Panasonic

Cuick Guide
KX -TA 624 SERIES

Installed by:

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How to use this guide

Operation	Description
[Off - Hook]	Press SP-Phone or Monitor or Lift the telephone handset
[REDIAL]	Press the REDIAL button, or the button programmed with the REDIAL function
[Talk]	Action required by the user is shown in brackets
[CO or DSS]	Button programmed to access the External Line (Central Office CO) or an Ext.
[PROG]	Move Program Switch on the rear of the Telephone to 'PROGRAM'
[33]	Dial the digits in the brackets (i.e. Dial 3 twice on the keypad)
[Tel. / Ext. No.]	Dial an External phone No. or Extension number
	(An External phone No. will have to be prefixed with the access code
	9 (Automatic Line Access) or 81 ~ 86 (for CO Line Groups 1 ~ 6)

Note:

- If a Feature requires the handset to be taken Off Hook, it must be replaced after the Feature has been programmed or used.
- If programming requires the switch at the rear of the Telephone to be moved to the 'PROGRAM' position, it must be returned to the 'SET' position after the programming has been completed.

Basic Operation Description

Description	Key sequence
MAKING A CALL	
Intercom Calling (Calling another extension)	[Off - Hook] [Ext. No.] or [Off - Hook] [DSS (DIRECT STATION SELECT)
Outgoing Call (Making a call to the Central Office)	[Off - Hook] [CO] or [Off - Hook] [9 (for any available CO line)] or [Off - Hook] [81 ~ 86 (for Trunk Groups 1 ~ 6)]
RECEIVING A CALL	1
CO or INTERCOM LED flashes rapidly on Ext. (With or Without Ringing)	[Off - Hook] [CO or INTERCOM] (press the flashing LED if the call does not automatically connect to your Ext.)
TRANSFERRING A CALL	
Transferring a call to another Extension (Intercom or CO Line)	[TRANSFER] [Ext. / Tel. No.] [Announce Call - to the Called party (optional)] [Replace your handset (to transfer the call)] (if the called party does not wish to accept the call, you can return to the calling party by pressing [INTERCOM or CO])
USING A DSS BUTTON OR DSS CONSOL	E
To Transfer a call (Note:	Manual transfer: [TRANSFER][DSS] or Automatic transfer: [DSS]
Your Installer will have to set the transfer mode	

Feature Description

Description

Description	key sequence
ABSENT MESSAGE	
The Caller to your Ext. can receive a pre-program	amed absent message
(Caller must have a System phone with LCD. i.e.	
'Will Return Soon'	[Off - Hook] [7 5 1 #]
'Gone Home'	[Off - Hook][752#]
'At Ext x x x'	[Off - Hook] [7 5 3] [Ext. No.] [#]
'Back At HH : MM: AM / PM'	[Off - Hook] [7 5 4] [01 ~ 12 (Hour)]
	$[00 \sim 59 (Min.)][0/1(AM/PM)][#]$
'Out until MM / DD'	[Off - Hook] [7 5 5] [01~12 (Month)]
	[01 ~ 31 (Day)] [#]
'In a meeting'	[Off - Hook] [7 5 6 #]
'Canceling the pre-programmed message'	[Off - Hook] [7 5 0 #]
ACCOUNT CODE ENTRY	
A 4 digit Account code can be entered to identify	Before Dialing :
the call, for client billing purposes	[Off - Hook] [CO or 9 (Line Access)]
(The Call details plus Account Code can be	[FWD/ DND or PAUSE] [Account Code] [Tel. No.]
printed out by connecting the SMDR output to a	During a Conversation :
printer)	[FWD/ DND or PAUSE] [Account Code]
☐ The [FWD/DND] button can be replaced by di	aling [49] on the keypad and [PAUSE] by [**]
BACKGROUND MUSIC (BGM)	
Allows you to listen to Background music from	[On - Hook] [1]
the External Music Source through a System	
phone's speaker	
BUSY STATION SIGNALING (BSS)	-
Sends Call Waiting Tone to a dialed Busy	[Off - Hook] [Ext. No.] [Hear Busy]
Extension (to inform the Ext. you are waiting)	[1][Wait for answer]
CALL FORWARDING (FWD)	
Call Forward - All Calls	[FWD/ DND] [1] [Ext. No.] [#]
Call Forward - Busy / No Answer	[FWD/ DND] [2] [Ext. No.] [#]
Call Forward - to an Outside CO Line	[FWD/DND][3] [Access Code 9 or 81~86]
(Forwarding to an External Tel. No.)	[Tel. No.] [#]
Call Forward - Follow Me	[FWD/ DND] [5] [Your Ext. No.] [#]
(Setting FWD from the FWD destination Ext.)	
Call Forward - Follow Me, CANCEL	[FWD/ DND] [8] [Your Ext. No.] [#]
(Canceling from the destination Ext.)	
Call Forward – CANCEL	[FWD/ DND] [0] [#]
$\hfill\Box$ The [FWD/DND] button can be replaced by a	
CAMP – ON (Call Back on Busy)	
Rings your extension back, when the dialed	On hearing Busy Tone : [6] [Hang-up]
Busy Extension or CO Line becomes free	Canceling: [Off - Hook]
(making or receiving a call cancels this feature)	[

