

SALES
OFFICE
ELECTRIC
EQUIPMENT
CORPORATION
NEW JERSEY

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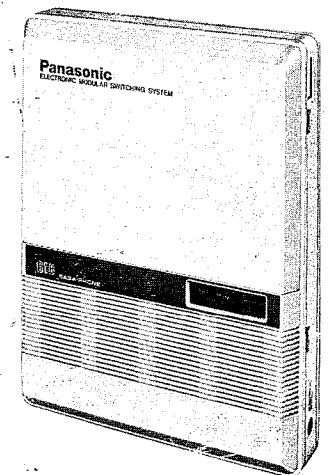
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STATION USER GUIDE

For touch tone and rotary telephone

Panasonic
EASA-PHONE

KX-T61610



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

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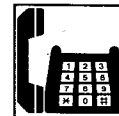
Detailed Operation

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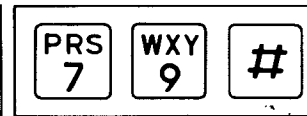
Station Program Clear

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)



LIFT THE
HANDSET



DIAL "79#"



HANG UP

- 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.

Station Programming (cont.)

■ 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, [*] [*], 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.

Quick Reference Card

TO MAKE CALLS

- Lift the handset first.
- After finishing your conversation, hang up the handset.







INTER OFFICE CALLING (Intercom)	Dial extension number (11 through 26)	
OUTWARD DIALING Automatic Line Access		Dial phone number
Individual Line Access		Dial CO number (1 through 6) Dial phone number
SPEED DIALING (A rotary phone will not function.)		Dial speed access code (00 through 99)
CALLING DOORPHONE	For doorphone 1 	For doorphone 2

WHEN A LINE IS BUSY


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

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

TO RECEIVE CALLS

ANSWER	Lift handset
DIAL CALL PICKUP	Lift handset  
DIRECTED CALL PICKUP	Lift handset  Dial ringing extension number
CALL PARK RETRIEVE	Lift handset  Dial parked extension number
	or Lift handset   Dial parked CO number

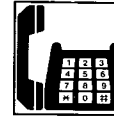
WHILE HAVING A CONVERSATION

CALL ON HOLD To hold	Flash hookswitch	Hear 2 beeps
	To cancel	Flash hookswitch
CALL SPLITTING	Flash hookswitch	Dial 2nd party •To alternate, flash the hookswitch repeatedly
CONFERENCE	Flash hookswitch	Dial 2nd party Consult with 2nd party
	Flash hookswitch	
CALL WAITING	Hear a call waiting tone	Flash hookswitch Hang up handset Lift handset •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.)

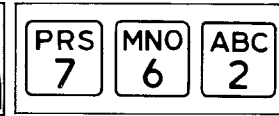
Pickup Dial

Picking up the handset automatically dials a programmed phone number.

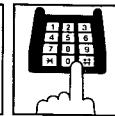
■ To Program



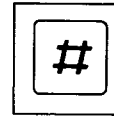
LIFT THE HANDSET



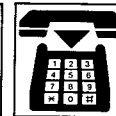
DIAL "762"



DIAL EXTENSION NUMBER



DIAL "#"



HANG UP

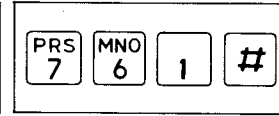
•You may dial CO number (9 or 81 through 86) instead of extension number.

■ To Enable or Disable

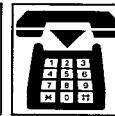
To enable pickup dial



LIFT THE HANDSET

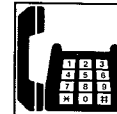


DIAL "761#"

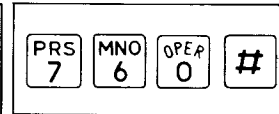


HANG UP

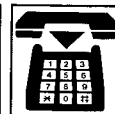
To disable pickup dial



LIFT THE HANDSET



DIAL "760#"



HANG UP

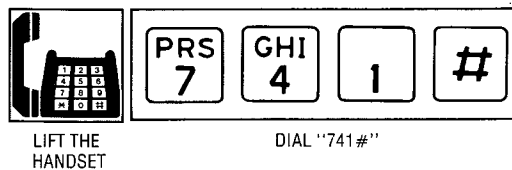
Detailed operation

Station Programming (cont.)

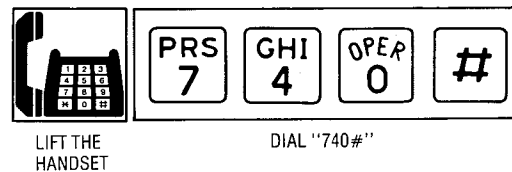
Data Line Security

This feature provides security when transmitting data through an extension of the KX-T61610. Call waiting tones or hold time reminder tone from the KX-T61610 are prohibited in this mode.

