

USER GUIDE

Key Telephone Systems

VA-309UK/VA-616UK
VA-824UK/VA-1232UK

Panasonic

Before operating this unit, please read these instructions completely.



HOW TO USE THIS USER GUIDE

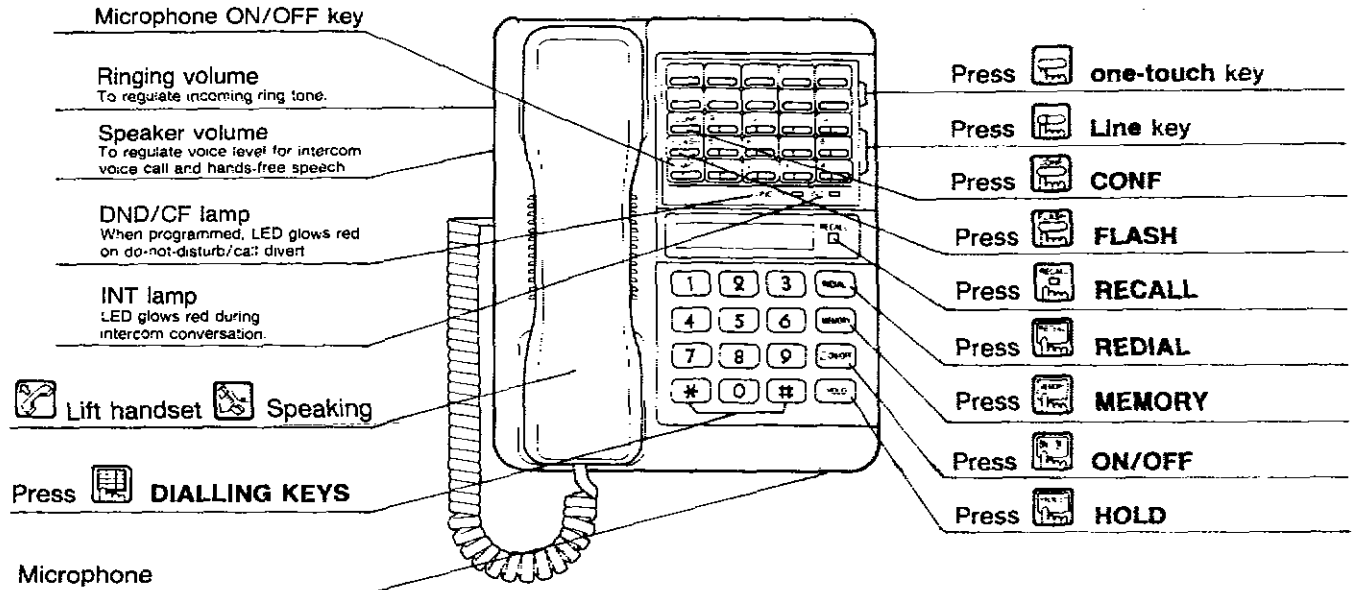
We are very pleased you have chosen the Panasonic Key Telephone System.

The new "A" series is totally flexible offering reliable convenient and cost effective communication to match today's demanding business needs.

To enable you to benefit from the many advanced sophisticated facilities we have prepared this easy to follow user guide.

If you should however require further information, please refer to the "Master Instructions" supplied with central exchange unit.

APPEARANCE OF A SERIES KEY TELEPHONE



1. BASIC FACILITIES

Features		Operation	
Making external calls	On-hook	→ → →	
	Off-hook	→ → →	
Making internal calls	Tone call	→ →	
	Voice call	→ → →	
Answering calls	External & Internal		
Call hold	External	/ To resume the call	
	Internal	/ To resume the call	
Call transfer	External	→ → → →	(You may hang up after hearing a ring tone.)
	Internal	→ → → →	
3-party conference (one external, two internal) or (three internal)	Adding external party	→ → → →	(Adding outside party to internal call)
	Adding internal party	→ → →	(Adding internal party to internal conversation)

Note: When originating a call, the telephone can either use "On hook" or "Off-hook" by following the above procedure.