Key sequence

Description	Key sequence
CALL ON HOLD - PLACEMENT	
Hold - standard (Any Ext. can pick up the Held call)	[HOLD]
Hold - exclusive (Only the Ext. which placed the call on Hold can retrieve it)	[HOLD] [HOLD]
CALL ON HOLD - RETRIEVAL	
Retrieve a CO call held by another Ext. (not flashing on your Ext.)	[Off - Hook] [5 3] [CO Line Number]
Retrieve an INTERCOM call held by another Ext. (not flashing on your Ext.)	[Off - Hook] [5] [Ext. No.]
CALL LOG, INCOMING (Requires optional of	
Logs the last 20 calls received Logs the first 20 calls received then stops recording	[Off - Hook] [7 3 7 1 #] [Off - Hook] [7 3 7 0 #]
CALL LOG LOCK, INCOMING	
Prevents a User reading your Incoming call log (4 digit Lock Code 0000 to 9999)	[Off - Hook] [7 7] [Lock Code] [Lock Code] [#]
Cancels the 4 digit Lock Code	[Off - Hook] [7 7] [Lock Code] [#]
CALL PARK	·
Placing a call in a Parking Zone	[HOLD] [22] [0 ~ 9 (Parking Zone)]
Retrieving a Call from a Parking Zone	[HOLD][22] [0~9(Parking Zone)]
CALL PICKUP	
Call Pickup, Directed (Pickup a Call from a specific extension)	[Off - Hook] [4] [Ext. No.] [Talk]
Call Pickup, Group (Pickup a Call from your Pick-up Group)	[Off - Hook] [4 0] [Talk]
Call Pickup - Deny (Prevents your calls being intercepted)	Set: [Off - Hook][721#] Cancel: [Off - Hook][720#]
CALL RETRIEVAL FROM Telephone Answ	vering Machine (TAM)
Allows interception of a Call already answered by the Telephone Answer Machine (TAM)	[Off – Hook] [TAM Ext. No.] [Hear Busy] [4] [Talk]
CALL SPLITTING	
Allows you to talk privately with two calls and alternate between the two parties.	[HOLD][CO or INTERCOM]
CALL WAITING	I .
Activates Call Waiting for CO Calls	Set: [Off - Hook][7311#] Cancel:[Off - Hook][7310#]
Activates Call Waiting for Extension Calls	Set: [Off-Hook][7321#] Cancel:[Off-Hook][7320#]

