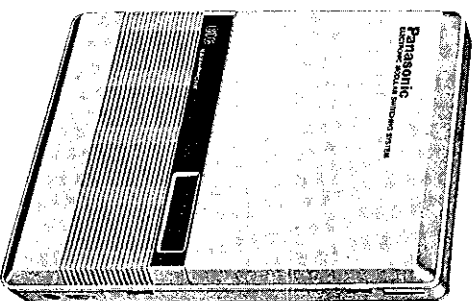


STATION USER GUIDE

For touch tone and rotary telephone

Panasonic
EASA-PHONE

KX-T61610B



See this Station User Guide when you use a touch tone or rotary telephone as an extension.

Matsushita Electric Industrial Co., Ltd.
Central P.O. Box 288, Osaka 530-91, Japan

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Basic Operation

Detailed Operation

Contents

Basic Operation		Detailed Operation	
Quick Reference Card	2		
To Make Calls		Use of Other Features	
Inter Office Calling		Paging All Extensions	15
(Intercom)	6	Paging Group	15
Outward Dialing	6	Paging-External	16
Speed Dialing	7	Paging and Transfer	16
Calling Doorphone	7	Paging-Answer	17
		Intercom Alerting Mode ..	17
When a Line is Busy		External Feature Access..	18
Automatic Call Back Busy		Account Code	19
(Camp-on)	8		
Busy Station Signaling ..	9	Station Programming	
Last Number Redial	9	Call Forwarding	21
		Dial Call Pickup Deny	22
To Receive Calls		Do not Disturb	23
Answer	10	Data Line Security	24
Dial Call Pickup	10	Pickup Dial	25
Directed Call Pickup	10	Station Program Clear ..	27
Call Park Retrieve	11		
Doorphone	11		
While Having a Conversation			
Call on Hold	12		
Call Splitting	12		
Conference	13		
Call Waiting	13		
Call Transfer	14		

- If the dial tone (continuous tone) changes to a reorder tone (intermittent tone) or a mistake is made, hang up and start again.
- Various activation tones and Ringing will be heard. (Refer to page 6-6 in INSTALLATION MANUAL.)
- If your phone has a FLASH button, depress it instead of flashing the hookswitch.

Quick Reference Card

WHILE HAVING A CONVERSATION

CALL TRANSFER To transfer after another extension answers.	Flash hookswitch Hang up handset	Dial extension number	Announce and wait for an answer
To transfer without announcing to the other extension.	Flash hookswitch	Dial extension number	Hang up handset

STATION PROGRAMMING

- Lift the handset first.
- After hearing a confirmation tone (1 or 2 beeps), hang up the handset.
- You may dial "0" instead of pressing the "*" button.

CALL FORWARDING	Setting [PS] 7 [1] Dial extension number [##]	To cancel [PS] 7 [0] [##]
DIAL CALL PICKUP DENY	Setting [PS] 7 [3] [1] [##]	To cancel [PS] 7 [3] [3] [0] [##]
DO NOT DISTURB	Setting [PS] 7 [1] [1] [0] [##]	To cancel [PS] 7 [0] [0] [##]
DATA LINE SECURITY	Setting [PS] 7 [4] [1] [##]	To cancel [PS] 7 [4] [4] [0] [##]
STATION PROGRAM CLEAR	[PS] 7 [9] [9] [##]	

USE OF OTHER FEATURES

PAGING ALL EXTENSIONS To access	Lift handset [PS] 3 [4] [##] Hear 1 beep	Page answer and talk
PAGING GROUP To access	For pickup group 1 Lift handset [PS] 3 [5] [##] Hear 1 beep	Page answer and talk
	For pickup group 2 At step 2 above, dial 36 instead of 35	
	For pickup group 3 At step 2 above, dial 37 instead of 35	
	For pickup group 4 At step 2 above, dial 38 instead of 35	
PAGING-EXTERNAL To access	Lift handset [PS] 3 [3] [##] Hear 1 beep	Page answer and talk
PAGING AND TRANSFER To transfer a call to the paged person.	Flash hookswitch [PS] 3 [4] [##] Hear 1 beep	Page hang up
	• At step 2 above, dial 35, 36, 37, 38 or 33 instead of 34.	
PAGING-ANSWER	Lift handset [PS] 4 [3] [##] Hear 1 beep	Talk
INTERCOM ALERTING MODE (A rotary phone will not function.)	Switching to tone alerting Lift handset	Hear 1 beep
EXTERNAL FEATURE ACCESS	Hear a call waiting tone	Flash hookswitch [PS] 0 [##] Hear ring back tone

