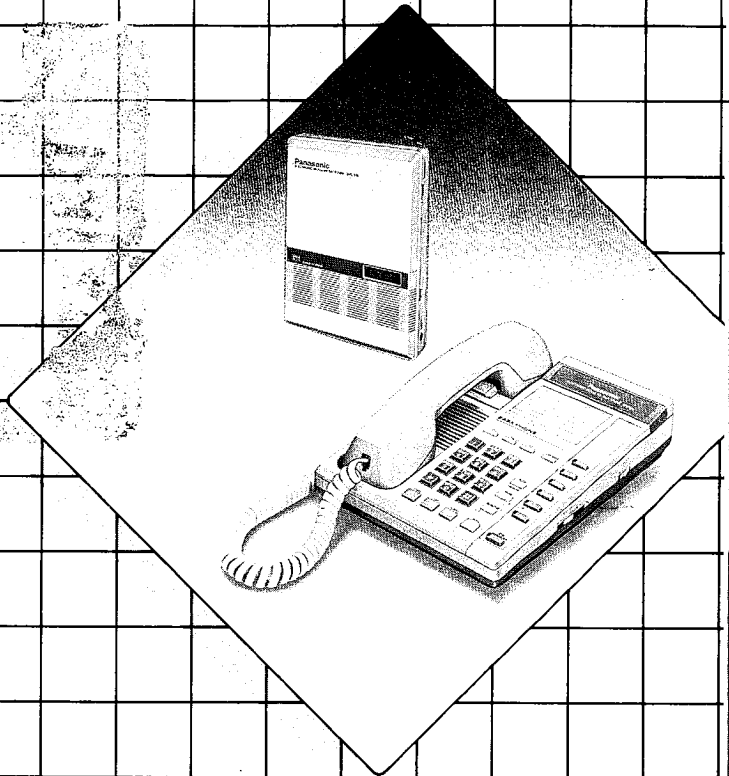


# Operating Instructions

PROPRIETARY TELEPHONE FOR KX-T61610

INTEGRATED  
TELEPHONE SYSTEM  
MODEL NO. **KX-T61650**  
EASA-PHONE

Basic Operation



General Information

# Panasonic

Please read before use.

Thank you for purchasing the Panasonic Telephone.

## Features

- **Designed Exclusively** for Electronic Modular Switching Systems except KX-T616 and KX-T616D.
- **3 Programmable Soft Buttons** for one-touch access to system features such as automatic call-back and paging. Can also store numbers for automatic dialing.
- **Electronic Hold** allows ordinary and exclusive hold, which doesn't allow another extension to pick up the call. Holds up to 6 CO lines and one extension at once.
- **Call Transfer** switches either outside or internal calls to another extension.
- **CO Line BLF** indicates status of each CO line and lets you connect to a CO line by pressing a CO line button.
- **3-Way Conference** lets you converse with two parties simultaneously whether they are internal or external calls.
- **Last Number Redial** lets you dial the last number dialed, up to 32 digits long, at the touch of LNR button.
- **Speed Dialing** allows you to dial up to 100 32-digit telephone numbers (programmed in the system).
- **On-Hook Dialing** with monitor speaker lets you dial without lifting the handset.

- DSS console KX-T61640 is provided as option. See "System Component" described on the reverse of the front cover in INSTALLATION MANUAL.
- If you use a DSS console KX-T61640, you can access another extension by one touch of a DSS button instead of pressing an extension number, and system features of KX-T61610 by one touch of PROGRAMMABLE FEATURE button on a DSS console.  
For further details, see OPERATING INSTRUCTIONS of KX-T61640.

### Accessories

Extension line cord . . . . .	1
Handset . . . . .	1
Handset cord . . . . .	1

For further details, see the Installation Manual.

## Quick Reference Card

### TO MAKE CALLS

- Lift the handset or press the MONITOR button first.
- After finishing your conversation, hang up the handset.

#### INTER OFFICE CALLING *(Intercom)*

Dial extension no. (11 through 26)

#### OUTWARD DIALING

*Individual Line Access*

CO  Dial phone number

- You may dial 81 through 86 instead of pressing the CO button.

*Automatic Line Access*

WXY  Dial phone number

#### SPEED DIALING

AUTO  
  
MEMORY

Dial speed access code (00 through 99)

#### ONE TOUCH DIALING

F

(Press the PROGRAMMABLE FEATURE button.)

#### CALLING DOORPHONE

*For doorphone 1*

DEF  1

*For doorphone 2*

DEF  ABC  2

### WHEN A LINE IS BUSY

#### AUTOMATIC CALL BACK BUSY

*For Outside Calls*

CO

Hear a busy tone

MNO  6

Hang up handset or press "MONITOR"

*For Intercom Calls*

Dial extension no. (11 through 26)

Hear a busy tone

MNO  6

Hang up handset or press "MONITOR"

#### BUSY STATION SIGNALING

Dial extension no. (11 through 26)

Hear a busy tone

1

#### LAST NUMBER REDIAL

Lift handset or press "MONITOR"

LNR

For your convenience, detach this portion.

## TO RECEIVE CALLS

<b>ANSWER</b>	Lift handset
<b>DIAL CALL PICKUP</b>	Lift handset <div style="display: inline-block; border: 1px solid black; padding: 2px; margin: 0 5px;">GHI 4</div> <div style="display: inline-block; border: 1px solid black; padding: 2px; margin: 0 5px;">OPER 0</div> <ul style="list-style-type: none"> <li>● You may dial the ringing extension number instead of 0.</li> </ul>

## WHILE HAVING A CONVERSATION

<b>HOLD-CO</b> <i>Call On Hold</i>	<i>To place call on hold</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">HOLD</span> </div>	
	<i>To retrieve at the holding extension</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">CO</span> </div> <ul style="list-style-type: none"> <li>● Press the CO button whose indicator is flashing slowly (green color).</li> </ul>	<i>To retrieve from another extension</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">CO</span> </div> <ul style="list-style-type: none"> <li>● Press the CO button whose indicator is flashing slowly (red color).</li> </ul>
<i>Call on Exclusive Hold</i>	<i>To place call on hold</i> <div style="display: flex; justify-content: space-around; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">HOLD</span> <span style="border: 1px solid black; padding: 2px;">HOLD</span> </div>	
	<i>To retrieve</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">CO</span> </div> <ul style="list-style-type: none"> <li>● Press the CO button whose indicator is flashing in groups of 2 (green color).</li> </ul>	
<b>HOLD-INTERCOM</b> <i>Call on Hold</i>	<i>To place call on hold</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">HOLD</span> </div>	
	<i>To retrieve at the holding extension</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">ICM MEMORY IND</span> </div>	<i>To retrieve from another extension</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">JKL 5</span> </div> <ul style="list-style-type: none"> <li>Dial holding extension no. (11 through 26)</li> </ul>
<i>Call on Exclusive Hold</i>	<i>To place call on hold</i> <div style="display: flex; justify-content: space-around; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">HOLD</span> <span style="border: 1px solid black; padding: 2px;">HOLD</span> </div>	
	<i>To retrieve</i> <div style="text-align: center; margin: 5px 0;"> <span style="border: 1px solid black; padding: 2px;">ICM MEMORY IND</span> </div>	

## Quick Reference Card

### WHILE HAVING A CONVERSATION

<b>CONFERENCE</b>	<input type="checkbox"/> CONF	Dial 2nd party	Consult with 2nd party	<input type="checkbox"/> CONF
<b>CALL WAITING</b> <i>To Terminate the Original Call and Talk to the New Caller</i> <i>To Place the Original Call on Hold and Talk to the New Caller</i>	Hear a call waiting tone	<input type="checkbox"/> CO	or <input type="checkbox"/> ICM MEMORY IND	Talk
	Hear a call waiting tone	<input type="checkbox"/> HOLD	<input type="checkbox"/> CO or <input type="checkbox"/> ICM MEMORY IND	<ul style="list-style-type: none"> <li>•If both original and new calls are intercom calls, you need not to press the ICM button.</li> </ul>
<b>CALL TRANSFER</b> <i>To Transfer after the Other Extension Answers</i> <i>To Transfer without Announcing to the Other Extension</i>	<input type="checkbox"/> TRANSFER	Dial extension no. (11 through 26)	Announce and wait for answer	Hang up
	<input type="checkbox"/> TRANSFER	Dial extension no. (11 through 26)		Hang up

### PAGING

Lift the handset first.