Description	Key sequence

CALL WAITING FROM THE CENTRAL OF	FICE
To connect with the CO caller after hearing CO call waiting tone (Network service)	[FLASH][Talk]
CONFERENCE	
During a Call	[CONF] [Ext. or Tel. No.] [Talk] [CONF] (Conference Established)
During a Call (Standard Telephone)	[Flash Hook Switch] [Ext. or Tel. No.] [Talk] [Flash Hook Switch] [3] (Conference Established)
To Terminate One Party of the conference	[CO LINE or INTERCOM] (of the party to remain connected)
□ Any Telephone may leave the Conference by	hanging up.
CONFERENCE UNATTENDED (must be e	nabled by system programming)
To leave an established Conference with Two External parties.	[CONF] (Duration of conference is controlled by phone system)
To rejoin Conference.	[CO (Flashing Green)]
DATA LINE SECURITY (i.e. using a moder	n) .
Prevents Interruptions while on a call such as	Set: [7301#]
Call Waiting, Hold Recall, etc.	Cancel: [7300#]
DISA OPTION (requires optional equipmen	t KX-TA62491)
See Detailed Description	User Manual (Page 3-50 Telephone Features)
DO NOT DISTURB	
Prevents Incoming Calls to your Ext.	Set: [FWD/DND][4#]
	Cancel: [FWD/DND][0#]
☐ The [FWD/DND] button can be replaced by a	dialing [71] on the keypad
DO NOT DISTURB OVERRIDE	
Overrides DND (Do Not Disturb) settings.	[Off – Hook] [Ext. No.] [2] [Talk]
'DOOPHONE CALL' (requires optional equ	uipment KX-TA62460)
Answering and Unlocking a received 'Doorphone' Call	[Off – Hook] [5 (to unlock)]
DOOR OPENER	
Unlocking the door	[Off – Hook] [5 5] [Door Opener No. (1 to 4)]
DOORPHONE CALL	
To Call a Doorphone	[Off - Hook] [3 1] [Doorphone No.] [Talk]

Description	Key sequence
ELECTRONIC STATION LOCK	
Prevents Outgoing Calls at your Ext.	Lock:
(4 Digit Lock Code 0000 ~ 9999)	[Off - Hook] [77] [Lock Code] [Lock Code] [#]
	Unlock:
	[Off - Hook] [77] [Lock Code] [#]
EXECUTIVE BUSY OVERBIDE - Extension	n (Feature has to be enabled by programming)
Allows you to connect to (Barge) an existing	Off - Hook Ext. No. 2 Talk
Ext. to Ext. call	[Off - Hook] [Ext. No.] [2] [Talk]
EXECUTIVE BUSY OVERRIDE - CO Line	(Feature has to be enabled by programming)
Allows you to connect to (<i>Barge</i>) an existing Ext. to CO call	[Off - Hook] [CO] [Talk]
To disconnect one of the parties on the Barged	[INTERCOM or CO]
call	(of the Party to remain connected)
EXECUTIVE BUSY OVERRIDE DENY	
Prevents Executive Override	Set: [Off - Hook][7330#]
	Cancel: [Off - Hook] [7 3 3 1 #]
EXTERNAL FEATURE ACCESS	
Allows Access to CO Line or Host PBX	[FLASH] [Enter Feature Code]
Features	()()
FLASH	
Disconnects the current call and reconnects to	[FLASH]
make a new call without hanging up	(System Programming may require changing)
HANDSFREE ANSWER BACK	
Intercom calls are automatically answered in	Set: [AUTO ANSWER] (LED Flashes)
Handsfree mode	Cancel: [AUTO ANSWER] (LED Goes out)
LOG -IN / LOG - OUT	
Allows you to Log-out of a Hunting or Ring Group	[Off - Hook] [Log-In / Log - Out]
	[Off - Hook] [7 3 6 0 # (Log - In)]
	[Off - Hook] [7 3 6 1 # (<i>Log - Out</i>)]
MESSAGE WAITING LAMP	
'Light' the MESSAGE Button on another Ext.	[Off - Hook] [7 0 1] [Ext. No.] [#]
indicating you wish to be called	
'Light' the MESSAGE Button on a Dialed Ext.	[Off - Hook] [Ext. No.] [MESSAGE]
when it is Busy or No Reply	
Replying to a 'Message' left at your Ext.	[Off - Hook] [MESSAGE]
Reviewing Your 'Messages'	[MESSAGE] (Repeated Pressing Scrolls Messages)
Cancels the 'Message' Light at another Ext.	[Off - Hook] [7 0 2] [Ext. No.] [#] or
Concels all Manager 11-6	[Off - Hook] [Ext. No.] [MESSAGE] [MESSAGE]
Cancels all 'Messages' left at your Extension	[Off - Hook] [7 0 0 #]

