phone is in Auto Answer mode. When auto answer mode is active on your phone, you will be able to hear and respond to internal calls without lifting the handset or even touching your phone.

FWD/DND………….This key is used to turn on, turn off, and to program the call forwarding and do not disturb feature. The key will light when either feature is active.

PAUSE………………This key is used to insert a pause into a system speed dial or personnel speed dial When programmed.

All Call.......................Press All Call key to make a one way call to all phones.

VM …......................Voice mail transfer key. While on an outside call, press The VM XFER key, then dial the desired mailbox number and hang up. This will send the caller directly to a mailbox to leave a message.

CONF………………This key is used to create a conference call. To use, place or receive first call. While you are talking to your party, press the CONF key (conf key will flash) . To conference in an internal phone, press their key on your phone if programmed. If no key is programmed, just dial their three digit extension number. Announce the conference and tell them to lift up their handset. Now press the CONF key. A tone will be heard and the conference call is now established. To conference two outside callers, place or receive first call. Press the CONF key (conf key will flash). Now dial 9 plus the outside number of the second party. When they answer, announce the call then press the CONF key. A tone will be heard and the conference call is now established.

AUTO DIAL/ ……..This key is used to access system speed dials if your company is using them. To use,
STORE   lift handset, press the AUTO DIAL/store key, and dial the three digit system speed dial number.(000-999)

AUTO DIAL/
STORE ……………This key is used to store entries while programming speed dials or spare keys. For example, to program a spare key on your phone to call home do the following. Press the PROGRAM key then press the spare key on your phone. Now dial the digit "2"(tells system this is a speed dial) then dial the digit "9"(this tells the system to access an outside line) then dial the phone number just as if you were calling them. Now press the AUTODIAL/STORE key to save the number. Lift and hang up handset to complete programming.

VOLUME………….This key is the round one at the bottom right hand corner of your phone. While using
control   your handset, you can adjust the volume up or down. While using the speaker phone, you can adjust its volume up or down. Also, while your phone is ringing, you can use this key to adjust the ring volume up and down.
                Note: be careful, you can turn the ringing volume completely off.(display will show RNGOFF){display phones only}

PROGRAMING…..1) While on hook, first press the program key. (on display phones, this key is located
Spare Keys   under the word PROG in the display). 2) Then press a spare line key. 3) Now dial the Digit "2" (This tells the system that this is a speed dial) Then dial the digit "9" (This Tells the system to grab an outside line) Then dial the number just as if you were calling them. Finally, press Enter.
                Note: To program a spare line key for an internal number (ie. Intercom 111), do the following instead of step 3. Dial the digit "1" followed by the extension number.

DISPLAY………...OUTGOING CALL LOG-stores the last 25 numbers dialed from your phone.
FUNCTIONS……..INCOMING CALL LOG-stores the last 25 incoming phone numbers (must have CID)
                EXTENSION NUMBER DIRECTORY-used to find and call other internal phones.
                SYSTEM SPEED DIAL DIRECTORY-used to find and dial system wide programmed
                                        phone numbers (not used on all systems)
                PERSONAL SPEED DIAL DIRECTORY-used to find and dial preprogrammed
                                        numbers from your phone.
                Note: Only numbers programmed with a name assigned will show up in any of the directories.