<b>PAGING ALL EXTENSIONS</b> <i>To Access</i>	<input type="checkbox"/> DEF 3	<input type="checkbox"/> GHI 4	Hear 1 beep	Page	Wait for answer and talk	
<b>PAGING GROUP</b> <i>To Access</i>	<i>For pickup group 1</i>					
	<input type="checkbox"/> DEF 3	<input type="checkbox"/> JKL 5	Hear 1 beep	Page	Wait for answer and talk	
<i>For pickup group 2: At step 1 above, dial 36 instead of 35.</i>						
<i>For pickup group 3: At step 1 above, dial 37 instead of 35.</i>						
<i>For pickup group 4: At step 1 above, dial 38 instead of 35.</i>						
<b>PAGING-EXTERNAL</b> <i>To Access</i>	<input type="checkbox"/> DEF 3	<input type="checkbox"/> DEF 3	Hear 1 beep	Page	Wait for 1 beep and talk	
<b>PAGING AND TRANSFER</b> <i>To Transfer Call to Paged Person</i>	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> DEF 3	<input type="checkbox"/> GHI 4	Hear 1 beep	Page	Wait for answer and hang up
	<ul style="list-style-type: none"> <li>•You may dial 35, 36, 37, 38 or 33 instead of 34.</li> <li>•You need not to lift the handset first.</li> </ul>					
<b>ANSWER</b>	<input type="checkbox"/> GHI 4	<input type="checkbox"/> DEF 3	Hear 1 beep	Talk		

## OTHER FEATURES

- Lift the handset or press the MONITOR button first.
- After hearing confirmation tone (1 or 2 beep), hang up the handset or press the MONITOR button.

<b>BACKGROUND MUSIC</b>	<i>To enable</i>	<i>To cancel</i>
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">PRS 7</div> <div style="border: 1px solid black; padding: 2px;">JKL 5</div> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">#</div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">PRS 7</div> <div style="border: 1px solid black; padding: 2px;">JKL 5</div> <div style="border: 1px solid black; padding: 2px;">OPER 0</div> <div style="border: 1px solid black; padding: 2px;">#</div> </div>
<b>CALL FORWARDING</b>	<i>Setting</i>	<i>To cancel</i>
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">F3</div> <div style="text-align: center;">Dial extension no. (11 through 26)</div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">F3</div> <div style="border: 1px solid black; padding: 2px;">OPER 0</div> </div>
	<ul style="list-style-type: none"> <li>• To use the F3 button, it is required to be programmed beforehand in the KX-T61610.</li> </ul>	
<b>DIAL CALL PICKUP DENY</b>	<i>Setting</i>	<i>To cancel</i>
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">PRS 7</div> <div style="border: 1px solid black; padding: 2px;">DEF 3</div> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">#</div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">PRS 7</div> <div style="border: 1px solid black; padding: 2px;">DEF 3</div> <div style="border: 1px solid black; padding: 2px;">OPER 0</div> <div style="border: 1px solid black; padding: 2px;">#</div> </div>
<b>DO NOT DISTURB</b>	<i>Setting</i>	<i>To cancel</i>
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">F3</div> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">OPER 0</div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">F3</div> <div style="border: 1px solid black; padding: 2px;">OPER 0</div> </div>
	<ul style="list-style-type: none"> <li>• To use the F3 button, it is required to be programmed beforehand in the KX-T61610.</li> </ul>	
<b>TO CANCEL FEATURES</b>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">PRS 7</div> <div style="border: 1px solid black; padding: 2px;">WXY 9</div> <div style="border: 1px solid black; padding: 2px;">#</div> </div>	
	<ul style="list-style-type: none"> <li>• Following features can be canceled. Dial Call Pickup Deny, Do Not Disturb, Call Forwarding, Background Music, Data Line Security, Auto CO Hunting.</li> </ul>	
<b>AUTO CO HUNTING</b>	<i>Setting</i>	<i>To cancel</i>
	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">PRS 7</div> <div style="border: 1px solid black; padding: 2px;">ABC 2</div> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">#</div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">ICM MEMORY IND</div> <div style="border: 1px solid black; padding: 2px;">PRS 7</div> <div style="border: 1px solid black; padding: 2px;">ABC 2</div> <div style="border: 1px solid black; padding: 2px;">OPER 0</div> <div style="border: 1px solid black; padding: 2px;">#</div> </div>

For your convenience, detach this portion.

# Contents

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<b>Preparation</b> .....	7
--------------------------	---

<b>Location of Controls</b> .....	8
-----------------------------------	---

## **Basic Operation**

### **To Make Calls**

Outward Dialing .....	9
Inter Office Calling (Intercom) .....	10
Speed Dialing .....	11
One Touch Dialing .....	11
Calling Doorphone .....	13

### **When a Line is Busy**

Automatic Call Back Busy (Camp-on) .....	14
Busy Station Signaling .....	14
Last Number Redial .....	14

### **To Receive Calls**

Answer .....	15
Dial Call Pickup .....	15
Directed Call Pickup .....	15
Call Park Retrieve .....	16
Doorphone .....	16

### **While Having a Conversation**

Hold-CO .....	17
Hold-Intercom .....	18
Conference .....	19
Call Waiting .....	20
Call Splitting—Between CO and Intercom .....	21
Call Splitting—Intercom .....	21
Call Transfer .....	22

### **Paging**

Paging All Extensions .....	23
Paging Group .....	23

Paging-External .....	24
Paging and Transfer .....	24
Answer .....	24

## **Detailed Operation**

### **Use of Other Features**

Background Music .....	25
External Feature Access .....	25
One Touch Access for System Features .....	26
Monitor Operation .....	27
Pulse/Tone Conversion .....	28
Intercom Alerting Mode .....	28
Flexible CO Button .....	29
Auto CO Hunting .....	29
Account Code .....	30

### **Station Programming**

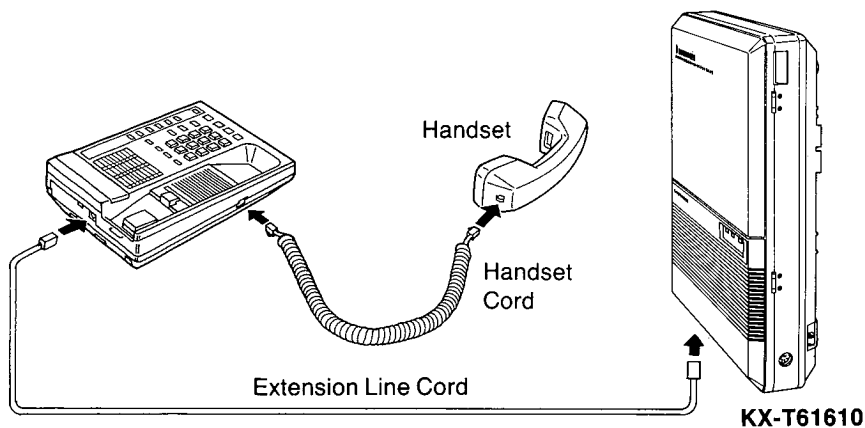
Call Forwarding .....	32
Data Line Security .....	32
Dial Call Pickup Deny .....	33
Do Not Disturb .....	33
Station Program Clear .....	34
Example of Operation .....	35
Busy Lamp Field .....	38
Table of System Features .....	39

## **General Information**

Troubleshooting Guide .....	40
Wall Mounting .....	41
Others .....	42
Important Information .....	42
Accessory Order Information .....	43
Servicenter Directory .....	43
Warranty .....	back cover

# Preparation

- ① Connect as shown.



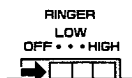
- When power failure takes place, we recommend to use a standard telephone or KX-T61630 as extension 11 through 16 because the KX-T61650 will not operate.
- Even if this unit is connected to telephone line (central office line), this unit will not operate.

② **RINGER VOLUME Selector:**

Set to "HIGH".

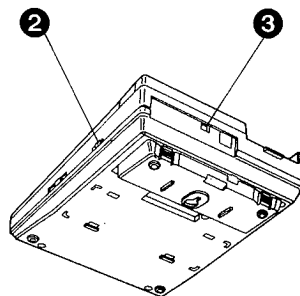
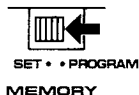
**LOW:** The ringing sound will be low.

**OFF:** The telephone will not ring.



③ **MEMORY Switch:**

Set to "SET".

