

## Panasonic KX-TDA Key Telephone System - Quick Reference

Description	Operation
Outgoing Dialing	( Lift Up Handset ) + [ CO Button ] + ( Phone No. )
System Hold	( Speaking ) + [HOLD] To Retrieve : Press the held line key
Exclusive Hold	( Speaking ) + [ HOLD ] [ HOLD ] To Retrieve : Press the held line key
Last No. Redial	( Lift Up Handset ) + [ REDIAL ]
System Speed Dialing ( Display Phone Only )	To Store : [ PROGRAM ] + [ * ] [ * ] + ( Password XXXX ) + [ 0 ] [ 0 ] [ 1 ] + [ ENTER ] + ( Code No. 000 - 999 ) + ( 9 + Phone No. ) + [ STORE ] + [ HOLD ] + [ EXIT ] To Dial : [ SP-PHONE ] + [ AUTO DIAL ] + ( Code No. 000 - 999 )
Station Speed Dialing	To Store : [ SP-PHONE ] + [ * ] [ 3 ] [ 0 ] + ( Code No. 00 - 09 ) + ( 9 + Phone No. ) + [ # ] + [ SP-PHONE ] To Dial : [ SP-PHONE ] + [ AUTO DIAL ] [ * ] + ( Code No. 00 - 09 )
One Touch Dialing	To Store : [ PROGRAM ] + [ CO Button ] + [ 2 ] + ( 9 + Phone No. ) + [ STORE ] + [ EXIT ] To Dial : [ SP-PHONE ] + [ CO Button ]
Call Transfer	( Speaking ) + [ TRANSFER ] + ( Extension No. ) + ( Hang Up )
Multi - Line Conference	( Speaking ) + [ CONF ] + [ CO Button ] + ( Phone No. ) + Wait for answer + [ CONF ]
Multi - Station Conference	( Speaking ) + [ CONF ] + ( Extension No. ) + Wait for answer + [ CONF ]
Intercom Calling	Tone Calling : ( Lift Up Handset ) + ( Extension No. ) Voice Calling : ( Lift Up Handset ) + ( Extension No. ) + [ * ]
Intercom Call Forward	To Set : [ SP-PHONE ] + [ * ] [ 7 ] [ 1 ] [ 0 ] + ( Code No. ) + ( Extension No. ) + [ # ] + [ SP-PHONE ] To Cancel : [ SP-PHONE ] + [ * ] [ 7 ] [ 1 ] [ 0 ] + [ 0 ] + [ SP-PHONE ] ( Code No. : 2. For All Calls 3. For Busy 4. For No Answer 5. For Busy/No Answer )
Direct Station Selection ( DSS Key )	To Set : [ PROGRAM ] + ( CO Button ) + [ 1 ] + ( Extension No. ) + [ STORE ] + [ EXIT ] To Cancel : [ PROGRAM ] + ( CO Button ) + [ 2 ] + [ STORE ] + [ EXIT ]
Paging	( Lift Up Handset ) + [ * ] [ 3 ] [ 3 ] + ( Paging Group No. 01 - 31 ) + Announce
All Paging	( Lift Up Handset ) + [ * ] [ 3 ] [ 3 ] [ 3 ] [ 2 ] + Announce
Answering a Page	( Lift Up Handset ) + [ * ] [ 4 ] [ 3 ]
Call Waiting ( Intercom Call )	When hearing a busy tone + [ 1 ] + Do not hang-up , Wait for answer Answer at called Extension : While hearing a tone + [ HOLD ] + [ Intercom Button ] To Set : [ SP-PHONE ] + [ * ] [ 7 ] [ 3 ] [ 1 ] [ 1 ] + [ SP-PHONE ] To Cancel : [ SP -PHONE ] + [ * ] [ 7 ] [ 3 ] [ 1 ] [ 0 ] + [ SP-PHONE ]
Call Back Request ( Intercom Call )	When hearing a busy tone + [ 6 ] + ( Hang up ) Answer at called Extension : While hearing a tone + ( Lift Up Handset )
Message Waiting	When hearing a busy tone or No answer + [ MESSAGE ] + ( Hand Up ) Answer at called Extension : ( Lift Up Handset ) + [ MESSAGE ] Cancel at called Extension : ( Lift Up Handset ) + [ * ] [ 7 ] [ 0 ] [ 0 ] + ( Your Extension No. ) + ( Hang Up )
Extension Group Pick-up	( Lift Up Handset ) + [ * ] [ 4 ] [ 0 ] + ( Pick-up Group No. 01 - 32 )
Extension Direct Pick-up	( Lift Up Handset ) + [ * ] [ 4 ] [ 1 ] + ( Ringing Extension No. )
Do Not Disturb ( DND )	To set : [ SP-PHONE ] + [ * ] [ 7 ] [ 1 ] [ 0 ] + [ 1 ] + [ SP-PHONE ] To cancel : [ SP-PHONE ] + [ * ] [ 7 ] [ 1 ] [ 0 ] + [ 0 ] + [ SP-PHONE ]

**Service Hotline Number: 1833 111**