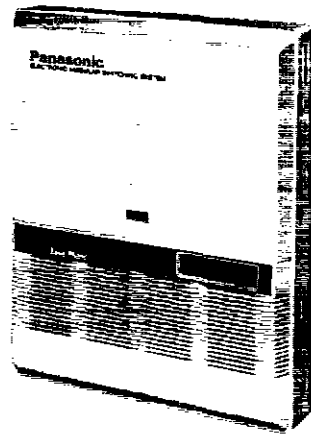


# STATION USER GUIDE

For MF4 and LD telephone

**Panasonic**  
*Easa-Phone*

KX-T61610BE



Basic Operation

Advanced Operation

See this Station User Guide when you use an MF4 or LD telephone as an extension.

# Contents

## Basic Operation

|   |    |
|---|----|
| Quick Reference Card .....                  | 2  |
| <b>To Make Calls</b>                        |    |
| Inter Office Calling<br>(Intercom) .....    | 6  |
| Outward Dialling .....                      | 6  |
| Speed Dialling .....                        | 7  |
| Calling Doorphone .....                     | 7  |
| <b>When a Line is Busy</b>                  |    |
| Automatic Call Back Busy<br>(Camp-on) ..... | 8  |
| Busy Station Signalling ..                  | 9  |
| Last Number Redial .....                    | 9  |
| <b>To Receive Calls</b>                     |    |
| Answer .....                                | 10 |
| Dial Call Pickup .....                      | 10 |
| Directed Call Pickup .....                  | 10 |
| Call Park Retrieve .....                    | 11 |
| Doorphone .....                             | 11 |
| <b>While Having a Conversation</b>          |    |
| Call on Hold .....                          | 12 |
| Call Splitting .....                        | 12 |
| Conference .....                            | 13 |
| Call Waiting .....                          | 13 |
| Call Transfer .....                         | 14 |

## Detailed Operation

### Use of Other Features

|                             |    |
|-----------------------------|----|
| Paging All Extensions ..... | 15 |
| Paging Group .....          | 15 |
| Paging—External .....       | 16 |
| Paging and Transfer .....   | 16 |
| Paging—Answer .....         | 17 |
| Intercom Alerting Mode ..   | 17 |
| Pulse/Tone Conversion ..    | 18 |

### Station Programming

|                             |    |
|-----------------------------|----|
| Call Forwarding .....       | 19 |
| Dial Call Pickup Deny ..... | 20 |
| Do not Disturb .....        | 21 |
| Data Line Security .....    | 22 |
| Pickup Dial .....           | 23 |
| Station Program Clear ..    | 25 |

**APPROVED** connection to telecommunication systems specified for use subject to the terms set out in them.

S/10/10/3/M-502101

- During dialling, this apparatus may tinkle the bells of other telephones using the same line. This is not a fault and we advise you not to call Fault Repair Service.
- 999 can be dialled on the apparatus after accessing the CO line for the purpose of making outgoing calls to the BT emergency (999) service.

# 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 (21 through 36)

OUTWARD DIALLING  
Automatic Line Access

9 Dial phone number

Individual Line Access

8 Dial CO number (1 through 6) Dial phone number

SPEED DIALLING  
(An LD phone is not available.)

\* Dial speed access code (00 through 99)

CALLING  
DOORPHONE

For doorphone 1      For doorphone 2

4 1      4 2

## WHEN A LINE IS BUSY

AUTOMATIC CALL  
BACK BUSY (camp-  
on)

For outside calls

8 Dial CO number Hear a busy tone 0 Hear 2 beeps Hang up handset

For intercom calls

Dial Extension number Hear a busy tone 0 Hear 2 beeps Hang up handset

BUSY STATION  
SIGNALLING

Dial Extension number Hear a busy tone 2

LAST NUMBER  
REDIAL

Lift handset #

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

Detach this position

## USE OF OTHER FEATURES

|  |  |
|--|--|
| <b>PAGING ALL EXTENSIONS</b><br>To access                            |  |
| <b>PAGING GROUP</b><br>To access                                     | <p>For pickup group 1</p> <p>For pickup group 2<br/>                     At step 2 above, dial 46 instead of 45.</p> <p>For pickup group 3<br/>                     At step 2 above, dial 47 instead of 45.</p> <p>For pickup group 4<br/>                     At step 2 above, dial 48 instead of 45.</p> |
| <b>PAGING—EXTERNAL</b><br>To access                                  |  |
| <b>PAGING AND TRANSFER</b><br>To transfer a call to the paged person | <p>•At step 2 above, dial 45, 46, 47, 48 or 43 instead of 44.</p>  |
| <b>PAGING—ANSWER</b>   |  |
| <b>INTERCOM ALERTING MODE</b><br>(An LD telephone is not available.) | <p>Switching to tone alerting</p>  |
| <b>EXTERNAL FEATURE ACCESS</b>                                       |  |

Detach this position

When you use an LD telephone, dial "1" instead of pressing the Register Recall button.