Description	Key sequence	
MICROPHONE MUTE		
This mutes the microphone only	[MUTE] (LED flashes red slowly)	
OPERATOR CALL		
To Call the System Operator	[0]	
OUTGOING CO LINE ACCESS		
Automatic (seizes 1st available CO Line)	[Off - Hook] [9]	
Line Group (seizes a CO from the Line Group)	[Off - Hook] [8] [1 ~ 6 (Group No.)]	
Direct Access (seizes chosen CO Line)	[CO]	
PAGING		
Paging - All *	[Off - Hook] [3 3 *] [Talk]	
Paging - External *	[Off - Hook] [34] [Talk]	
Paging - All Groups *	[Off - Hook] [330] [Talk]	
Paging - One Group *	[Off - Hook] [33] [1~8 (Group No.)] [Talk]	
Paging with Transfer	[I/C Call] [TRANSFER] [Page (i.e. All - 33*)]	
(Holds an Incoming Call ready to Transfer after	[Wait for answer] [Talk] [Replace your Handset	
the Page is Answered)	to connect the Incoming Call to the Answered Page	
Note * : After Paging you can wait [Off - Hook]	for an Answer to your Page	
PAGING FEATURES		
Paging – Answer	[Off - Hook] [4 3] [Talk]	
(Answering a Page)		
Paging – Deny	Set: [7341#]	
(Prevents Paging on the system phone speaker)	Cancel:[7340#]	
PERSONAL SPEED DIALING		
Storing	[Off - Hook] [2 *] [Personal Speed Dial No.]	
(Up to 10 No's. can be stored at each Ext.)	[Tel. No.] [#]	
Dialing	[Off – Hook] [#] [Personal Speed Dial No.]	
Checking the Stored Numbers	[Off - Hook] [3 *] [Personal Speed Dial No.]	
PICKUP DIALING (HOT LINE) (Standard to		
Storing a phone number	[Off - Hook] [7 4 2] [Tel. No.] [#]	
Activating	Set: [741#]	
	Cancel: [740#]	
 Automatically Dials the stored number when the 		
PULSE to TONE CONVERSION		
Allows you to Switch from Pulse to Tone	[* #] (Tone Mode)	
Dialing (when required i.e. Voice Mail, etc.)		

Description	Key sequence	
REDIALING		
Automatic Redial (Repeats the redial attempt a Pre-programmed No. of Times)	[SP-PHONE or MONITOR] [REDIAL or SAVE]	
Last Number Redial	[REDIAL (or dial [# #] or [8 0] on the keypad)]	
REDIAL SAVED Number		
Storing a number for redial (During a conversation)	[AUTO DIAL] [SAVE]	
Dialing the Saved Number	[Off - Hook] [SAVE]	
ROOM MONITOR		
Setting (At the Monitored Telephone)	[Off - Hook] [7 3 5 1 #] [Replace Handset] [AUTO ANSWER]	
Monitoring	[Off - Hook] [MUTE] [Ext. No.] [Listen]	
Paging a monitored room	[Off - Hook] [MUTE] [Ext. No.] [Listen] [Off - Hook or MUTE] [Talk]	
Temporarily canceling the Monitoring	[AUTO ANSWER / MUTE]	
Canceling	[Off - Hook] [7 3 5 0 #]	
Through a Doorphone	[Off - Hook] [MUTE] [3 1] [1 ~ 4 (Doorphone No.)] [Listen]	
 Doorphone access tone can be eliminated thro Access tone is not sent to the Monitored Syste System Programming sets Monitoring Extension Not available on KX-T7050 / KX-T7055 tele 	em Phone ions	
SECRET DIALING		
When Storing the Telephone No.	Press the [INTERCOM] Before and after digits required to be hidden from the display	
STATION FEATURE CLEAR		
Resets User Station Features	[Off - Hook] [7 9 #]	
SWITCHING TO TONE ALERT		
An Extension Programmed for Voice Alert can be changed to Tone Alert	[Off - Hook] [Ext. No.] Confirmation Tone] [*] [Ring Back Tone]	
SYSTEM SPEED DIAL		
Dialing System Speed Dial Nos.	[Off - Hook] [AUTO DIAL $or *$] [Speed Dial No.]	
TIME SERVICE (Day / Night / Lunch Mode	e Check)	
Confirming the current mode	[Off - Hook] [#] (<i>Displayed for 3 sec.</i>)	