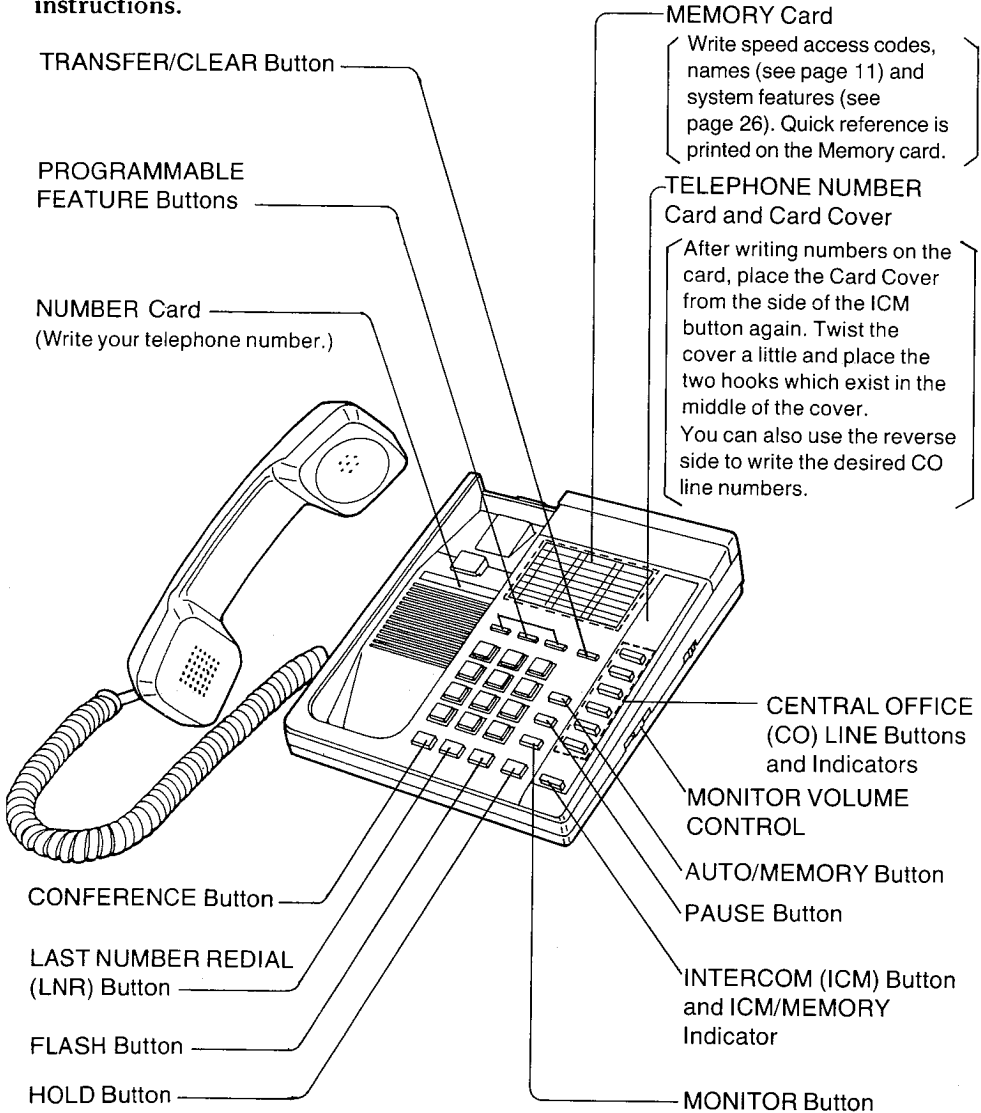


If the unit does not operate properly, disconnect the unit from the extension line cord and then connect again.



# Location of Controls

For your convenience, keep this page open when you read the following instructions.



# To Make Calls

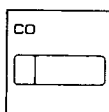
## Outward Dialing

Any of the 6 CO's may be directly selected.

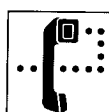
### ■ Individual Line Access



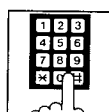
LIFT THE  
HANDSET



PRESS "CO"



WAIT FOR THE  
C.O. DIAL TONE

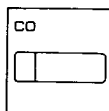


DIAL THE PHONE  
NUMBER



HANG UP  
WHEN THE  
CONVERSATION  
IS COMPLETED

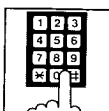
or



PRESS "CO"



WAIT FOR THE  
C.O. DIAL TONE



DIAL THE  
PHONE  
NUMBER



WHEN THE  
OTHER PARTY  
ANSWERS,  
LIFT THE  
HANDSET



HANG UP  
WHEN THE  
CONVERSATION  
IS COMPLETED

- You may dial 9 or 81 through 86 instead of the CO button. In this case, you must lift the handset or press the MONITOR button first.

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

81 through 86:

Any of the 6 CO lines may be selected by dial access.

81: line access number of CO 1

82: line access number of CO 2

83: line access number of CO 3

84: line access number of CO 4

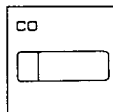
85: line access number of CO 5

86: line access number of CO 6

- You can not use the CO button whose indicator has been already lighting (red color) since anyone is using the CO line.
- The CO indicator will be lit (green color) at your extension and lit (red color) at other extensions.

Each extension can access new CO line without hanging up.

### While having a conversation;



PRESS ANOTHER "CO"

- The original conversation will be terminated and new CO line can be accessed.

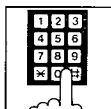
## Inter Office Calling (Intercom)

Station to station dialing within the KX-T61610 system.

### Using the Handset



LIFT THE HANDSET



DIAL THE EXTENSION NUMBER (11 through 26)

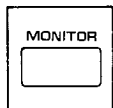


TALK

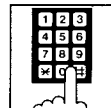


HANG UP

### On-hook Calling



PRESS "MONITOR"



DIAL THE EXTENSION NUMBER (11 through 26)



WHEN THE OTHER PARTY ANSWERS, LIFT THE HANDSET



TALK



HANG UP

- You may press the ICM button instead of the MONITOR button.
- The ICM indicator will be lit (green color) while using the unit.

When you converse with the other party through KX-T61650, use the handset by all means. You can hear the other party's voice but the other party can not hear your voice in the on-hook mode (see "Monitor Operation" on page 27).

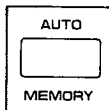
# To Make Calls (cont.)

## Speed Dialing

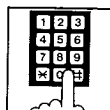
There are 100 memory locations of system speed dialing available.



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



PRESS  
"AUTO"



DIAL THE SPEED  
ACCESS CODE  
(00 through 99)

- You may press the CO button to select the CO line directly after lifting the handset or pressing the MONITOR button.

## One Touch Dialing

There are 3 memory locations for automatic dialing available. Up to 32 digits can be stored into each memory location (PROGRAMMABLE FEATURE button).

For your convenience, program private phone numbers into the KX-T61650.

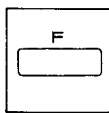
The F3 button can be changed from the PROGRAMMABLE FEATURE button into the Account Code button, Call Forwarding button and Do Not Disturb button by programming in the KX-T61610.

(See pages 30, 32, 33) In this case, the F3 button can not be used for programming a phone number.

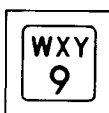
### Programming

- Be sure the handset is in the cradle, the MONITOR button is off and a call is not reaching.
- Set the MEMORY switch of the KX-T61650 to "PROGRAM".  
In this case, the MEMORY indicator will flash slowly.

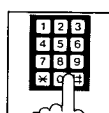
### Storage



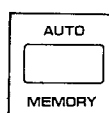
PRESS  
"PROGRAMMABLE  
FEATURE"  
(F1 through F3)



DIAL "9"



DIAL THE  
PHONE  
NUMBER



PRESS  
"MEMORY"

- You may dial 81 through 86 instead of 9.  
9... Each extension can automatically select an idle CO line.  
81 through 86... Each extension can select a CO line designated.
- 9 or 81 through 86 must be dialed for storage.
- You may program "\*", "#", "FLASH" and "PAUSE". (For further details, see pages 25 and 28.)
- When the PROGRAMMABLE FEATURE button is pressed, the MEMORY indicator will go out and the MEMORY indicator will flash slowly again when the MEMORY button is pressed.

### ■ To Correct an Error while Programming



PRESS "CLEAR  
(TRANSFER)"  
INSTEAD OF  
"MEMORY"

- After pressing the CLEAR button, re-program the correct number.
- The TRANSFER button is used as the CLEAR button.

### ■ To Change a Stored Number

Repeat "Storage" on page 11.

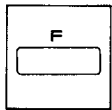
### ■ To Confirm a Stored Number

Repeat programming the same number into the same station.

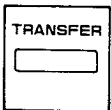
When the MEMORY button is pressed, a beep will be heard.

- two beeps . . . . storage is correct.
  - one beep . . . . storage is incorrect.
- Repeat the procedure of programming.