To Dial



PICKUP HANDSET FOR 4-SECONDS

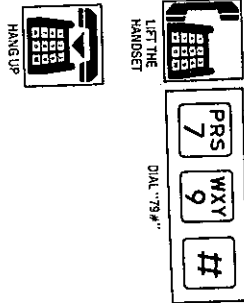
If the "Pickup Dial" feature did not work, hang up for over 1 second and lift the handset again.

- Dialing (speed dialing and manual dialing) is possible within 3 seconds.
- When you program for an outside call, enter the line access number, [PS], account code, and then the desired number.
- The pickup dial will not be activated by picking up the handset during a hold or when receiving a call.
- A rotary phone is not available for Pickup Dial.
- You can not dial "0" instead of pressing the "*" button.

Station Programming (cont.)

Station Program Clear

- Dialing (79#) will clear station programs on that extension.
- The following feature can be canceled:
 - Call Forwarding
 - Data Line Security
 - Dial Call Pickup Deny
 - Do not Disturb
 - Pickup Dial (Enable mode)



Quick Reference Card

TO MAKE CALLS

INTER OFFICE CALLING (intercom)	Dial extension number (11 through 26)
OUTWARD DIALING Automatic Line Access	PRV 9 Dial phone number
Individual Line Access	TRV 8 Dial CO number (1 through 6) Dial phone number
SPEED DIALING (A rotary phone will not function.)	* 3 Dial speed access code (00 through 99)
CALLING DOORPHONE	For doorphone 1: DEF 3 1 For doorphone 2: DEF 3 2

WHEN A LINE IS BUSY

AUTOMATIC CALL BACK BUSY (camp-on)	TRV 8 Dial CO number	Hear a busy tone	PRV 9 Hear 2 busy tone	Hang up handset
For outside calls	Dial Extension number	Hear a busy tone	TRV 8 hear 2 beeps	Hang up handset
For intercom calls	Dial Extension number	Hear a busy tone	TRV 8 hear 2 beeps	Hang up handset
BUSY STATION SIGNALING	Dial Extension number	Hear a busy tone	TRV 8	
LAST NUMBER REDIAL	Lift handset		#	

You may dial "90" instead of pressing the "" button.

TO RECEIVE CALLS

ANSWER	Lift handset
DIAL CALL PICKUP	Lift handset CH 4 TRV 8 TRV 0
DIRECTED CALL PICKUP	Lift handset CH 4 Dial ringing extension number
CALL PARK RETRIEVE	Lift handset TRV 5 Dial parked extension number. or Lift handset TRV 5 TRV 8 Dial parked CO number

WHILE HAVING A CONVERSATION

CALL ON HOLD To hold To cancel	Flash hookswitch Flash hookswitch	Hear 2 beeps
CALL SPLITTING	Flash hookswitch Flash hookswitch	Dial 2nd party Dial 2nd party
CONFERENCE	Flash hookswitch Flash hookswitch	Consult with 2nd party Consult with 2nd party
CALL WAITING	Hear a call waiting tone Original call will be placed on hold and the new caller can be spoken with. To terminate the original call and talk to the 2nd party, hang up and then lift the handset. (You need not flash the hookswitch.)	Flash hookswitch Flash hookswitch Flash hookswitch

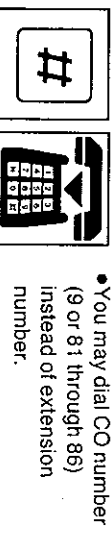
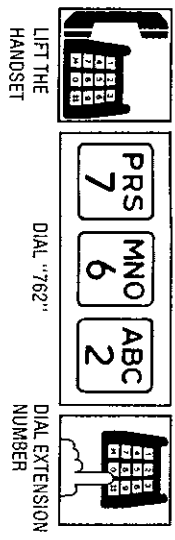
Detach this position.