2. ADDITIONAL EXCHANGE LINE FEATURES

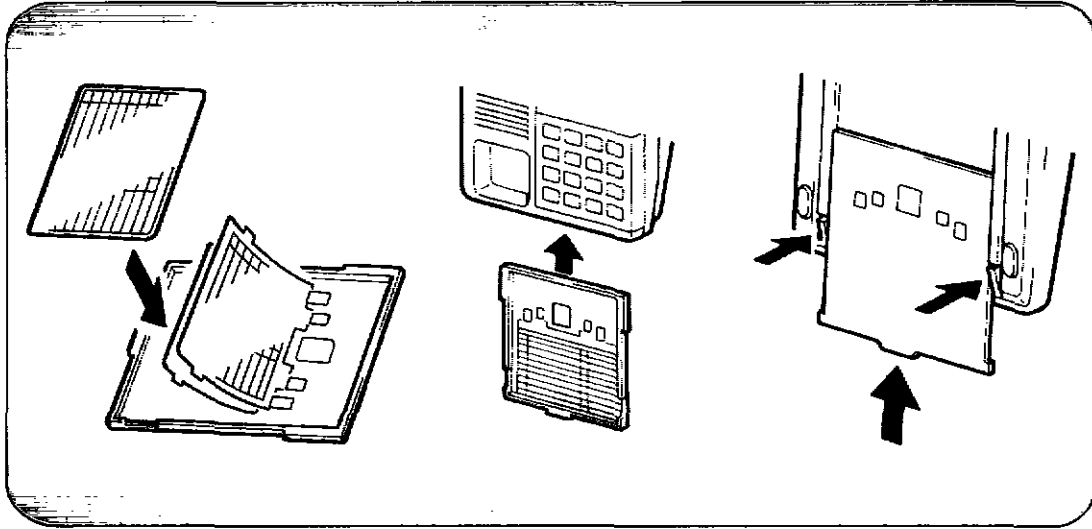
Features		Operation	
Last number redial		-	(Select line)
System speed dial (Abbreviated dialling)		- -	(Access code) (Access code: 00 - 89)
Save dial	Making a call	- - *	
	Storing number	* (During a call) / - - *	(After terminating a call)
Direct outside line access		- -	(Access code) (Access code 309: 1 ~ 3 616: 11 ~ 16 824: 11 ~ 18 1232: 11 ~ 22)
Auto outside line access		-	(You may seize any available line.)
PBX recall (To hold and transfer calls)			(This facility is used only when the system is connected to switch board system.)
Putting an account code for call logging		- - - -	(Account code) (Select line) (Phone No.) (Account code Max 10 digits)
Signal conversion to MF tone			(After pressing * key, the signal is converted to MF tone even though the line is set to loop disconnect signal.)

3. ADDITIONAL INTERNAL FEATURES

Features	Operation
Zone paging (through telephone speakers)	 (Page code: Zone 1: 01 Zone 2: 02 Zone 3: 03 All zone: 00)
Answering a page call	
Call pick-up	
Calling a doorphone	 (61: doorphone A 62: doorphone B)
Night transfer setting and cancelling	 (When programmed INT lamp flashes.)
Do-not-disturb setting and cancelling	 (When programmed DND/CF lamp glows.)
Call forward setting and cancel- ling (Available only from your extension eg. 10)	 (your extension) (transfer to 33) To cancel from ext 10: (DND/CF lamp goes off.) (You can cancel from ext 33 dialling 10 instead of 33)
Follow-me setting and cancelling (Available from any other station eg. 15)	 (your extension) (transfer to 15) To cancel from ext 15: (DND/CF lamp goes off.) (You can cancel from ext 10 dialling 33 instead of 15)
Hands-free answer back	 (Leave MIC always "on" or press MIC button when called in voice.) (When MIC is ON, lamp shows red.)

FITTING THE TELEPHONE DIRECTORY

- 1) A directory is supplied with each telephone. Complete the self-adhesive labels as required. The design of the label permits either typed or written details.
- 2) Fix the "Extension directory" to base tray and "Speed dial directory" onto transparent leaves.
- 3) The completed directory tray can now be fitted to the telephone as follows. Slide assembly into the parallel grooves on underside of telephone and push home until held securely.



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