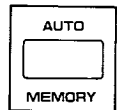
### ■ To Erase after Programming



PRESS  
"PROGRAMMABLE  
FEATURE"



PRESS  
"CLEAR  
(TRANSFER)"



PRESS  
"MEMORY"

- The TRANSFER button is used as the CLEAR button.

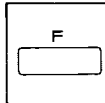
After programming all the numbers, return the MEMORY switch to "SET".  
In this case, the MEMORY indicator will go out.

# To Make Calls (cont.)

## Dialing



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



PRESS  
"PROGRAMMABLE  
FEATURE"

- You may press the CO button to select the CO line directly after lifting the handset or pressing the MONITOR button.

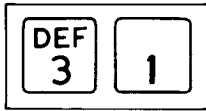
## Calling Doorphone

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

### ■ Doorphone 1



LIFT THE HANDSET  
OR PRESS  
"MONITOR"

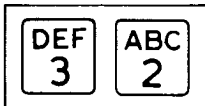


DIAL "31"

### ■ Doorphone 2



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



DIAL "32"

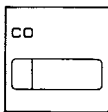
# When a Line is Busy

## Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line (CO line) you have dialed is busy, you will be automatically called back when the extension or the outside line (CO line) becomes free using this function.

This feature is also known as camp-on.

### For outside (CO line) calls



PRESS "CO"



YOU WILL HEAR A BUSY TONE



DIAL "6"

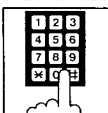


CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD



HANG UP OR PRESS "MONITOR"

### For intercom calls



DIAL THE EXTENSION NUMBER

(11 through 26)



YOU WILL HEAR A BUSY TONE



DIAL "6"



CONFIRMATION TONE



HANG UP OR PRESS "MONITOR"

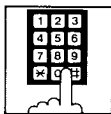
When hearing the ring back on intercom calls or an outside call, lift the handset or press the MONITOR button.

- If you make or receive a call during camp-on mode, the camp-on mode will be canceled.

## Busy Station Signaling

If the extension you have dialed is busy, you can inform that extension that another intercom call is reaching by three beeps.

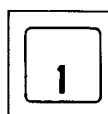
For use of this feature, the other extension is required to be set this feature beforehand in the KX-T61610.



DIAL THE EXTENSION NUMBER



YOU WILL HEAR A BUSY TONE



DIAL "1" AND WAIT FOR AN ANSWER

- To answer your signaling, see "Call Waiting" on page 20.

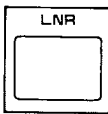
- While the other party is using a data terminal equipment, you may not be able to use this feature.
- If a busy tone is heard after dialing 1, it indicates that the other party has not set this feature.

## Last Number Redial

The last phone number dialed on an outgoing CO can be redialed.



LIFT THE HANDSET OR PRESS "MONITOR"



PRESS "LNR"

- You may press the CO button to select the CO line directly after lifting the handset or pressing the MONITOR button.

# To Receive Calls

## Answer



LIFT THE  
HANDSET

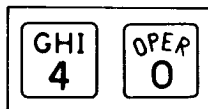
- When "Automatic Answering Selection" feature is selected "manual" mode in the KX-T61610 and outside call reaches, lift the handset and then press the CO button whose indicator is flashing (red color) quickly.
- You can distinguish a CO call, a Intercom call or a Doorphone call by a kind of ring tones. For further details, see page 6-6 in INSTALLATION MANUAL.

## 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

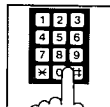
An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.



LIFT THE  
HANDSET



DIAL "4"



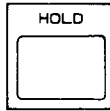
DIAL THE  
RINGING  
EXTENSION  
NUMBER



## Call Park Retrieve

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

### ■ To Park a Call



PRESS  
"HOLD"



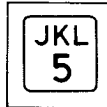
REPLACE THE  
HANDSET

See "Call on Hold" on pages 17 and 18.

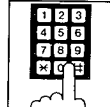
### ■ To Retrieve a Parked Call at Any Extension



LIFT THE  
HANDSET



DIAL "5"



DIAL PARKED  
EXTENSION  
NUMBER

- In case parked call is outside call, you may dial parked CO line number (81 through 86) instead of parked extension number.

## Doorphone

This feature is required to be set beforehand in the KX-T61610.

For programming, see page 3-32 in INSTALLATION MANUAL.

### ■ For Answering Doorphones



LIFT THE  
HANDSET

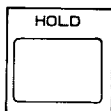
When you want to make an outside call while an outside call is reaching, press the CO button.

# While Having a Conversation

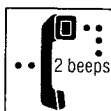
## Hold-CO

### Call on Hold

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



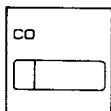
PRESS  
"HOLD"



CONFIRMATION TONE  
OF 2 BEEPS WILL BE  
HEARD

- The indicator of the CO button which is on hold will flash slowly (green color).
- The indicator of the CO button which is on hold will flash slowly (red color) at other extensions.

### ■ To Retrieve a Call on Hold



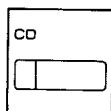
PRESS "CO"

- Press the CO button whose indicator is flashing slowly (green color).

### ■ To Retrieve a Call on Hold from Another Extension



LIFT THE  
HANDSET



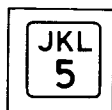
PRESS "CO"

- Press the CO button whose indicator is flashing slowly (red color).

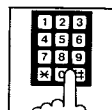
or



LIFT THE  
HANDSET



DIAL "5"

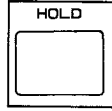


DIAL THE  
HOLDING  
EXTENSION  
NUMBER

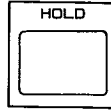
## Hold-CO

### Call on Exclusive Hold

Calls on exclusive hold can not be released by any extensions other than the phone which placed the call on hold.



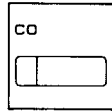
PRESS  
"HOLD"



PRESS  
AGAIN

- The indicator of the CO button which is on hold will flash in groups of 2 (green color).
- The indicator of the CO button which is on hold will light (red color) at other extensions.

#### ■ To Retrieve



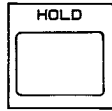
PRESS  
"CO"

- Press the CO button whose indicator is flashing in groups of 2 (green color).

## Hold-Intercom

### Call on Hold

Extension user can place an intercom call on hold. An Intercom hold can be activated on one extension only.



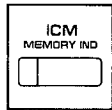
PRESS  
"HOLD"



CONFIRMATION  
TONE

- The ICM indicator will flash slowly.

#### ■ To Retrieve a Call on Hold



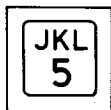
PRESS "ICM"

- The ICM indicator will be on.

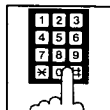
#### ■ To Retrieve a Call on Hold from Another Extension



LIFT THE  
HANDSET



DIAL "5"



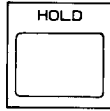
DIAL THE  
HOLDING  
EXTENSION  
NUMBER

# While Having a Conversation (cont.)

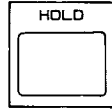
## Hold-Intercom

### Call on Exclusive Hold

Calls on exclusive hold can not be released by any extensions other than the phone which placed the call on hold. An Intercom hold can be activated on one extension only.



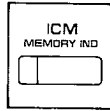
PRESS  
"HOLD"



PRESS  
AGAIN

- The ICM indicator will flash in groups of 2.

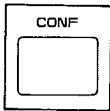
### ■ To Retrieve



PRESS  
"ICM"

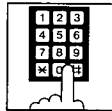
## Conference

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



PRESS  
"CONF"

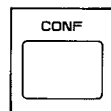
( A 1st party  
is placed  
on hold. )



DIAL 2ND PARTY



CONSULT WITH  
THE 2ND PARTY



PRESS  
"CONF"

( A 3-party  
conference  
is now  
established. )

- You may press the HOLD button instead of the CONFERENCE button first.

### ■ To Terminate One Caller and Talk to the Another Caller

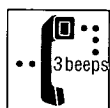
- If both the conference parties are on the CO line;  
Press the CO button to talk to the desired party.
- If both the conference parties are on the extension;  
Press the ICM button.  
You will be connected to the first participant.
- If the conference parties are on the CO line and extension;  
To talk to the CO party, press the CO button.  
To talk to the extension party, press the ICM button.

# Call Waiting

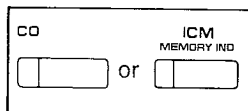
Call Waiting Tone during a conversation indicates there is a new incoming CO call or Intercom call. This feature is required to be set beforehand in the KX-T61610. For programming, see page 3-28 in INSTALLATION MANUAL.