Station Programming (cont.)

Pickup Dial

Picking up the handset automatically dials a programmed phone number.

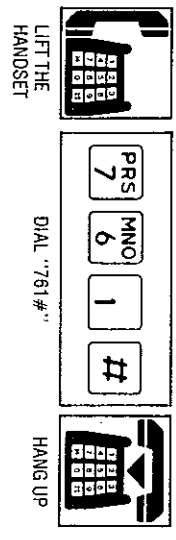
To Program



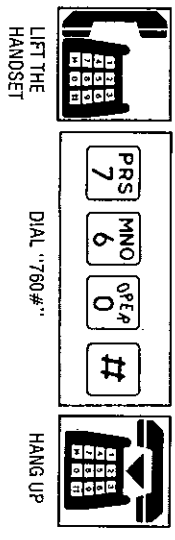
• You may dial CO number (9 or 81 through 86) instead of extension number.

To Enable or Disable

To enable pickup dial



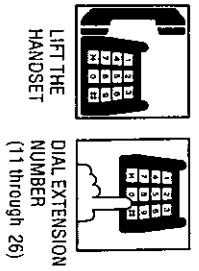
To disable pickup dial



To Make Calls

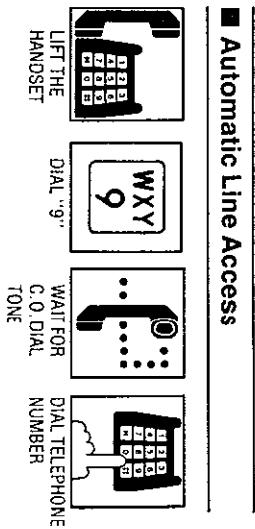
Inter Office Calling (Intercom)

Station to station dialing within the KX-T61610B system.



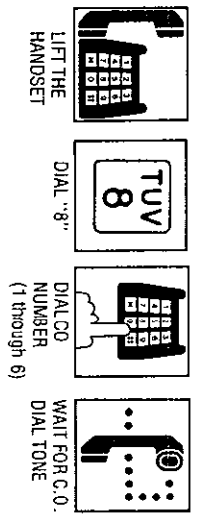
Outward Dialing

Each extension can automatically select an idle CO (Central Office) line within the KX-T61610B.

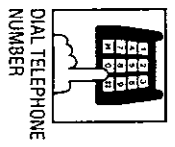


Automatic Line Access

Individual Line Access



An alternative method is to dial 8 and the CO number. The system will access individually any of the 6 CO's.

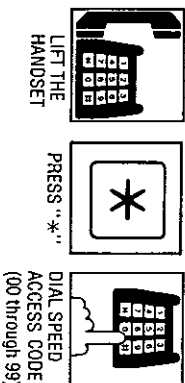


Basic Operation

To Make Calls (cont.)

Speed Dialing

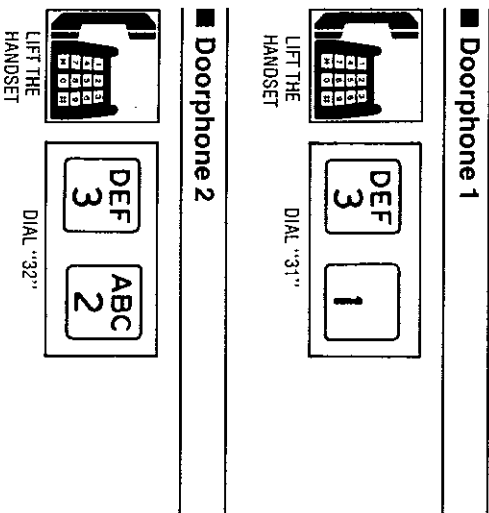
There are 100 memory locations of system speed dialing available.



- There is no need to access a CO line.
- A rotary phone will not function for speed dialing.
- Continuous use of speed dialing is impossible.