■ Setting



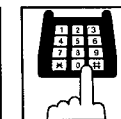
■ To Cancel



To Make Calls

Inter Office Calling (Intercom)

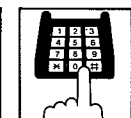
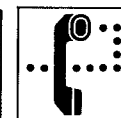
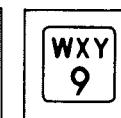
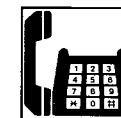
Station to station dialing within the KX-T61610 system.



Outward Dialing

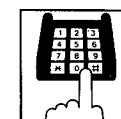
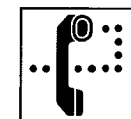
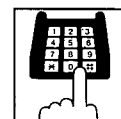
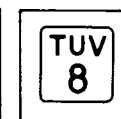
Each extension can automatically select an idle CO (Central Office) line within the KX-T61610.

■ Automatic Line Access



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

■ Individual Line Access



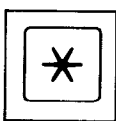
To Make Calls (cont.)

Speed Dialing

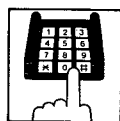
There are 100 memory locations of system speed dialing available.



LIFT THE
HANDSET



PRESS "*"



DIAL SPEED
ACCESS CODE
(00 through 99)

- 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.

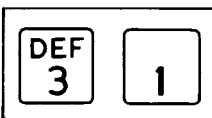
Calling Doorphone

Up to two doorphone (VA-20861) can be connected to the KX-T61610.

■ Doorphone 1



LIFT THE
HANDSET

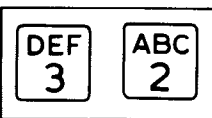


DIAL "31"

■ Doorphone 2



LIFT THE
HANDSET

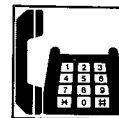


DIAL "32"

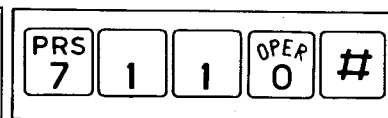
Do not Disturb

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

■ Setting



LIFT THE
HANDSET

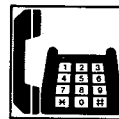


DIAL "7110#"

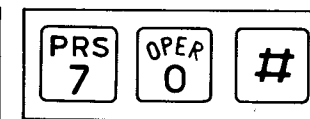


HANG UP

■ To Cancel



LIFT THE
HANDSET



DIAL "70#"



HANG UP

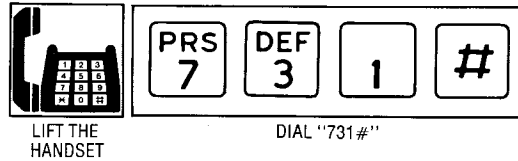
© 2001 Panasonic North America, Inc.

Station Programming (cont.)

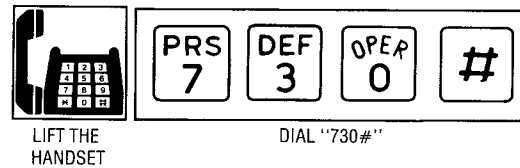
Dial Call Pickup Deny

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

■ Setting



■ To Cancel

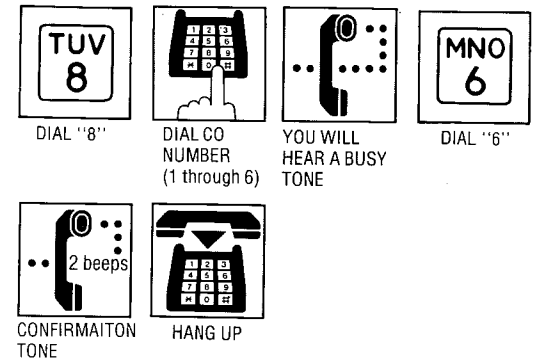


When a Line is Busy

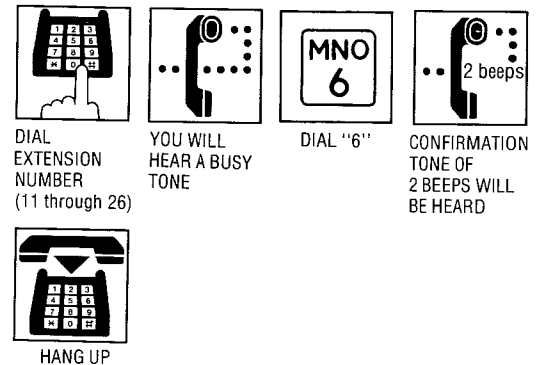
Automatic Call Back Busy (Camp-on)

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

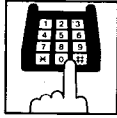


- When intercom calls, you will hear the ring back tone.
- When outside calls, you will hear the dial tone from CO.
- Call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during the camp on

When a Line is Busy (cont.)