Description	Key sequence
TIMED REMINDER (from the Extension)	
Alarm / Reminder Call – Set (The System will Ring the Ext. at the time set)	[Off - Hook] [76] [01 ~ 12 (Hour)] [00 ~ 59 (Min.)] [0/1 (AM / PM)] [1 (next occurrence) or 2 (daily recurrence)] [#]
Alarm / Reminder Call - Cancel	[Off - Hook] [7 6 2 #]
Alarm / Reminder Call – Confirmation	[Off - Hook] [7 6 3 #]
VOICE MAIL INTEGRATION	
Forwarding Calls to Voice Mail (Use setting B, If your Voice Mail System requires # 6 before your ext. I.D.)	[Off - Hook] [FWD/DND] [91(A) or 92 (B)] [#]
Retrieving your Messages	[Off - Hook] [MESSAGE or Voice Mail Ext. No.]
Canceling	[Off - Hook] [FWD/DND] [90] [#]
□ The [FWD/DND] button can be replaced by a walking Class Of Service	dialing [7 1] on the keypad
Allows you to use your COS at another Ext. (4 Digit Password set by the System Manager)	[Off - Hook] [7 *] [Password] [Your Ext. No.] [#] [Confirmation Tone] [Tel. No.]

Operator / Manager Features

Description	Key sequence
DATE and TIME SETTING	
Setting the System Clock (Year setting: i.e. $98 = 1998$, $00 = 2000$)	[PROG] [0] [2 Digit (Year)] [01~12 (Month)] [01~31 (Day)] [0 (Sun) ~ 6 (Sat)] [01 ~ 12 (Hour)] [00 ~ 59 (Min.)] [0/1 (AM / PM)] [STORE (AUTO DIAL / STORE)]
ELECTRONIC STATION 'LOCKOUT' - CA	ANCEL ALL
Cancels 'Lockout' at all Ext.	[PROG] [8] [STORE]
DISA OUTGOING MESSAGE	
Recording the Message (Operator function)	[PROG] [9] [Off – Hook] [0 (Both OGM 1 & 2) or 1 (OGM 1) or 2 (OGM 2)] [Record Message] [STORE]
Play the Outgoing Message	[PROG] [9] [3 (OGM 1)] or [4 (OGM 2)] [STORE] [Message Plays]
REMOTE STATION LOCK CONTROL	
Locking an Extension (Prevents outgoing calls)	[Off - Hook] [STATION LOCK (for required Ext.)] (LED Lights)
Unlocking	[Off - Hook] [STATION LOCK] (LED Goes out)

Operator / Manager Features (Continued)