If a call waiting tone is heard and the CO or ICM indicator does not flash, this tone indicates a call waiting tone by special company service. In this case, see "Call Waiting—Outside Line" on page 25.

## ■ To Terminate the Original Call and Talk to the New Caller



WILL HEAR A CALL WAITING TONE



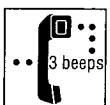
PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING QUICKLY  
(The original call is now terminated.)



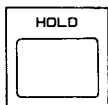
TALK

## ■ To Place the Original Call on Hold and Talk to the New Caller

- If both original call and new call are intercom calls: (The ICM indicator will change lighting into flashing quickly when new call reaches.)



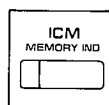
WILL HEAR A CALL WAITING TONE



PRESS "HOLD"  
(The dial tone is not heard.)



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



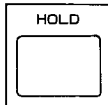
PRESS "ICM" TO TERMINATE THE 2ND CALL AND TO RETURN TO THE ORIGINAL CALL

- If original call is CO call, and new call is CO call or intercom call: or

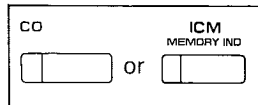
If original call is intercom call and new call is CO call:



WILL HEAR A CALL WAITING TONE



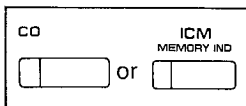
PRESS "HOLD"  
(The dial tone is heard.)



PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING QUICKLY



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

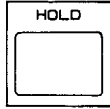


PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING SLOWLY TO TERMINATE THE 2ND CALL AND TO RETURN TO THE ORIGINAL CALL

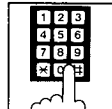
# While Having a Conversation (cont.)

## Call Splitting—Between CO and Intercom

Allows an extension user to alternate between a CO party and an Intercom party.



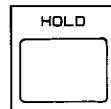
PRESS "HOLD" TO PLACE 1ST PARTY ON HOLD



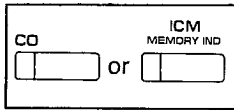
DIAL 2ND PARTY



CONSULT WITH THE 2ND PARTY WHILE THE 1ST PARTY IS ON HOLD



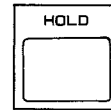
PRESS "HOLD" TO PLACE THE 2ND PARTY ON HOLD



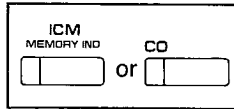
PRESS "CO" OR "ICM" WHOSE INDICATOR IS FLASHING SLOWLY



CONSULT WITH THE 1ST PARTY



PRESS "HOLD" TO PLACE THE 1ST PARTY ON HOLD



PRESS "ICM" OR "CO" WHOSE INDICATOR IS FLASHING SLOWLY

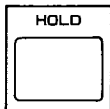


CONSULT WITH THE 2ND PARTY

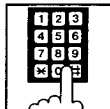
- To release the call splitting mode, press the CO or ICM button without pressing the HOLD button. Conversation will be terminated and call on hold will be returned to conversation.

## Call Splitting—Intercom

Allows an extension user to alternate between two intercom parties.



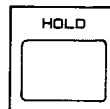
PRESS "HOLD" TO PLACE 1ST PARTY ON HOLD



DIAL 2ND PARTY



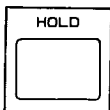
CONSULT WITH THE 2ND PARTY WHILE THE 1ST PARTY IS ON HOLD



PRESS "HOLD" TO PLACE THE 2ND PARTY ON HOLD



CONSULT WITH THE 1ST PARTY



PRESS "HOLD" TO PLACE THE 1ST PARTY ON HOLD



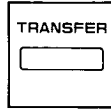
CONSULT WITH THE 2ND PARTY

- To release the call splitting mode, press the ICM button instead of the HOLD button. Conversation will be terminated and call on hold will be returned to conversation.

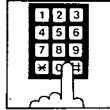
## Call Transfer

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

### ■ To Transfer after the Other Extension Answers



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER  
(11 through 26)



ANNOUNCE  
AND WAIT  
FOR AN  
ANSWER



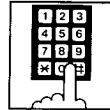
HANG UP

- When busy, you may access the other extension by dialing 1. Also you may return to the calling party by pressing the CO or ICM button whose indicator is flashing slowly (green color).

### ■ To Transfer without Announcing to the Other Extension



PRESS  
"TRANSFER"



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:**  
While the ring back is hearing,



LIFT THE HANDSET  
TO RETURN TO THE  
CALLING PARTY

- To change the party to whom a call is transferred before hanging up: Press the CO or ICM button whose indicator is flashing slowly to retrieve the call, then repeat the procedure of Call Transfer.
- The time that the transferred call which is not received returns to you, may be set to 15 seconds. For changing, see page 3-53 in INSTALLATION MANUAL.

# Paging

## Paging All Extensions

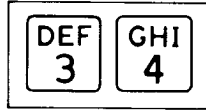
Allows paging to all extensions.

The page can only be heard from proprietary telephone. (For example, KX-T61620, KX-T61630 or KX-T61650)

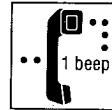
### ■ To Access



LIFT THE  
HANDSET



DIAL "34"



CONFIRMATION  
TONE OF 1 BEEP  
WILL BE HEARD



PAGE



WAIT FOR AN  
ANSWER  
AND TALK

- Page will be heard from built-in speaker.



## Paging Group

Allows paging to one of four groups.

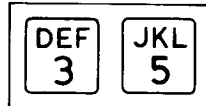
The page can only be heard from proprietary telephone. (For example, KX-T61620, KX-T61630 or KX-T61650)

### ■ To Access

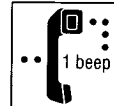
For Pickup Group 1



LIFT THE  
HANDSET



DIAL "35"



CONFIRMATION  
TONE OF 1 BEEP  
WILL BE HEARD



PAGE



WAIT FOR AN  
ANSWER  
AND TALK

- Page will be heard from built-in speaker.



- 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.

If the dial tone (continuous tone) changes to a reorder tone (intermittent tone) or a mistake is made, hang up and start again.



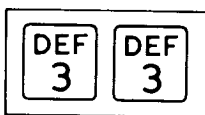
## Paging-External

Allows access to external paging equipment.

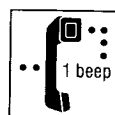
### ■ To Access



LIFT THE  
HANDSET



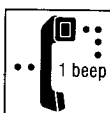
DIAL "33"



CONFIRMATION  
TONE

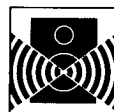


PAGE



WAIT FOR  
CONFIRMATION  
TONE AND TALK

- Page will be heard from external paging equipment.

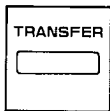


## Paging And Transfer

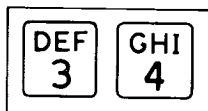
### ■ To Transfer a Call to the Paged Person



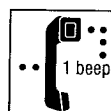
WHILE HAVING  
A CONVERSATION



PRESS  
"TRANSFER"



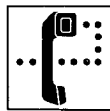
DIAL "34"



CONFIRMATION  
TONE



PAGE



WAIT FOR  
AN ANSWER



HANG UP

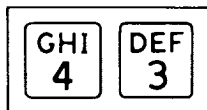
- You may dial 35, 36, 37, 38 or 33 instead of 34.

## Answer

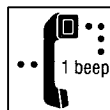
A page from built-in speaker or external paging equipment can be answered from any extension.



LIFT THE  
HANDSET



DIAL "43"



CONFIRMATION  
TONE



TALK

- If a call and CO number has been paged and transferred, you may answer by pressing the CO button whose number has been paged and indicator is flashing slowly (red color), instead of dialing 43.

# Use of Other Features

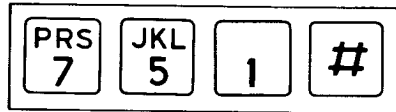
## Background Music

Music from an external source (e.g. radio) can be listened to on the built-in speaker of the telephone.

### ■ To Enable



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



DIAL "751#"



HANG UP OR  
PRESS  
"MONITOR"

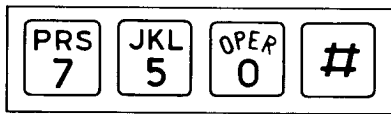


WILL HEAR  
MUSIC

### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



DIAL "750#"

## External Feature Access

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

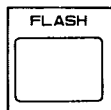
The external feature (e.g. CALL WAITING FEATURE) can only be accessed when engaged on an outside call.

The following example shows you one of the procedures.