Busy Station Signaling

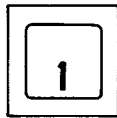
If the extension you have dialed is busy, you can inform that extension that another intercom call is waiting by three beeps. For use of this feature, the other extension is required to be set for this feature beforehand in the KX-T61610.



DIAL EXTENSION NUMBER (11 through 26)



YOU WILL HEAR A BUSY TONE



DIAL "1"

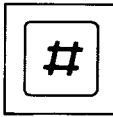
- To answer, see "Call Waiting" on page 13.

Last Number Redial

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



LIFT THE HANDSET



PRESS "#"

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

Station Programming

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

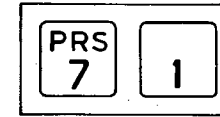
Call Forwarding

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

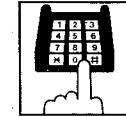
■ Setting



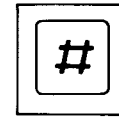
LIFT THE HANDSET



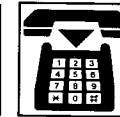
DIAL "71"



DIAL THE EXTENSION NUMBER



DIAL "#"

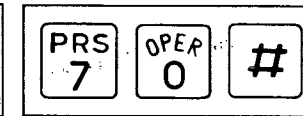


HANG UP

■ To Cancel



LIFT THE HANDSET



DIAL "70#"



HANG UP

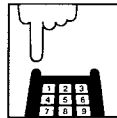
Use of Other Features (cont.)

Option Mode

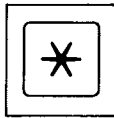
■ Making or Receiving a Call

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

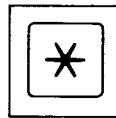
Within 30 seconds after calling or called party hangs up,



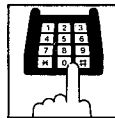
FLASH THE
HOOKSWITCH



DIAL "*"



AGAIN



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.

To Receive Calls

Answer



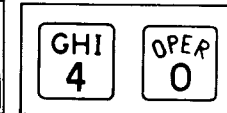
LIFT THE
HANDSET

Dial Call Pickup

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



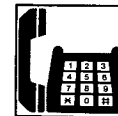
LIFT THE
HANDSET



DIAL "40"

Directed Call Pickup

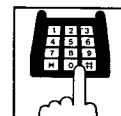
An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.



LIFT THE
HANDSET



DIAL "4"



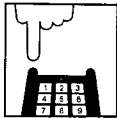
DIAL THE
RINGING
EXTENSION
NUMBER
(11 through 26)

To Receive Calls (cont.)

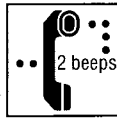
Call Park Retrieve

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

To Park a call



FLASH THE HOOKSWITCH



CONFIRMATION TONE



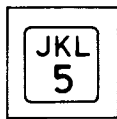
REPLACE HANDSET

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

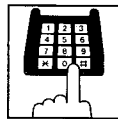
To Retrieve a Parked Call at Any Other Extension



LIFT THE HANDSET



DIAL "5"

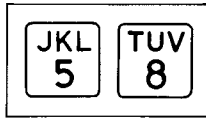


DIAL PARKED EXTENSION NUMBER

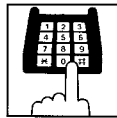
- Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.



LIFT THE HANDSET



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 3-32 in the Installation Manual.



LIFT THE HANDSET

Doorphone

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.)

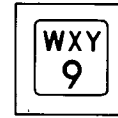
This feature has two modes "Forced" and "Option". In the "Forced" mode, the account code must be entered every time the extension user dials. In the "Option" mode, account code may be entered when a record of the account code is needed. When setting to the "Forced" mode, see page 3-34 in INSTALLATION MANUAL.

Forced Mode

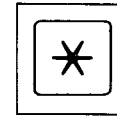
Making a Call



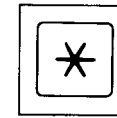
LIFT THE HANDSET



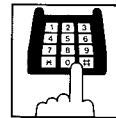
"DIAL "9"



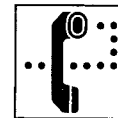
DIAL "*"



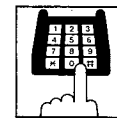
AGAIN (Intermittent tone is heard.)