Description	Key sequence
TIME (Day / Night / Lunch) SERVICE SE	ETTING
Changing Mode - Manually	[Off - Hook] [7 8 1 #] (Day Mode)
	[782#] (Night Mode)
	[783#] (Lunch Mode)
Returning to Automatic Mode	[Off - Hook] [7 8 0 #]
Confirming Current Mode	[Off - Hook] [#]
TIMED REMINDER, REMOTE (Wake - U	p Call)
Setting	[Off - Hook] [7 6 4] [Ext. No.] [#]
	[Confirmation Tone] [7 6] [01 ~ 12 (Hour)]
	$[00 \sim 59 (Min.)][0/1(AM/PM)]$
	[1 (next occurrence) or 2 (daily recurrence)][#]
Cancel	[Off - Hook] [7 6 4] [Ext. No.] [#]
	[Confirmation Tone] [7 6 2 #]
Remote Confirmation	[Off - Hook] [7 6 4] [Ext. No.] [#]
(Display system phone only)	[Confirmation Tone] [7 6 3 #]
EXTENSION PASSWORD SET (Manage	r only)
The Manager can assign each Ext. a password	[PROG] [7] [System Password]
	[STORE] [SP-PHONE]
Repeat this step for required Extensions	[Password] [STORE]
	[SP-PHONE (NEXT) or REDIAL (PREV)]

Extension Programming

Description	Key sequence	
CALL WAITING TONE TYPE		
Call Waiting Tone Type	[PROG] [5] [1 (tone 1) or 2 (tone 2)] [STORE]	
FLEXIBLE (CO) BUTTON ASSIGNMENT		
Caller ID Indication (Displays call information)	[PROG] [CO Button] [6] [STORE]	
Caller ID Selection	[PROG] [CO Button] [7] [STORE]	
(Selects display: i.e. Name, Tel. No. or CO No.)		
Conference	[PROG] [CO Button] [3] [STORE]	
Direct Station Select (DSS)	[PROG] [CO Button] [1] [Ext. No.] [STORE]	
FWD / DND	[PROG] [CO Button] [4] [STORE]	
Group – CO (G-CO)	[PROG] [CO Button] [#] [Group No.] [STORE]	
Log-In / Log-Out	[PROG] [CO Button] [8] [STORE]	
One – Touch Dial	[PROG] [CO or PF Button] [2]	
	[Tel. No. (Transfer clears the present Entry)] [STORE]	

Extension Programming

Description	Key sequence
FLEXIBLE (CO) BUTTON ASSIGNMENT	(Continued)
Other - CO (selects any free CO)	[PROG] [CO Button] [*] [STORE]
Restoring the MESSAGE Button (If the message button has been changed to another feature)	[PROG][MESSAGE][3][STORE]
SAVE (Saves the No. for redial)	[PROG] [CO Button] [5] [STORE]
Single – CO	[PROG] [CO Button] [0] [CO Line No.] [STORE
INTERCOM ALERT MODE	
Intercom Alert Assignment	[PROG] [4] [1 (<i>Tone</i>) or 2 (<i>Voice</i>)] [STORE]
CO LINE RINGING ASSIGNMENT	
CO Ringing Selection (Selects which CO's ring on Incoming calls)	[PROG] [3] [Enter the CO line numbers] [STORE]
PREFERRED LINE ASSIGNMENT - INCOM	MING
No Line Preference (Off-Hook does not answer a ringing CO line)	[PROG] [2] [1] [STORE]
Ringing Line Preference (Off-hook answers any ring CO line)	[PROG] [2] [2] [STORE]
Prime Line Preference (Off-Hook answers assigned Prime line)	[PROG] [2] [3] [CO Line No.] [STORE]
PREFERRED LINE ASSIGNMENT - OUTG	OING
No Line Preference (Off-Hook does not connect to a CO line)	[PROG] [1] [1] [STORE]
Idle Line Preference (Off-hook connects to any idle CO line)	[PROG] [1] [2] [STORE]
Prime Line Preference (Off-Hook connects to assigned Prime line)	[PROG] [1] [3] [CO Line No.] [STORE]
EXTENSION NUMBER CONFIRMATION	
Displays your Jack and Ext. No.	[PROG] [6] [HOLD]
STATION PROGRAMMING DATA DEFAU	LT
Restores all Extension Programming back to the Factory Default settings	[PROG] [# *] [STORE]

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Printed in the United Kingdom

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PSQX1639YA