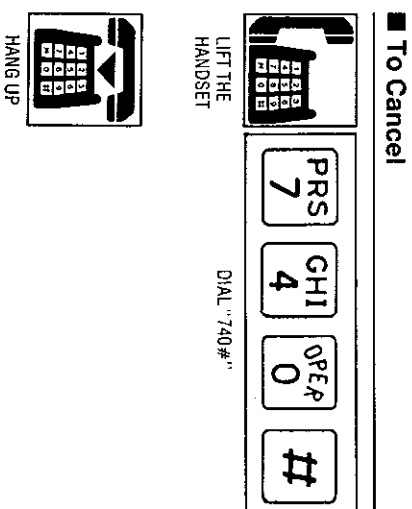
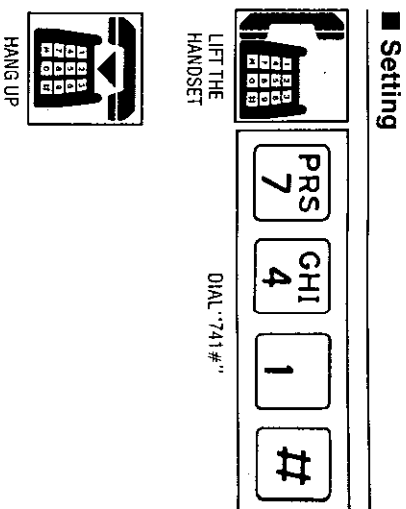
Calling Doorphone

Up to two doorphone (KX-T30865) can be connected to the KX-T61610B.



Data Line Security

This feature provides security when transmitting data through an extension of the KX-T61610B. Call waiting tones or hold time reminder tone from the KX-T61610B are prohibited in this mode.

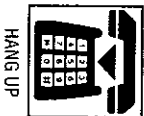
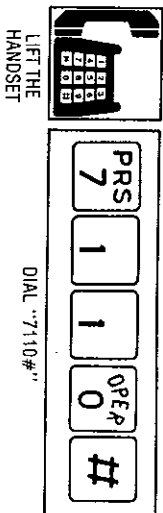


Station Programming (cont.)

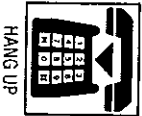
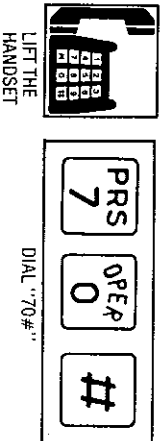
Do not Disturb

Each extension can be individually programmed from receiving outside or intercom calls.

■ Setting



■ To Cancel

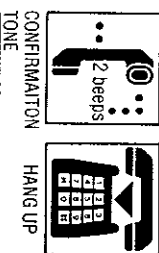
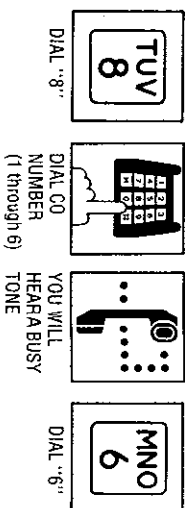


When a Line is Busy

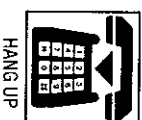
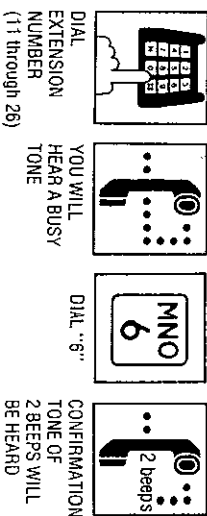
Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line you have dialed is busy, you will be automatically called back when the extension or the outside line becomes free using this function. This feature is also known as camp-on.

■ For outside calls



■ For intercom calls



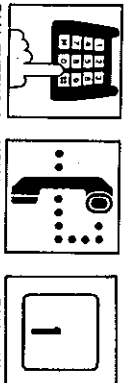
■ When hearing a ring back

- When intercom calls, you will hear the ring back tone.
- When outside calls, you will hear the dial tone from CO.
- Call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during the camp-on mode, the camp-on mode will be cancelled.

When a Line is Busy (cont.)

Busy Station Signaling

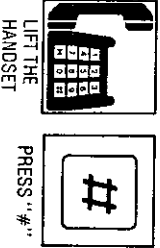
If the extension you have dialed is busy, you can inform that extension that another intercom call is waiting by three beeps. For use of this feature, the other extension is required to be set for this feature beforehand in the KX-T61610B.