### ■ Call Waiting—Outside Line



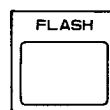
WILL HEAR A  
CALL WAITING  
TONE



PRESS  
"FLASH"



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



PRESS  
"FLASH"



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

- “Flash” can be stored into memory in the same way as “Storage” on page 11.
- You may access some features of host PBX using the FLASH button. If KX-T61610 is connected to host PBX and flash operation is required, follow the procedure of flash operation which is required in the host PBX.

## One Touch Access for System Features

Features that can be accessed by using the Dialing button also can be programmed into memory (e.g. Paging All Extensions, Background Music.)

The F3 button can be changed from the PROGRAMMABLE FEATURE button into the Account Code button, Call Forwarding button and Do Not Disturb button by programming in the KX-T61610.

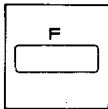
(See pages 30, 32, 33)  
In this case, the F3 button can not be used for programming a system feature.

### ■ To Program

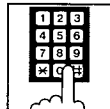
- Be sure the handset is in the cradle, the MONITOR button is off and a call is not reaching.
  - Set the MEMORY switch of the KX-T61650 to “PROGRAM”.
- In this case, the MEMORY indicator will flash slowly.

#### Example:

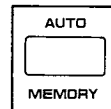
Paging All Extensions (Dial 34)



PRESS  
“PROGRAMMABLE  
FEATURE”  
(F1 through F3)



DIAL  
“34”



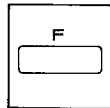
PRESS  
“MEMORY”

- System feature described in the table on page 39 can be programmed into memory.
- After programming all the system features, return the MEMORY switch to “SET”.

### ■ To Access



LIFT THE HANDSET  
OR PRESS  
“MONITOR”



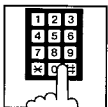
PRESS  
“PROGRAMMABLE  
FEATURE”

# Use of Other Features (cont.)

## Monitor Operation

During Monitor operation, the incoming voice can be monitored, but the outgoing voice will not be heard by the other party (this is mute operation).

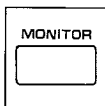
### ■ For Monitor and Mute Operation



DIAL THE PHONE NUMBER WITH THE HANDSET ON-HOOK

**or**

While having a conversation using the handset;



PRESS "MONITOR"

- The other party's voice will be heard through the MONITOR speaker.
- Your voice will not be heard by the other party.

### ■ To Cancel Monitor and Mute Operation

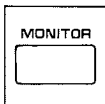
When the handset is in the cradle:



LIFT THE HANDSET

- You can talk to the other party through the handset. If you press the MONITOR button instead of lifting the handset, the call will be terminated.

When the handset is being lifted:

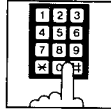


PRESS "MONITOR"

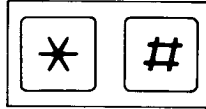
- 2-way conversations through the handset will be resumed.

## Pulse/Tone Conversion

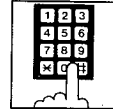
When the dialing mode is required to change a pulse mode to a tone mode in one dialing sequence, this feature is used.  
(e.g. computer-accessed long distance service)



DIAL THE PHONE NUMBER



DIAL "\*" #"

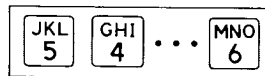
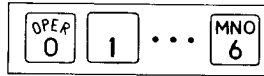
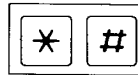
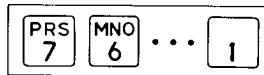


DIAL THE PHONE NUMBER

- When you dial using this feature, you must use the line set to a pulse mode.  
Phone number after dialing "\*" #" will be changed to tone mode.

■ **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.



■ **Pause time**

Pressing the PAUSE button once will provide a 3.5-second pause in the dialing sequence, and twice provide a 7-second pause.

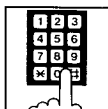
## Intercom Alerting Mode

"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" Activation when "Voice Alerting" has been Established on the Called Party's Extension**



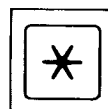
LIFT THE HANDSET OR PRESS "MONITOR"



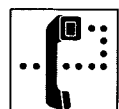
DIAL THE EXTENSION NUMBER



WAIT UNTIL A CONFIRMATION TONE IS HEARD



DIAL "\*" "



RING BACK TONE

Detailed operation

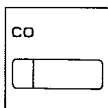
# Use of Other Features (cont.)

## Flexible CO Button

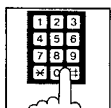
Allows each CO button to change into CO number which is different from printed CO number.

- Be sure the handset is in the cradle, the MONITOR button is off and a call is not reaching.
- Set the MEMORY switch of the KX-T61650 to "PROGRAM".  
In this case, the MEMORY indicator will flash slowly.

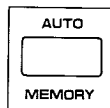
### ■ Setting



PRESS "CO" WHICH IS CHANGED INTO DIFFERENT CO NUMBER



DIAL THE CO NUMBER WHICH IS SET NEWLY (1 through 6)



PRESS "MEMORY"

- After programming all CO buttons, return the MEMORY switch to "SET".

- To confirm whether the setting is correct or not, repeat "Setting". When the MEMORY button is pressed, a beep will be heard.
  - two beeps...setting is correct.
  - one beep...setting is incorrect. Repeat the procedure of setting.

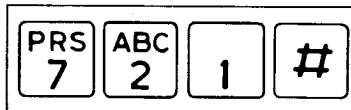
## Auto CO Hunting

Can access any CO line which is not in use directly by picking up the handset or the monitorspeaker on and tell an extension user which line is accessing by lighting the CO line indicator.

### ■ Setting



LIFT THE HANDSET OR PRESS "MONITOR"



DIAL "721#"

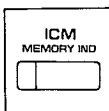


HANG UP OR PRESS "MONITOR"

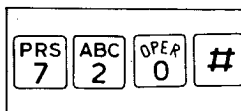
### ■ To Cancel



LIFT THE HANDSET OR PRESS "MONITOR"



PRESS "ICM"



DIAL "720#"

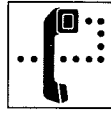


HANG UP OR PRESS "MONITOR"

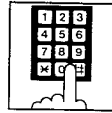
## ■ Dialing through CO Line



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



WAIT FOR THE  
C.O. DIAL TONE



DIAL THE PHONE  
NUMBER

- When you access an extension in the Auto CO Hunting Mode, press the ICM button after lifting the handset or pressing the MONITOR button.

## Account Code

This feature gives each message of the SMDR an account code of the called or calling party.

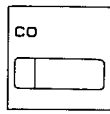
(Station Message Detail Recording—SMDR is cost saving feature that records all incoming and outgoing calls through CO line.) This feature has two modes—"Forced" and "Option". In the "Forced" mode, the account code must be entered every time the extension user dials. In the "Option" mode, the account 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. For use of this feature, the PROGRAMMABLE FEATURE (F3 only) button must be programmed beforehand as the Account Code button in the KX-T61610. For programming, see page 3-54 in INSTALLATION MANUAL.

## Forced Mode

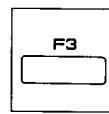
### ■ Making a Call



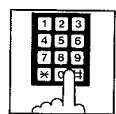
LIFT THE  
HANDSET OR  
PRESS  
"MONITOR"



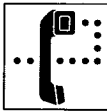
PRESS "CO"



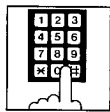
PRESS "F3"  
(Intermittent  
tone is  
heard.)



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



WAIT FOR THE  
C.O. DIAL TONE



DIAL THE  
PHONE  
NUMBER

- You may dial 9 or 81 through 86 instead of pressing the CO button.
- Account code must be required 4 numerical digits except for the [#] and [\*] button.
- If the account codes are programmed with the telephone numbers for one touch dialing or system speed dialing, you need not dial the account code when making a call. Program as follows.

WXY 9	*	*	Account code (4 digits)	Telephone number
----------	---	---	----------------------------	---------------------

# Use of Other Features (cont.)

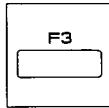
---

## ■ Receiving a Call

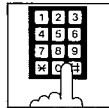
---

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

Within 30 seconds of finishing your conversation or while having a conversation,



PRESS "F3"



DIAL THE  
ACCOUNT  
CODE

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

## Option Mode

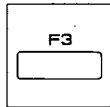
---

### ■ Making or Receiving a Call

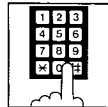
---

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

Within 30 seconds of finishing your conversation or while having a conversation,



PRESS "F3"



DIAL THE  
ACCOUNT  
CODE

(Account  
code is  
required  
4 digits.)

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

- If you enter the wrong account code, press the F3 button and enter the correct code.