# Quick Reference Card

## WHILE HAVING A CONVERSATION

|  |  |                       |                                 |
|--|--|-----------------------|---------------------------------|
| <b>CALL TRANSFER</b><br>To transfer after another extension answers. | <del>Register Recall</del><br><del>Hang up handset</del> | Dial extension number | Announce and wait for an answer |
| To transfer without announcing to the other extension.               | <del>Register Recall</del>                               | 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.

|                              |  |                              |
|------------------------------|--|------------------------------|
| <b>CALL FORWARDING</b>       | Setting<br>[7] [1] Dial extension number [#] |                              |
| <b>DIAL CALL PICKUP DENY</b> | Setting<br>[7] [3] [1] [#]                   | To cancel<br>[7] [3] [0] [#] |
| <b>DO NOT DISTURB</b>        | Setting<br>[7] [1] [2] [0] [#]               | To cancel<br>[7] [0] [#]     |
| <b>DATA LINE SECURITY</b>    | Setting<br>[7] [4] [1] [#]                   | To cancel<br>[7] [4] [0] [#] |
| <b>STATION PROGRAM CLEAR</b> | [7] [9] [#]                                  |                              |

## TO RECEIVE CALLS

|                      |   |
|----------------------|---|
| ANSWER               | <del>Lift handset</del>   |
| DIAL CALL PICKUP     | <del>Lift handset</del> <b>5 0</b>  |
| DIRECTED CALL PICKUP | <del>Lift handset</del> <b>5</b> <del>Dial ringing extension number</del> |
| CALL PARK RETRIEVE   | <del>Lift handset</del> <b>6</b> <del>Or parked extension number</del>    |
|                      | or<br><del>Lift handset</del> <b>6 8</b> <del>Dial parked CO number</del> |

## WHILE HAVING A CONVERSATION

|                         |  |
|-------------------------|--|
| CALL ON HOLD<br>To hold | <del>Register Recall</del> <b>Hear 2 beeps</b>   |
|                         | To cancel<br><del>Register Recall</del>  |
| CALL SPLITTING          | <del>Register Recall</del> <del>Dial 2nd Party</del> • To alternate, press the Register Recall button repeatedly   |
| CONFERENCE              | <del>Register Recall</del> <del>Dial 2nd Party</del> <b>Consult with 2nd party</b>   |
|                         | <del>Register Recall</del> <b>3</b>  |
| CALL WAITING            | <del>Hear a call waiting tone</del> <del>Register Recall</del> <del>Hang up handset</del> <del>Lift handset</del><br><ul style="list-style-type: none"> <li>• Original call will be placed on hold and the new caller can be spoken with.</li> <li>• To terminate the original call and talk to the 2nd party, hang up and then lift the handset. (You don't need to press the Register Recall button.)</li> </ul> |

# To Make Calls

When you use an LD telephone, dial "1" instead of pressing the Register Recall button.

## Inter Office Calling (Intercom)

Station to station dialling within the KX-T61610BE system.



LIFT THE  
HANDSET



DIAL EXTENSION  
NUMBER  
(21 through 36)

## Outward Dialling

Each extension can automatically select an Idle CO (Central Office) line within the KX-T61610BE.

When the Least Cost Routing Feature is programmed, it may work. Refer to page 3-49 in Installation Manual.

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

Dial the phone number within 10 seconds, after seizing the CO line.

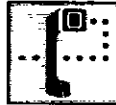
### ■ Automatic Line Access



LIFT THE  
HANDSET



DIAL "9"



WAIT FOR  
C.O. DIAL  
TONE

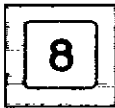


DIAL TELEPHONE  
NUMBER

### ■ Individual Line Access



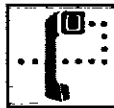
LIFT THE  
HANDSET



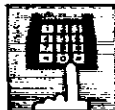
DIAL "8"



DIAL CO  
NUMBER  
(1 through 6)



WAIT FOR C. O.  
DIAL TONE



DIAL TELEPHONE  
NUMBER

Basic Operation

## To Make Calls (cont.)

### Speed Dialling

There are 100 memory locations of system speed dialling available.



LIFT THE  
HANDSET



PRESS "\*"



DIAL SPEED  
ACCESS CODE  
(00 through 99)

- There is no need to access a CO line
- The speed dialling is not available for an LD phone.