• To answer, see "Call Waiting" on page 13.

Last Number Redial

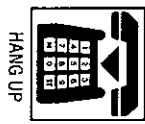
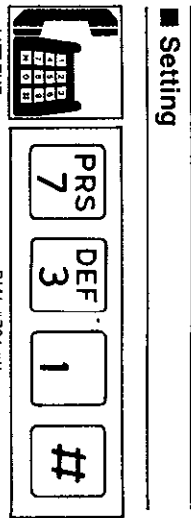
The last phone number dialed on an outgoing call (CO line) can be redialed.



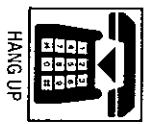
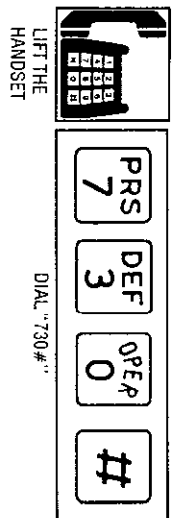
• You may dial "80" instead of pressing the "#" button.

Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.



■ To Cancel



Special operation

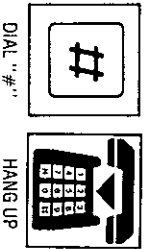
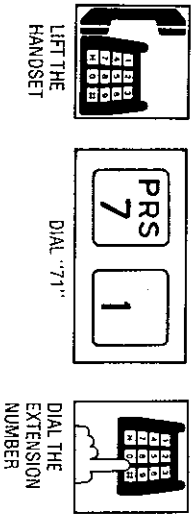
Station Programming

You may dial "0" instead of pressing the "*" button.

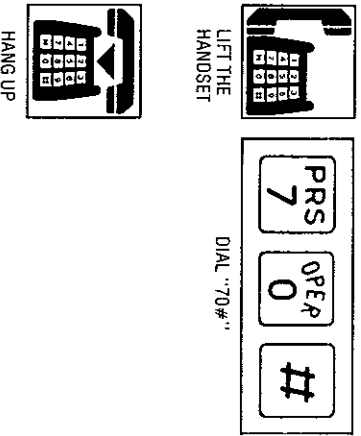
Call Forwarding

Intercom or outside calls to your extension can be automatically forwarded to any extension within the system.

■ Setting



■ To Cancel



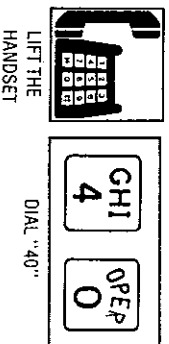
To Receive Calls

Answer



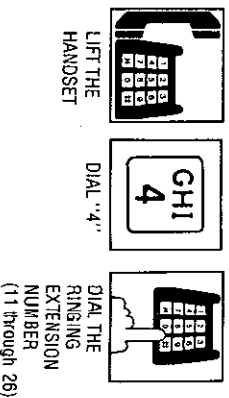
Dial Call Pickup

Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.



Directed Call Pickup

An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.

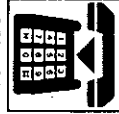
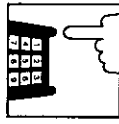


To Receive Calls (cont.)

Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

■ To Park a call



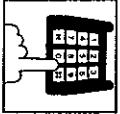
FLASH THE HOOKSWITCH

CONFIRMATION TONE

REPLACE HANDETS

- Do not depress the hookswitch for more than one second, or the party will be disconnected.

■ To Retrieve a Parked Call at Any Other Extension

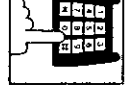
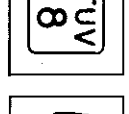
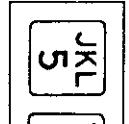


LIFT THE HANDETS

DIAL "5"

DIAL PARKED EXTENSION NUMBER

- Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.