DIAL THE ACCOUNT CODE (Account code is 4 digits.)



WAIT FOR C.O. DIAL TONE

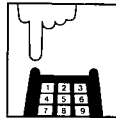


DIAL TELEPHONE NUMBER

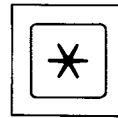
- Account code must be required 4 numerical digits except for the # and * buttons.
- You may dial 81 through 86 instead of dialing 9.

Receiving a Call

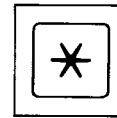
If you want to record a calling party's account code in the SMDR, follow the below-mentioned procedure. Within 30 seconds after calling party hangs up,



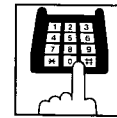
FLASH THE HOOKSWITCH



DIAL "*"



AGAIN



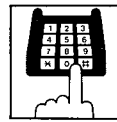
DIAL THE ACCOUNT CODE

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

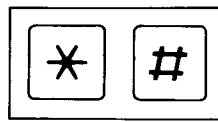
Use of Other Features (cont.)

Pulse/Tone Conversion

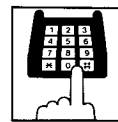
If the dialing mode is required to change from the pulse mode to the tone mode in one dialing sequence, this feature is used.
(e.g. computer-accessed long distance service)



DIAL THE PHONE NUMBER



DIAL "*" #"



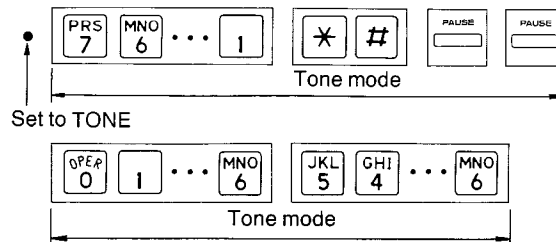
DIAL THE PHONE NUMBER

- When you dial using this feature, you must use the line selected in the pulse mode.
- Phone number after dialing "*" #" will be changed to the tone mode.
- A rotary phone will not function with this feature.
- Press the "*" and #" buttons within 5 seconds after the number of the long distance service company.

- If you use a standard telephone equipped with automatic dialer, be careful of the following:

Example: Computer-accessed long distance service

- Local access telephone number of the alternate long distance service company 765-4321, Authorization no. 0123456, Long distance no. 543-210-9876
- Pulse mode is required by local access telephone number of the alternate long distance service company.
- Service of MCI, SPRINT, METRO or other systems is used.

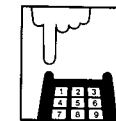


While having a conversation

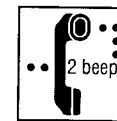
Call on Hold

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



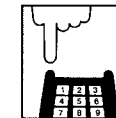
FLASH THE HOOKSWITCH



CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD

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

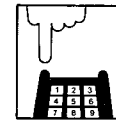
■ To Cancel



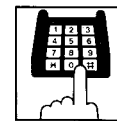
FLASH THE HOOKSWITCH

Call Splitting

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



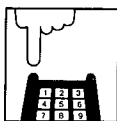
FLASH THE HOOKSWITCH



DIAL THE SECOND PARTY



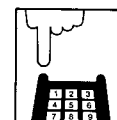
CONSULT 2ND PARTY 1ST PARTY ON HOLD



FLASH THE HOOKSWITCH



2ND PARTY ON HOLD 1ST PARTY IN CONSULTATION



FLASH THE HOOKSWITCH

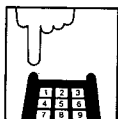


1ST PARTY ON HOLD 2ND PARTY IN CONSULTATION

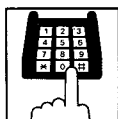
While having a conversation (cont.)

Conference

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



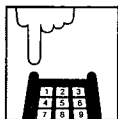
FLASH THE HOOKSWITCH PLACES 1ST PARTY ON HOLD



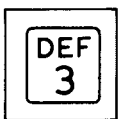
DIAL THE 2ND PARTY



CONSULT WITH THE 2ND PARTY

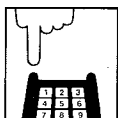


FLASH THE HOOKSWITCH



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

■ To Hold one Caller and Talk to the Other Caller



FLASH THE HOOKSWITCH

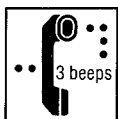


2ND PARTY ON HOLD
1ST PARTY IN CONSULTATION

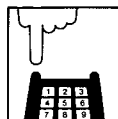
Call Waiting

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-T61610. For programming, see page 3-28 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

- 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

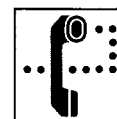
External Feature Access

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.)