Basic Operation

### Calling Doorphone

Up to two doorphone (KX-T30865E) can be connected to the KX-T61610BE.

#### ■ Doorphone 1



LIFT THE  
HANDSET



DIAL "41"

#### ■ Doorphone 2



LIFT THE  
HANDSET



DIAL "42"

# When a Line is Busy

## Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line you have dialled 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.

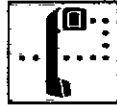
### ■ For outside calls



DIAL "8"



DIAL CO  
NUMBER  
(1 through 6)



YOU WILL  
HEAR A BUSY  
TONE



DIAL "0"



CONFIRMATION  
TONE



HANG UP

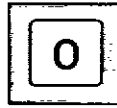
### ■ For intercom calls



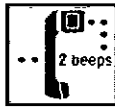
DIAL  
EXTENSION  
NUMBER  
(21 through 36)



YOU WILL  
HEAR A BUSY  
TONE



DIAL "0"



CONFIRMATION  
TONE OF  
2 BEEPS WILL  
BE HEARD



HANG UP

### ■ When hearing a ring back



LIFT THE HANDSET

- 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.)

Basic Operation

### Busy Station Signalling

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-T61610BE.



DIAL EXTENSION  
NUMBER  
(21 through 36)



YOU WILL  
HEAR A BUSY  
TONE



DIAL "2"

•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.

# 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 "50"

## 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  
(21 through 36)

Basic Operation

# 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



PRESS THE REGISTER RE-CALL BUTTON



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 "6"



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 "68"



DIAL PARKED CO NUMBER (1 through 6)

## Doorphone



LIFT THE HANDSET

- 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.

# 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



PRESS THE REGISTER RECALL BUTTON



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



PRESS THE REGISTER RECALL BUTTON

## Call Splitting

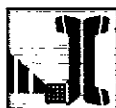
Allows the station user to alternate between two parties, either intercom or outside.



PRESS THE REGISTER RECALL BUTTON



DIAL THE SECOND PARTY



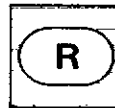
CONSULT 2ND PARTY 1ST PARTY ON HOLD



PRESS THE REGISTER RECALL BUTTON



2ND PARTY ON HOLD 1ST PARTY IN CONSULTATION



PRESS THE REGISTER RECALL BUTTON



1ST PARTY ON HOLD 2ND PARTY IN CONSULTATION

## While Having a Conversation (cont.)

### Conference

Allows for up to a three party conference, (3-inside).



PRESS THE REGISTER RECALL BUTTON TO PUT 1ST PARTY ON HOLD



DIAL THE 2ND PARTY



CONSULT WITH THE 2ND PARTY



PRESS THE REGISTER RECALL BUTTON



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

#### ■ To Terminate Conference

Replace the handset.

- The other two parties are directly connected together and can converse with each other

### 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-T61610BE. For programming, see page 3-24 in installation manual.



WILL HEAR CALL WAITING TONE



PRESS THE REGISTER RECALL BUTTON TO PUT 1ST PARTY ON HOLD



HANG UP



LIFT THE HANDSET



CONSULT NEW CALLER 1ST PARTY ON HOLD

- When you use the hold button of a standard telephone, above-mentioned feature is not available.
- To terminate the original call and talk to the 2nd call, hang up and then lift the handset. (You don't need to press the Register Recall button.)

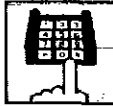
# Call Transfer

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

## ■ To Transfer After the Other Extension Answers



PRESS THE REGISTER RECALL BUTTON



DIAL THE EXTENSION NUMBER

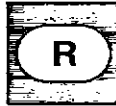


ANNOUNCE AND WAIT FOR AN ANSWER



HANG UP

## ■ To Transfer without Announcing to the other Extension



PRESS THE REGISTER RECALL BUTTON



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 2 minutes. For changing, see page 3-45 in installation manual.

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

Press the Register Recall button 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 "44"



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-T61630E, KX-T61620E, KX-T61650E, etc. It will not be heard from the built-in speaker of standard telephone.

## Paging Group

Allows paging to one of four groups.

### ■ To Access

For Pickup Group 1



LIFT THE HANDSET



DIAL "45"



CONFIRMATION  
TONE



PAGE



WAIT FOR AN  
ANSWER  
AND TALK

- For Pickup Group 2:  
At step 2 above, dial 46 instead of 45.
- For Pickup Group 3:  
At step 2 above, dial 47 instead of 45.
- For Pickup Group 4:  
At step 2 above, dial 48 instead of 45.