LIFT THE HANDETS

DIAL "58"

DIAL PARKED CO NUMBER (1 through 6)

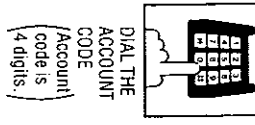
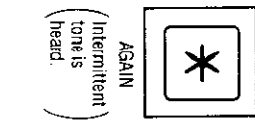
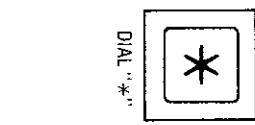
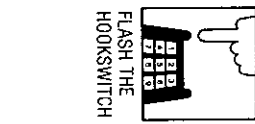
- If calls from doorphones are not answered within 15 seconds, the call will be cancelled.
- Each extension has to be programmed for receiving from doorphones. See "Programmable Doorphone" on page 3-28 in the Installation Manual.

Doorphone

Option Mode

■ Making or Receiving a Call

If you want to record a calling or called party's account code in the SMDR, follow the below-mentioned procedure. Within 30 seconds after calling or called party hangs up,



FLASH THE HOOKSWITCH

DIAL " * * * * "

AGAIN (intermittent tone is heard)

DIAL THE ACCOUNT CODE (Account code is 4 digits)

- Dialing the account code must be done before hanging up.

- You may dial 49 instead of pressing the button.
- Account code must be 4 digits.
- If you enter a wrong account code, press the button and enter the correct code.



Use of Other Features (cont.)

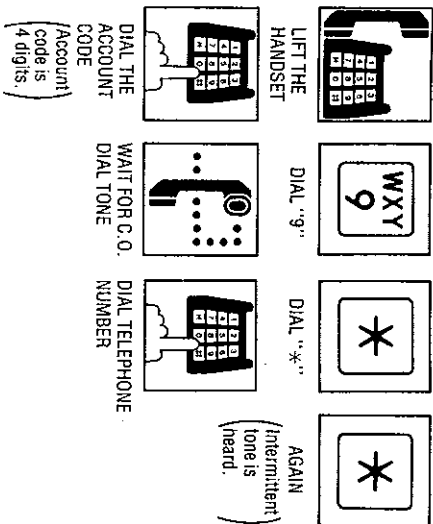
Account Code

This feature gives each message of the SMDR an account code of the called or calling party. (Station Message Detail Recording—SMDR is cost saving feature that records all incoming and outgoing calls through the CO line.)

This feature has two modes "Forced" and "Option". In the "Forced" mode, the account code must be entered every time the extension user dials. In the "Option" mode, account code may be entered when a record of the account code is needed. When setting to the "Forced" mode, see page 3-30 in INSTALLATION MANUAL.

Forced Mode

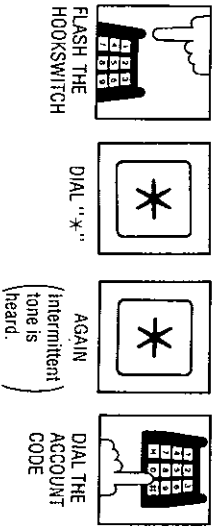
■ Making a Call



- Account code must be required 4 numerical digits except for the **[#]** and **[*]** buttons.
- You may dial 81 through 86 instead of dialing 9.

■ Receiving a Call

If you want to record a calling party's account code in the SMDR, follow the below-mentioned procedure. Within 30 seconds after calling party hangs up,



- Dialing the account code must be done before hanging up.

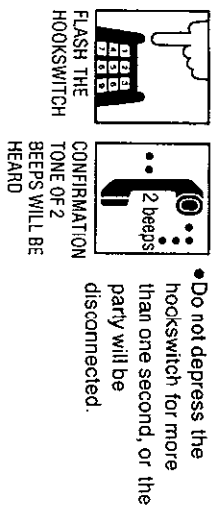
-19-

While having a conversation

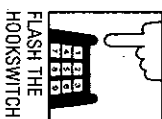
Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call on hold may be used. Intercom and outside calls may be placed on hold.

