

TO MAKE A CALL**External**

Press 'Sp-Phone' or lift handset
Dial line access code '0'
Dial the required number

Internal

Press 'Sp-Phone' or lift handset
Dial the extensions number or DSS button if programmed

Speed Dial – Non Display Handsets

Press 'Sp-Phone' or lift handset
Press 'Auto Dial'
Dial System Speed Dial number

TO ANSWER A CALL

Press 'Sp-Phone' or lift handset
The line will show green once answered

TRANSFER

During conversation press the DSS button if programmed
Wait for an answer to announce the call and/or hang up
OR
Press 'Transfer' and dial the extension number
Wait for an answer to announce the call and/or hang up

HOLD

Press 'Hold' key
To retrieve calls press the flashing green line button
Press 'Hold' twice for an exclusive hold

MESSAGE - Manual**To Leave A Message**

Call the extension
Press 'Message' button

To Retrieve A Message

Lift handset
Press 'Message' button

DO NOT DISTURB (DND)

Press 'Sp-Phone' or lift handset
Press 'FWD/DND'
Dial '1*' to set
Dial '0' to clear

To override, call extension dial '2' and wait

BACKGROUND MUSIC

To turn on or off press 'Hold'

On display handsets press 'BGM' soft key

PAGE

Lift handset
Dial '62*'
To turn on pick up and dial '7210'
To turn off pick up and dial '7211'

AUTOMATIC CALLBACK

Dial the busy extension
Press 'CBCK' soft key on display
OR
Dial '6' on a non display
Hang up

Busy extensions with notify you when they become free

OFF HOOK VOICE ANNOUCE WHISPER**To Receive**

Lift handset
Dial '731' and '3' to set
Dial '731' and '0' to cancel

To Operate

Dial the busy extension
Dial '2'
Talk

Receiver and person calling extension hear confirmation tone; third party does not hear announcement.

PROGRAMMING A CO LINE

Press 'Program' and '99'
Select a line button
Dial '0' (up to 10)
Dial '01'
Press 'Store'
Press 'Program' to exit

PICK UP CO LINE

Allows you to pick up an outside call ringing at another extension.
Press 'Sp-Phone' or lift handset
Dial '4*'
Confirmation Tone is heard
Talk

CALL PICKUP DIRECTED

Allows you to pick up an incoming call at any other extension.
Press 'Sp-Phone' or lift handset
Dial '41'
Dial the extension number where the call is ringing
Confirmation Tone (optional)
Talk

CALL PICKUP GROUP

Allows you to answer a call that is ringing at another extension within your extension group.
Press 'Sp-Phone' or lift handset
Dial '40'
Confirmation Tone (optional)
Talk

If Tenant Service is utilised this feature is only available for the calls ringing on an extension within the same tenant.

OR

If Groups are utilised extensions must be members of the same group.

This feature will not work for call waiting calls.

CONFERENCE

While in conversation press 'Conf' key
Call the 3rd party
Press 'Conf' key again
All three are now connected

ABSENT MESSAGE CAPABILITY**Internal**

Press 'Sp-Phone' or lift handset
Dial '750'
Then:
Dial '1' for Will Return Soon
Dial '2' for Gone Home
Dial '3' for At Extensions xxx
Dial '4' for Back at xx:xx (time)
Dial '5' for Out Until xx-xx (date)
Dial '6' for In A Meeting
Hang Up

For options 3-5 enter the information at dialling feature code.

To Cancel

Press 'Sp-Phone' or lift handset
Dial '750' and then '0' and hang up

MESSAGE WAITING LAMP CANCELLING

Press 'Sp-Phone' or lift handset
Dial '790'
Replace the handset

CALL FORWARDING**Internal**

Press 'Sp-Phone' or lift handset
Press 'FWD/DND' button (code 710)
Then:
Dial '2' for All Calls
Dial '3' for Busy
Dial '4' for No Answer
Dial '5' for Busy/No Answer
Dial '7' for Follow Me
Dial '8' for Follow Me Cancel

After each of the above you must then dial the extension number to forward the calls to except on Follow Me option where you will dial your extension number.