# Station Programming

## Call Forwarding

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

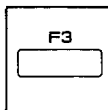
The PROGRAMMABLE FEATURE (F3 only) button can also be used for "Call Forwarding". In this case, programming should be done beforehand in accordance with page 3-54 in INSTALLATION MANUAL.

Even if the F3 button is not programmed as the Call Forwarding button, this feature can be used by dialing.

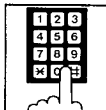
### ■ Setting



LIFT THE HANDSET OR PRESS "MONITOR"



PRESS "F3"



DIAL THE EXTENSION NUMBER TO WHOM THE CALL IS FORWARDED



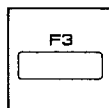
HANG UP OR PRESS "MONITOR"

- You may dial 71, the extension number and # instead of pressing the F3 button and dialing the extension number.

### ■ To Cancel



LIFT THE HANDSET OR PRESS "MONITOR"



PRESS "F3"



DIAL "0"



HANG UP OR PRESS "MONITOR"

- You may dial 70# instead of pressing the F3 button and dialing 0.

## Data Line Security

This feature provides security when transmitting data through an extension of KX-T61610.

The parallel connection of the KX-T61650 and a data terminal equipment is impossible.

### ■ Setting



LIFT THE HANDSET OR PRESS "MONITOR"



DIAL "741#"



HANG UP OR PRESS "MONITOR"

### ■ To Cancel



LIFT THE HANDSET OR PRESS "MONITOR"



DIAL "740#"



HANG UP OR PRESS "MONITOR"

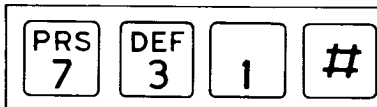
# Station Programming (cont.)

## Dial Call Pickup Deny

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



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



DIAL "731#"

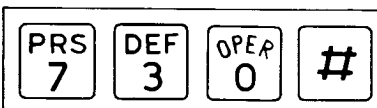


HANG UP OR  
PRESS  
"MONITOR"

### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



DIAL "730#"



HANG UP OR  
PRESS  
"MONITOR"

## Do Not Disturb

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

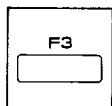
The PROGRAMMABLE FEATURE (F3) only

button can also be used for "Do Not Disturb". In this case, programming should be done beforehand in accordance with page 3-54 in INSTALLATION MANUAL.

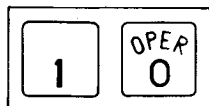
Even if the F3 button is not programmed as the Do Not Disturb button, this feature can be used by dialing.



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



PRESS "F3"



DIAL "10"



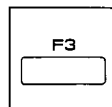
HANG UP OR  
PRESS  
"MONITOR"

- You may dial 7110# instead of pressing the F3 button and dialing 10.

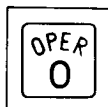
### ■ To Cancel



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



PRESS "F3"



DIAL "0"



HANG UP OR  
PRESS  
"MONITOR"

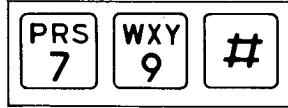
- You may dial 70# instead of pressing the F3 button and dialing 0.

## Station Program Clear

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



LIFT THE HANDSET  
OR PRESS  
"MONITOR"



DIAL "(79#)"



HANG UP OR  
PRESS  
"MONITOR"

■ **The following feature can be canceled.**

- Dial Call Pickup Deny
- Background Music
- Do Not Disturb
- Call Forwarding
- Data Line Security
- Auto CO Hunting

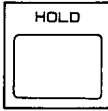
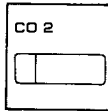
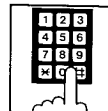

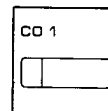
Patented Operator

# Example of Operation

## ■ To Place a Call on Hold, and to Make Another Call

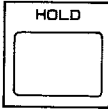
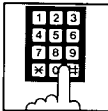

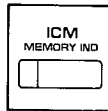
### Example (CO line):

Call in progress ..... CO 1  
 New call ..... CO 2

				
PRESS "HOLD"	PRESS "CO 2"	MAKE A NEW CALL	CONSULT WITH THE NEW CALLER WHILE THE CALL ON CO 1 IS ON HOLD	PRESS "CO 1" TO TERMINATE THE CALL ON CO 2 AND TO RETURN TO THE CALL ON CO 1

### Example (Intercom):

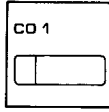
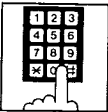


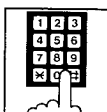


Call in progress ..... on extension 12  
 New call ..... on extension 13

			
PRESS "HOLD"	DIAL THE EXTENSION NUMBER 13	CONSULT WITH THE NEW CALLER WHILE EXTENSION 12 IS ON HOLD	PRESS "ICM" TO TERMINATE THE CALL ON EXTENSION 13 AND TO RETURN TO THE CALL ON EXTENSION 12

## To Make a Call and Transfer a Called Party to Another Extension

### Example:

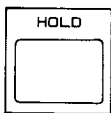
Call in progress ..... CO 1  
 Extension to whom a call is transferred .. Extension 12

				
PRESS "CO 1"	DIAL THE PHONE NUMBER	WHEN THE OTHER PARTY ANSWERS, LIFT THE HANDSET AND TALK	PRESS "TRANSFER"	DIAL THE EXTENSION NUMBER 12
				
ANNOUNCE AND WAIT FOR AN ANSWER	HANG UP			

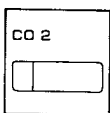
## ■ To Place One Call on Hold and Transfer the New Call to an Extension

### Example:

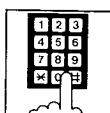
Call in progress ..... CO 1  
 New call ..... CO 2  
 Extension to whom a call is transferred ..... Extension 12



PRESS  
"HOLD"



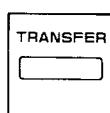
PRESS  
"CO 2"



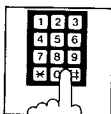
MAKE OR  
RECEIVE A  
NEW CALL



CONSULT WITH  
THE NEW  
CALLER  
WHILE THE  
CALL ON CO 1  
IS ON HOLD



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER 12



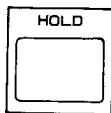
HANG UP

- CO 2 call is now transferred to extension 12.
- CO 1 call is still on hold.

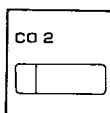
## ■ To Place Three Calls on Hold, Transfer Two of the Calls to Extensions and Talk to Call on Hold

### Example:

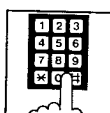
Call in progress ..... CO 1  
 New call ..... CO 2, CO 3  
 CO 1 is transferred to extension 14.  
 CO 2 is transferred to extension 15.



PRESS  
"HOLD"



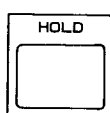
PRESS  
"CO 2"



MAKE OR  
RECEIVE A  
NEW CALL

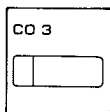


CONSULT WITH  
THE NEW  
CALLER  
WHILE THE  
CALL ON CO 1  
IS ON HOLD

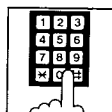


PRESS  
"HOLD"

# Example of Operation (cont.)



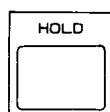
PRESS  
"CO 3"



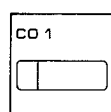
MAKE OR  
RECEIVE A  
NEW CALL



CONSULT WITH  
THE NEW  
CALLER  
WHILE THE CALL  
ON CO 2 IS  
ON HOLD



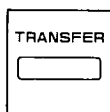
PRESS  
"HOLD"



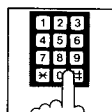
PRESS  
"CO 1"



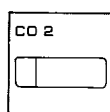
CONSULT WITH  
THE CALLER ON  
CO 1 WHILE THE  
CALLER'S ON  
CO 2 AND CO 3  
ARE ON HOLD



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER 14



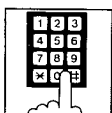
PRESS  
"CO 2"



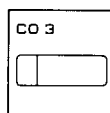
CONSULT WITH  
THE CALLER ON  
CO 2 WHILE THE  
CALLER ON  
CO 3 IS ON  
HOLD



PRESS  
"TRANSFER"



DIAL THE  
EXTENSION  
NUMBER 15



PRESS  
"CO 3"



TALK

- The call on CO 1 is now transferred to extension 14.
- The call on CO 2 is now transferred to extension 15.
- The call on CO 3 is now returned into conversation.

■ You can transfer a desired call on CO to an extension in desired order regardless of order of placing on hold.

# Busy Lamp Field

The indicators corresponding to the ICM (Intercom) and the CO buttons will indicate the status of the extensions.