■ To Place a Call on Hold

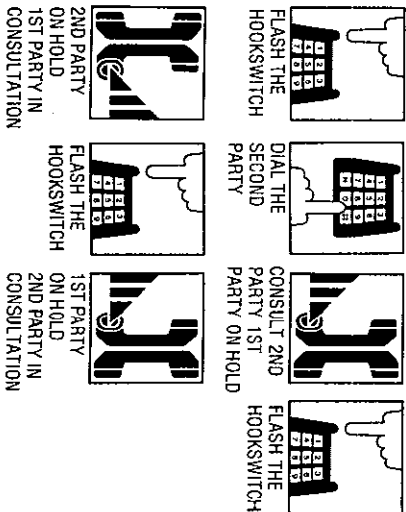


■ To Cancel



Call Splitting

Allows the station user to alternate between two parties, either intercom or outside.

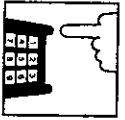


-12-

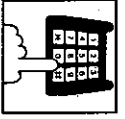
While having a conversation (cont.)

Conference

Allows for up to a three party conference, (2-outside/ 1-inside), (1-outside/ 2-inside) or (3-inside).



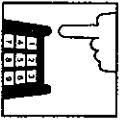
FLASH THE HOOKSWITCH PLACES 1ST PARTY ON HOLD



DIAL THE 2ND PARTY



CONSULT WITH THE 2ND PARTY

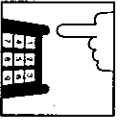


FLASH THE HOOKSWITCH



DIAL "3" (3-party conference now established.)

To Hold one Caller and Talk to the Other Caller



FLASH THE HOOKSWITCH

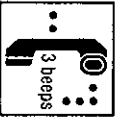


2ND PARTY ON HOLD 1ST PARTY IN CONSULTATION

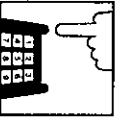
Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.

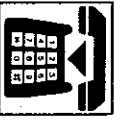
This feature is required to be set beforehand in the KX-T61610B. For programming, see page 3-24 in installation manual.



WILL HEAR CALL WAITING TONE



FLASH THE HOOKSWITCH PLACES 1ST PARTY ON HOLD



HANG UP



LIFT THE HANDSET



CONSULT NEW CALLER 1ST PARTY ON HOLD

- If you use the hold button of a standard telephone, the above-mentioned feature will not function.
- To terminate the original call and return to the 2nd call, hang up and then lift the handset. (You need not flash the hookswitch.)

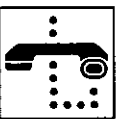
External Feature Access

Allows the extension user to access features of the central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by the Central Office.)

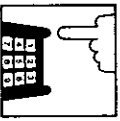
- The external feature (call waiting) can only be accessed when engaged on an outside call.

- The following example shows you one of the procedures.

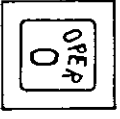
Call Waiting—Outside Line



WILL HEAR A CALL WAITING TONE



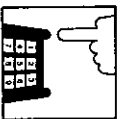
FLASH THE HOOKSWITCH



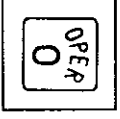
DIAL "0"



CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD



FLASH THE HOOKSWITCH



DIAL "0"



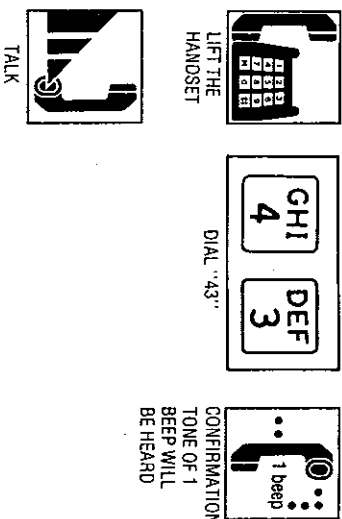
CONSULT WITH THE ORIGINAL CALLER WHILE THE 2ND CALL IS ON HOLD (If the calling party on hold hangs up, the line is terminated.)

- Flashing the hookswitch and dialing "0" means flash operation.
- If the KX-T61610B is connected to a host PBX and a flash operation is required, follow the procedure of flash operation which is required for the host PBX.

Patented Operation

Paging-Answer

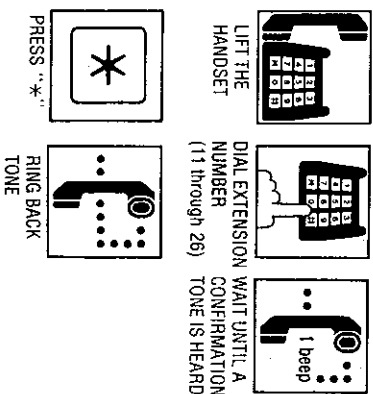
A page from built-in speaker or external paging equipment can be answered from any extension.