To Cancel

Press 'Sp-Phone' or lift handset
Press 'FWF/DND' button (code 710)
Dial '0'
Hang up

CALL FORWARDING**External**

Press 'Sp-Phone' or lift handset
Press 'FWD/DND' button
Dial '6'
Dial '82'
Dial the mobile number
Press '#'
Hang up

To Cancel

Press 'Sp-Phone' or lift handset
Press 'FWF/DND' button
Dial '0'
Hang up

**PROGRAMMING A BUTTON FOR
FORWARDING**

Press 'Program' and '99'
Press the button you wish to program
Dial '2' '710' '6' '82' and the phone number you
wish to forward to followed by '#'
Press 'Store'

To Activate

Press the programmed button and the c/fwd
button LED will stay on

To Cancel

Press 'Sp-Phone' or lift handset
Press 'FWD/DND'
Dial '0'

**PROGRAMMING A FLEXIBLE OR ONE TOUCH
BUTTON**

Enter the program mode
Press 'Program' and '99'
Press the button you wish to program
Dial '1' for an extension number (DSS button)
Enter the extension number
Press 'Store'
Press 'Program'
OR
Enter the program mode
Press 'Program' and '99'
Press the button you wish to program
Dial '2' for One Touch Dialling
Dial the exchange access code '0'
Enter the number
Press 'Store'
Press 'Program'

**PROGRAMMING STATION SPEED DIAL
NUMBERS****Non Display Handsets**

Locations 0-9 available

To Program

Press 'Sp-Phone' or lift handset
Dial '60'
Enter the location number you wish to use
Dial '0' for a line
Enter the number
Press '#'
Hang up

To Access

Press 'Sp-Phone' or lift handset
Dial '6*'
Dial the location number

Clearing A Location

Press 'Sp-Phone' or lift handset
Dial '60'
Dial the location number
Press 'Clear' (transfer button)
Press '#'

Display Handsets (KX-T7433)

Locations 0-9 available

To Program

Press 'Program' and '99**'
Enter the location you wish to use
Dial '0' for a line
Enter the number
Press 'Store'
To continue press '**'
When finished press 'Program'

**PROGRAMMING STATION SPEED DIAL
NAMES****Display Handsets (KX-T7433)****To Program**

Press 'Program' and '99**'
Enter the location you wish to program
Press 'Next'
Enter the name (maximum 10 characters)
Press 'Store'
To continue press '**'
When finished press 'Hold' and then 'Program'

To Access

Press 'Shift'
Display will show STA EXT FEAT
Press 'STA' soft key
Turn the jog dial to scroll
When arrow points to the desired name lift the handset or press 'Call' soft key

To enter characters use the dial pad to select the character then continue. To correct a wrong entry press the 'Transfer' button or 'Conf' button and enter the new character.

**PROGRAMMING SYSTEM SPEED DIAL
NUMBERS****Display Handsets (KX-T7433 & KX-T7436)**

500 locations are available
Location codes 000-499

To Program

Press 'Program' and '**0000'
Dial '001'
Press 'Next'
Enter the location code (or press 'Next')
Dial '0'
Enter the number
Press 'Store'
To continue press 'Next' 'Prev' or 'Select'
Repeat from '**'
To finish press 'End' (under the hold button)

To toggle between number and name set turn jog dial up/down

To Access – Non Display Handsets

Press 'Sp-Phone' or lift handset
Press 'Auto Dial'
Enter the location number

To Access – Display Handsets

Press 'Shift'
Display will show STA EXT FEAT
Turn the jog dial
Display will now show Directory List
Turn the jog dial to reach desired listing or dial the appropriate letter from key pad until arrow points to name
Lift handset or press 'Call' soft key

**PROGRAMMING SYSTEM SPEED DIAL
NAMES****Display Handsets (KX-T7433 & KX-T7436)**

Assigns names to system speed dial numbers
Location codes 000-499

To Program

Press 'Program' and '**0000'
Dial '002'
Press 'Next'
Enter the location code
Enter the name using letters on the keypad
Press 'Store'
To continue press 'Next' 'Prev' or 'Select'
Repeat from '**'
To finished press 'End' (under the hold button)

To toggle between number and name set turn jog dial up/down

SETTING THE DATE & TIME

With handset down on main phone
Press 'Program'
Dial '**0000' or '**1234' (system program no)
Dial '#000'
Press 'Next'
Enter the date using the dial pad
Press 'Next'
Enter the time using the dial pad
Press 'Store'
Press 'Program'

PROGRAMMING HEADSETS

Press 'Program' and '99'
Dial '9'
Dial '2'
Press 'Auto Dial/Store' button
Press 'Program' to exit

PROGRAMMING USER EXTENSION NAMES

Assigns a name to the extension numbers. Must be done from main handset.

Enter programming mode

Press 'Program' and '**1234' or '**0000'

To work out what jack number the handset is, if you are using a display phone

Press 'Program' and '996'

This will bring up the jack number

Lift handset to cancel

Other than that if you know what name to replace you can toggle through the names.

To Program

Enter '004'

Press 'Next'

Enter the jack number

Press 'Next'

Enter the name

If you need to delete or change a current entry

press 'Clear' then enter the new name

Press 'Store'

To continue press 'Next' 'Prev' or 'Select'

Repeat from entering the jack number

To finished press 'End'