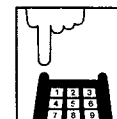
- The external feature (call waiting) can only be accessed when engaged on an outside call.

- The following example shows you one of the procedures.

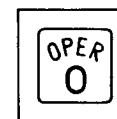
■ Call Waiting—Outside Line



WILL HEAR A CALL WAITING TONE



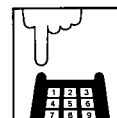
FLASH THE HOOKSWITCH



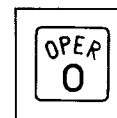
DIAL "0"



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-T61610 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.

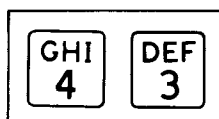
Use of Other Features (cont.)

Paging-Answer

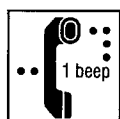
A page from built-in speaker or external paging equipment can be answered from any extension.



LIFT THE HANDSET



DIAL "43"



CONFIRMATION TONE OF 1 BEEP WILL BE HEARD



TALK

Intercom Alerting Mode

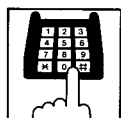
"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

• This feature is required to be set beforehand in the KX-T61610. For programming, see page 3-31 in installation manual.

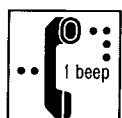
Switching to Tone Alerting



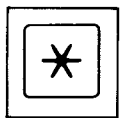
LIFT THE HANDSET



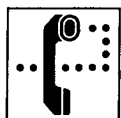
DIAL EXTENSION NUMBER (11 through 26)



WAIT UNTIL A CONFIRMATION TONE IS HEARD



PRESS "*"



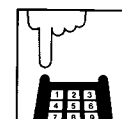
RING BACK TONE

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

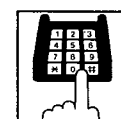
Call Transfer

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

To Transfer After the Other Extension Answers



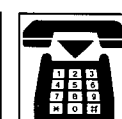
FLASH THE HOOKSWITCH



DIAL THE EXTENSION NUMBER

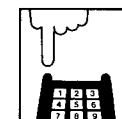


ANNOUNCE AND WAIT FOR AN ANSWER

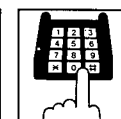


HANG UP

To Transfer without Announcing to the other Extension



FLASH THE HOOKSWITCH



DIAL THE EXTENSION NUMBER



HANG UP

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:



LIFT THE HANDSET

- 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 3-53 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

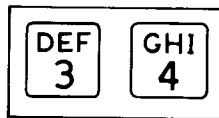
Paging All Extensions

Allows paging to all extensions.

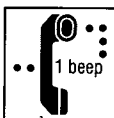
■ To Access



LIFT THE HANDSET



DIAL "34"



CONFIRMATION TONE OF 1 BEEP WILL BE HEARD



PAGE



WAIT FOR AN ANSWER AND TALK

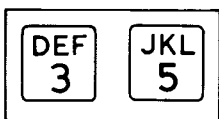
- Page will be heard only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of standard telephone.

■ To Access

For Pickup Group 1



LIFT THE HANDSET



DIAL "35"



CONFIRMATION TONE



PAGE



WAIT FOR AN 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.

- 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 standard telephone.

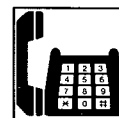
Paging Group

Allows paging to one of four groups.

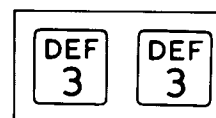
Paging-External

Allows access to external paging equipment.

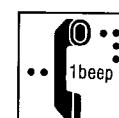
■ To Access



LIFT THE HANDSET



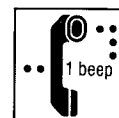
DIAL "33"



CONFIRMATION TONE

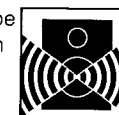


PAGE



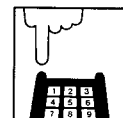
WAIT FOR CONFIRMATION TONE AND TALK OR HANG UP

- Page will be heard from external paging equipment.

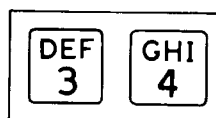


Paging and Transfer

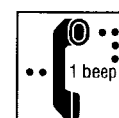
■ To Transfer a Call to the Paged Person



FLASH HOOKSWITCH TO PLACE A CALL ON HOLD



DIAL "34"



CONFIRMATION TONE



PAGE



WAIT FOR AN ANSWER AND HANG UP

- At step 2 above, you may dial 35, 36, 37, 38 or 33 instead of 34 for the correct pickup group.