- Page will be heard only from the built-in speaker of KX-T61630E, KX-T61620E, KX-T61650E, etc. It will not be heard from the built-in speaker of standard telephone.

## Paging—External

Allows access to external paging equipment.

### ■ To Access



LIFT THE  
HANDSET



DIAL "43"



CONFIRMATION  
TONE



PAGE



WAIT FOR  
CONFIRMATION  
TONE AND TALK  
OR HANG UP

■ Page will be heard from external paging equipment.

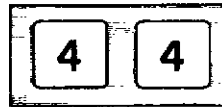


## Paging and Transfer

### ■ To Transfer a Call to the Paged Person



PRESS THE  
REGISTER RE-  
CALL BUTTON  
TO PUT THE 1ST  
PARTY ON HOLD



DIAL "44"



CONFIRMATION  
TONE



PAGE



WAIT FOR AN  
ANSWER  
AND HANG UP

● At step 2 above, you may dial 45, 46, 47, 48 or 43 instead of 44 for the correct pickup group.

## 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 "51"



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-T61610BE. For programming, see page 3-27 in installation manual.

#### ■ Switching to Tone Alerting



LIFT THE  
HANDSET



DIAL EXTENSION  
NUMBER  
(21 through 36)



WAIT UNTIL A  
CONFIRMATION  
TONE IS HEARD



PRESS "\*"



RING BACK  
TONE

- An LD telephone does not have this feature.
- Press the "\*" button within 10 seconds after the dialling.

## Pulse/Tone Conversion

If the dialling mode is required to change from the pulse mode to the tone mode in one dialling 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 dialling "\*" #" will be changed to the tone mode.
- This feature is not available for an LD phone.

Digitone Corporation

# 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

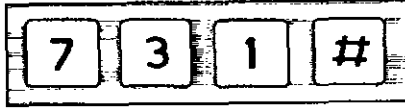
# Dial Call Pickup Deny

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

## ■ Setting



LIFT THE  
HANDSET



DIAL "731#"

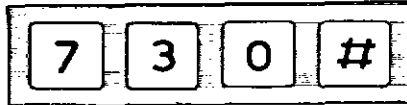


HANG UP

## ■ To Cancel



LIFT THE  
HANDSET



DIAL "730#"



HANG UP

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3M  
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# Station Programming (cont.)

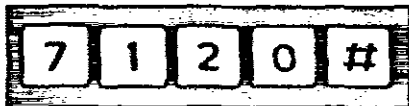
## Do not Disturb

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

### ■ Setting



LIFT THE  
HANDSET



DIAL "7120#"



HANG UP

### ■ To Cancel



LIFT THE  
HANDSET



DIAL "70#"



HANG UP

Digitel Corporation

# Data Line Security

This feature provides security when transmitting data through an extension of the KX-T61610BE. Call waiting tones or hold time reminder tone from the KX-T61610BE are prohibited in this mode.

## ■ Setting



LIFT THE  
HANDSET



DIAL "741#"



HANG UP

## ■ To Cancel



LIFT THE  
HANDSET



DIAL "740#"



HANG UP

SHARP CORPORATION

# Station Programming (cont.)

## 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

---

## ■ To Dial

---



PICKUP HANDSET  
FOR 4-SECONDS

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

- Dialling (speed dialling and manual dialling) is possible within 3 seconds.
- When you program for an outside call, enter the line access number, [\*] [\*], 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.
- Pickup Dial is not available for an LD phone.
- You can not dial "0" instead of pressing the "\*" button.

DEPT. OF DEFENSE  
DEFENSE INFORMATION

## Station Programming (cont.)

### Station Program Clear

Dialling (79#) will clear station programs on that extension.

- The following feature can be cancelled.
  - Call Forwarding
  - Data Line Security
  - Dial Call Pickup Deny
  - Do not Disturb
  - Pickup Dial (Enable mode)



LIFT THE  
HANDSET



DIAL "79#"



HANG UP



- If dial tone (continuous tone) changes to 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 is not equipped with the Register Recall button, dial 1 instead of pressing it. In this case your telephone should be in the Pulse mode.
- 999 can be dialled on the apparatus for the purposes of making outgoing calls to the BT emergency (999) Service.
- In the event of a power failure, each CO line will be connected to assigned extension if a telephone which can work even during a power failure is used as an extension **22, 23, 24, 25 or 26.**
  - CO2 will be assigned to extension 22.
  - CO3 will be assigned to extension 23.
  - CO4 will be assigned to extension 24.
  - CO5 will be assigned to extension 25.
  - CO6 will be assigned to extension 26.

132

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