Intercom Alerting Mode

"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

• This feature is required to be set beforehand in the KX-T61610B. For programming, see page 3-27 in installation manual.



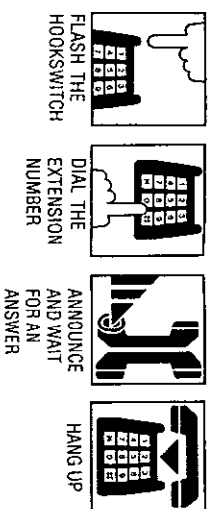
Switching to Tone Alerting

- A rotary phone will not function with this feature.
- Press the "*" button within 10 seconds after the dialing.

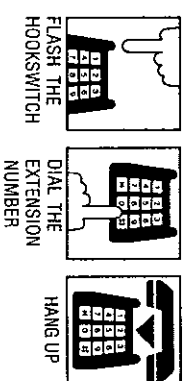
Call Transfer

Outside or intercom calls may be transferred to any extension manually.

To Transfer After the Other Extension Answers



To Transfer without Announcing to the other Extension



To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:

- The time that the call returns to you when the transferred call is not received can be changed 30 seconds into 15 seconds. For changing, see page 3-49 in installation manual.

To Change the Party to Whom a Call is Transferred before Hanging up


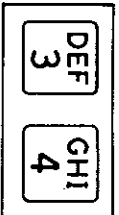
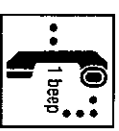
Flash the hookswitch to retrieve the call, then repeat the procedure of Call Transfer.



Use of Other Features

Paging All Extensions

Allows paging to all extensions.

■ To Access


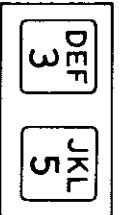
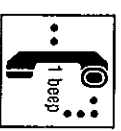
 LIFT THE HANDSET
 DIAL "34"
 CONFIRMATION TONE OF 1 BEEP WILL BE HEARD



 PAGE
 WAIT FOR AN ANSWER AND TALK
 • Page will be heard only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of a standard telephone.

Paging Group

Allows paging to one of four groups.

■ To Access

 LIFT THE HANDSET
 DIAL "35"
 CONFIRMATION TONE OF 1 BEEP
 For Pickup Group 1
 For Pickup Group 2: At step 2 above, dial 36 instead of 35.
 For Pickup Group 3: At step 2 above, dial 37 instead of 35.
 For Pickup Group 4: At step 2 above, dial 38 instead of 35.


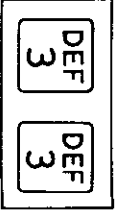
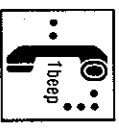
 PAGE
 WAIT FOR AN ANSWER AND TALK


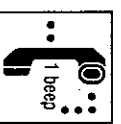
• Page will be heard only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of a standard telephone.


Paging-External

Allows access to external paging equipment.

■ To Access

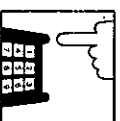
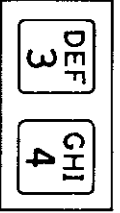
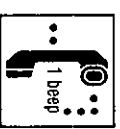
 LIFT THE HANDSET
 DIAL "33"
 CONFIRMATION TONE OF 1 BEEP


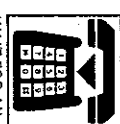
 PAGE
 WAIT FOR CONFIRMATION TONE AND TALK OR HANG UP
 • Page will be heard from external paging equipment.



Paging and Transfer

■ To Transfer a Call to the Paged Person

 FLASH HOOKSWITCH TO PLACE A CALL ON HOLD
 DIAL "34"
 CONFIRMATION TONE OF 1 BEEP
 • At step 2 above, you may dial 35, 36, 37, 38 or 33 instead of 34 for the correct pickup group.

 PAGE
 WAIT FOR AN ANSWER AND HANG UP