

KEY TELEPHONE EXTENSION USER GUIDE

KX-T7665 / 7668

HOLDING A CALL Press the hold key once to hold an external or internal call. If you press the hold key twice it locks the call to your handset. This will ensure that nobody else interrupts the call.

To retrieve an external call on hold press the flashing line key. NB; If you do not have a line key *50.

To retrieve an internal call on hold press the flashing intercom key.

TRANSFERRING A CALL to transfer a call you can do one of the following:

If you have the desired extension programmed on your feature key press this key to transfer an external call. By this operation you place the external caller on hold and ring the extension simultaneously. You can then transfer the call unannounced by replacing the receiver or announce the call and then replace the receiver.

If you do not have an extension key programmed then press the transfer key and manually dial the extension number using your keypad.

If you need to go back to the outside caller you can press the transfer key or the green flashing line key.

If you want to transfer the caller directly into a colleagues voicemail box press the voicemail transfer key (if you have one programmed) followed by your colleagues extension number and replace the handset.

CALLING to dial an outside number lift handset or press the sp-phone dial 9
To dial an internal number lift handset or press sp-phone dial number.

YOUR EXTENSION NUMBER with the handset down press the transfer button to show your extension number.

RECEIVING A CALL If you want to see more information about the caller when your headset is ringing BEFORE you lift the receiver press the transfer button

TO PROGRAMME YOUR PERSONAL

1. Lift handset press *30 on your keypad followed by a 2 digit speed dial no. (00-99)
2. Enter the desired number prefixed by 9
3. Press # button wait for the confirmation tone replace the handset.

TO DIAL Lift handset press the Auto Dial/Store button followed by * then your 2 digit speed.
Dial no (00-99)

TO ACCESS

1. Press the program button
2. Dial 10 on your keypad
3. Press the Auto dial/store button
4. Using the downward arrow on the volume key scroll through the directory.

If you want to edit a number press the transfer button to clear display.
Remember to press the Auto dial/store button to save the change.

CALL WAITING You must activate this feature to use it

1. Press the program button
2. In the display you will see you Program No?
3. On your keypad dial 31 to select call waiting internal
4. Press the Autodial/store button
5. Use the downward arrow on the volume button to scroll through the options:
 - CW Tone off – used to clear the feature
 - Whisper OHCA – announced through handset earpiece
 - OHCA (Announce) – Announced through handset speaker
 - CW Tone on – Alerted via internal ring tone and flashin green lamp
6. Once you have selected your options press the Auto dial/store button.
7. Lift you handset to reset your phone

TO SEND A CALL WAITING TONE PRESS 1.

MESSAGE WAITING

TO SET A MESSAGE WAITING LAMP

1. Lift handset, dial extension
2. If call is not answered or busy press the message button
3. You will hear a confirmation tone
4. In the display you will see extension no. Message On
5. Replace handset

TO REPLY TO A MESSAGE WAITING (SOLID RED LAMP)

1. Press your message button
2. In the display you will see the name and extension no. of the person
3. To call pick up the handset. To cancel press the transfer button

CALL PICK UP

To pick up a call you can do one of the following

Lift the handset then dial *41 followed by the ringing extension number to pick up the call.

Lift the handset then dial *40 01 (assuming 01 is the pickup group number). This will pick up any telephone which is ringing in that group. If you have the ringing extension programmed under one of your feature keys this will be flashing red. Press this key to pick up the call.

NB: Any code can be programmed under one of your feature keys

FORWARDING CALLS USING THE DISPLAY

1. Press the program button
2. In the display you will see Program No?
3. Press 50 on your keypad. The display will indicate 50:Fwd/DND both
4. Press the Auto Dial/Store button to access the forwarding options
5. Use the downward arrow on the volume key to scroll through the forwarding options.

Fwd/DND off – Used to clear the feature

Fwd B/NA – Busy no answer

Fwd N/A – No answer

Fwd Busy – Busy

Fwd All – All calls

Do not disturb – Gives a busy tone to calling extensions

6. Once you have selected the feature enter the forwarding extension no
7. Press the Auto Dial/Store button to store the feature

FORWARDING CALLS USING CODES

NOTE : TO ACTIVATE CALL FORWARD SETTINGS: DIAL *71 FOLLOWED BY THE FORWARD OF YOUR CHOICE:

0-ALL	0-CLEAR	
1-OUTSIDE CALLS	1-DND	
2- INTERNAL CALLS	2-ALL	DEST EXTN.#
	3-BUSY	DEST EXTN. #
	4-NO ANSWER	DEST EXTN. #
	5-BUSY & NO ANSWER	DEST EXTN. #

E.G. *7105500# This code would forward /divert all my calls to voicemail busy/No answer. (This is supposing my voicemail extension is on 500) Then await confirmation tone to confirm feature has been set. You will notice A symbol in your handset display.

CONFERENCE CALLS

(This feature requires a conference key to be programmed)

TO SET UP A CONFERENCE CALL

1. Set up a call between you and another party (either internal or external)
2. Press the conference button
3. Dial another party
4. Once the connected press the conference button again for everyone to be connected.

YOU CAN HAVE A MAXIMUM OF ANY MIX OF 8 PEOPLE EITHER INTERNAL OR EXTERNAL IN THE CONFERENCE AT ONCE IF USING ISDN LINES

RING TONES

IN DEFAULT INTERNAL CALLS HAVE ONE LONG RING TONE EXTERNAL CALLS HAVE TWO SHORT RING TONES.

TO CHANGE THE INTERNAL RING TONE

1. Press the program button
2. Press the intercom button twice
3. Tone type will appear in the display
4. Use the arrows keys on the volume button to scroll through 01-08
5. Once you have chosen your desired tone press the Auto Dial/Store button
6. Lift handset to reset your phone.

NB; THE RING TONE 09-30 IS THE SAME AS 01.

VOLUME ADJUSTMENTS

TO ADJUST THE RINGER VOLUME press the downward or upward arrow on the volume button

TO ADJUST THE SPEAKER VOLUME press the SP-Phone button then press the downward or upward arrow on the arrow on the volume button. Once the desired volume is reached press the Auto Dial/Store button.

TO ADJUST THE HANDSET VOLUME Lift handset. Press the downward or upward arrow on the volume button. Once desired volume is reached press the Auto Dial/Store button.

TO DIAL USING THE SYSTEM DIRECTORY DISPLAY

1. Press the Auto Dial/Store button
2. Enter the first one or two letters of the required name using your keypad
3. Using the arrows on the volume buttons scroll through
4. Once the required name appears in the display lift handset to ring

TO DIAL USING THE SYSTEM DIRECTORY SPEED DIGITS

1. Press the sp-phone or lift the handset #
2. Press the Autodial/Store button followed by the 3digit speed dial number e.g. Press the Autodial/Store button followed by the 3 digit speed dial number e.g. 000 through to 999 which has been assigned to the number you wish to dial

TO PAGE TO AN INDIVIDUAL EXTENSION

1. Lift handset, dial extension on hearing the busy tone
2. Press the *button on your keypad
3. You will hear a confirmation tone
4. You can page to that extension

NB TO PAGE ALL HANDSETS LIFT HANDSET AND DIAL *33 THEN PAGE GROUP EG 01

CALL BACK

TO SET A CALL ABCK AT A BUSY EXTENSION

1. Lift handset, dial extension on hearing the busy tone
2. Press 6, the extension and call back will appear in the display
3. You will hear a confirmation tone
4. Replace your handset
5. When the extension is free your handset will ring

TO PROGRAMME A FEATURE KEY

TO REPRESENT A FORWARD ON/OFF KEY

1. Press the program button
2. Press the feature key you wish to programme
3. Press the transfer button to clear the display (you may have to press twice)
4. Press the upward arrow on the volume button 3 times until FWD/DND both appears in the display
5. Press the AutoDial/Store button
6. Lift handset to reset your phone

TO REPRESENT A FORWARD/DIVERT TO MOBILE KEY

Please note: Your Company will be charged the forward cost of the call you cannot forward off the telephone system if you are using analogue lines

1. Press the program button
2. Press the feature key you wish to see
3. Press the transfer button to clear the display. (You may have to press twice)
4. Dial *71 followed by the code of your choice then enter the telephone number remember to prefix with 9 followed by #
5. Press the Auto dial/Store button

E.G *7102907989612345# THIS WOULD FORWARD ALL CALLS TO MOBILE 07989 612345

A list of forward codes can be found in this booklet

TO REPRESENT AN EXTENSION

1. Press the program button
2. Press the feature key you wish to program
3. Press the transfer button to clear the display (you may have to press it twice)
4. Press the downward arrow on the volume button once.
5. EXT – appears in the display
6. Enter the extension number using the keypad
7. Press the Autodial/Store button
8. Lift handset to reset your phone

TO REPRESENT A SPEED DIAL

1. Press the program button
2. Press the feature key you wish to programme
3. Press the transfer button to clear the display (you may have to press it twice)
4. Using the keypad dial 9 followed by the area code and number
5. Press the Autodial/Store button
6. Lift handset to reset your phone.

Programming Speed Dials

Speed Dial Numbers

1. Press the soft key under the word PROG
2. Press **1234
3. Using the arrows on the navigation key, press the down arrow twice until the display says Speed Dial Number.
4. Press Enter
5. Enter the 3 digit speed dial number, Press Enter
6. Enter the Phone Number, remember to put a 9 in before the number
7. Press Enter
8. Press the cancel key twice (next to the navigation key) to return to the menu or lift and replace handset if finished.

Speed Dial Names

1. Press the soft Key PROG
2. Press **1234
3. Using the arrows on the navigation key scroll down to Speed Dial Name.
4. Press Enter
5. Enter the 3 digit speed dial number (The same one relating to the Telephone Number) and press Enter.
6. Enter the name of the Company using the numbers as you would on a mobile phone, E.g. To show the letter C press the number 2 three times. For a space press the right arrow key.
7. Press Enter to store
8. Press the cancel key twice to continue putting in names or lift and replace handset when finished.

TVM VOICEMAIL PROMPT BOOKLET

To access the voicemail system please dial extension

FOR MAILBOX MANAGEMENT dial 3 choose one of the following options.

1) To change/record your greeting. Included within this option is the following subset of options.

- 1 To change/record your no answer greeting
- 2 To change/record your busy signal greeting
- 3 To change/ record your after hours greeting
- 4 To change/record your temporary greeting

(Follow the prompts as necessary e.g. 1 to end recording, 1 to review, 2 to accept recording, 3 to re-record the greeting).

2) To change/assign your password (4 digit pin code max 16 digit)

3) To change/record your name

Press * star at any time to listen to the previous menu'

FOR MESSAGE RETRIEVAL from your office handset. Press the message button and go off-hook.. Await password prompt (if you have assigned one). Enter password (4 digit pin code) the new message will play automatically. The following menu will then be heard

- 1 To repeat the message
- 1+2 To play the next message
- 3 To delete the message
- 4 To reply
- 7 To transfer a message to another users mailbox
- 0 For help