## •ICM indicator light

Light	Status
off	idle
on	in use for intercom
slow flashing	on hold
flashing in groups of 2	on exclusive hold
quick flashing	receiving

## •MEMORY indicator light during program mode

Light	Status
slow flashing	<ul style="list-style-type: none"> <li>•When the MEMORY switch is set to "PROGRAM".</li> <li>•When the MEMORY button is pressed after entering a phone number.</li> </ul>
off	<ul style="list-style-type: none"> <li>•When the PROGRAMMABLE FEATURE button is pressed to program a phone number.</li> <li>•When the MEMORY switch is returned to "SET".</li> </ul>

## •CO indicator light

Light	Status
off	idle
on (green color)	in use
slow flashing (green color)	on hold
flashing in groups of 2 (green color)	on exclusive hold
on (red color)	in use at another extension
slow flashing (red color)	on hold at another extension
quick flashing (red color)	receiving

### Notes:

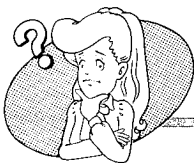
- If a call reaches through the CO line to which the CO line number is not assigned, the ICM indicator will flash quickly. And the CO call can be received by lifting the handset.
- If a call on CO line to which the CO line number is not assigned, is placed on hold, the ICM indicator will flash.

# Table of System Features

The following system features can be programmed into memory.

Dial Plan Code	System Features
Extension no. (11 through 26)	Individual Inter Office Calling
DEF 3 1 or DEF 3 ABC 2	Calling Doorphone 1 or Doorphone 2
DEF 3 DEF 3	Paging-External
DEF 3 GHI 4	Paging All Extensions
DEF 3 JKL 5 , DEF 3 MNO 6 , DEF 3 PRS 7 or DEF 3 TUV 8	Paging Group 1, 2, 3 or 4
GHI 4 OPER 0	Dial Call Pickup
GHI 4 Extension no. (11 through 26)	Directed Call Pickup
GHI 4 DEF 3	Paging Answer
JKL 5 Extension no. (11 through 26)	Call Park Retrieve
MNO 6	Camp-on
PRS 7 OPER 0 #	Cancelling Call Forwarding or Do Not Disturb
PRS 7 1 Extension no. (11 through 26) #	Call Forwarding
PRS 7 1 1 OPER 0 #	Do Not Disturb
PRS 7 DEF 3 OPER 0 #	Cancelling Dial Call Pickup Deny
PRS 7 DEF 3 1 #	Dial Call Pickup Deny
PRS 7 JKL 5 OPER 0 #	Cancelling Background Music
PRS 7 JKL 5 1 #	Background Music





# Troubleshooting Guide



## Problem

## Cause & Remedy

The unit does not ring.

Ringer Volume Selector is set to "OFF". Set to "HIGH" or "LOW".

The unit does not operate during power interruption.

This is normal. We recommend to use a standard telephone or KX-T61630 as an extension 11 through 16.

I have transferred a call to the different party by mistake.

Press the CO or ICM button whose indicator is flashing slowly to retrieve the call, then repeat the procedure of Call Transfer.

I placed a call on hold and hung up once, then seized a line and tried to place a call on exclusive hold, but I can not.

Retrieve a call once and place a call on exclusive hold again.

I can seize a CO line but can not make a call.

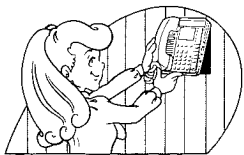
The CO line which you used is set the Toll Restriction. We recommend to use another CO line to which the Toll Restriction has not been setting.

## For your future reference

SERIAL NO. \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_  
(found on the bottom of the unit)

NAME OF DEALER \_\_\_\_\_

DEALER'S ADDRESS \_\_\_\_\_



# Wall Mounting

This unit can be mounted on a wall phone plate.

## To rotate the handset guide for wall mounting

1. Pull up in the direction of arrow (A).
2. Set by rotating as shown.

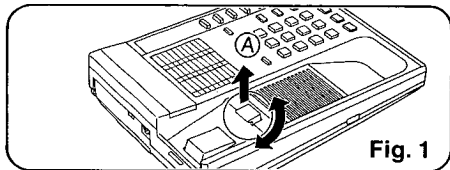


Fig. 1

To temporarily place the handset down during a conversation, hook as shown.

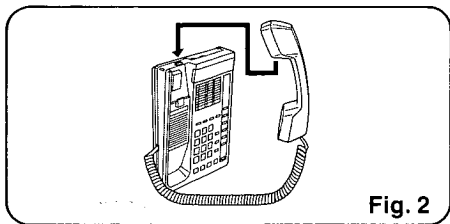


Fig. 2

## To mount the unit on a wall phone plate

1. Remove the rest by pulling in the direction of the arrow (B) while pushing the two snap tabs simultaneously in the direction of the arrow (A), as shown in Fig. 3.
2. Insert the hooks of the rest into the hole of the unit then replace rest by pushing it in the direction of the arrow (C), as shown in Fig. 4.
3. Connect the telephone cord to the unit.

4. Mount the unit to the wall phone plate then seat securely by hooking as shown in Fig. 5.
5. Connect the cord to the telephone line jack.

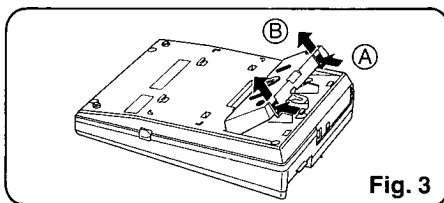


Fig. 3

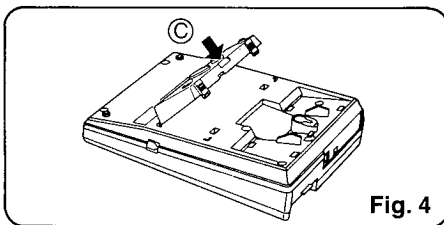


Fig. 4

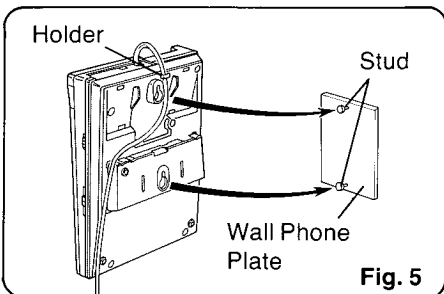


Fig. 5

When you want to connect the unit to a wall phone plate using a short telephone cord, have a house-wiring installed by the telephone company or a qualified installer, purchase a short telephone cord of 4-conductor and connect the cord to a wall phone plate.

## Others

- If there is any trouble, disconnect the unit from the extension line and connect a known working phone. If the known working phone operates properly, have it repaired by one of the specified Panasonic Factory Service Centers. If the known working telephone does not operate properly, check the Electronic Modular Switching System (KX-T61610).
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps and motors.
- The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.
- Do not use benzine, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.

### **WARNING:**

**TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.**

Do not use any handset other than Panasonic handset for model KX-T61650 use.

### **“WARNING”**

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

## Important Information


**This telephone does not provide magnetic coupling to hearing aids.**

**FCC rules prohibit the use of non-hearing aid-compatible telephones in the following locations or applications:**

- (1) All public or semipublic coin-operated or credit card telephones.
- (2) Elevators, highways and tunnels (automobile, subway, railroad or pedestrian) where a person with impaired hearing might be isolated in an emergency.
- (3) Places where telephones are specifically installed to alert emergency authorities such as fire, police or medical assistance personnel.
- (4) Hospital rooms, residential health care facilities, convalescent homes, and prisons.
- (5) Workstations for hearing impaired personnel.
- (6) Hotel, motel, apartment lobbies; in stores where telephones are used by patrons to order merchandise; in public transportation terminals where telephones are used to call taxis, or to reserve lodging or rental automobiles.
- (7) Hotel and motel rooms. (At least ten percent of the rooms must contain hearing aid-compatible telephones; or contain jacks for plug-in hearing aid-compatible telephones which will be provided to hearing impaired customers upon request.)

# Accessory Order Information

- Replacement parts and accessories are available through your local authorized parts distributor.
- For the authorized distributors in your area, call toll free: 1-800-447-4700.

Part No.	Picture	Description	Comment
KX-J07G KX-J15G KX-J25G		Handset cord	7 feet 15 feet 25 feet

## Servicenter Directory

To locate an Authorized Servicenter in Your Area within the Continental U.S.A.

**DIAL TOLL FREE: 1-800-447-4700**

**24 Hours a Day, 7 Days a Week**

Requests for assistance in obtaining repairs or technical information...contact any one of the following Service Administration offices:

**EASTERN**

50 Meadowland Parkway  
Secaucus, NJ 07094  
201-348-7460

**MIDWEST**

425 East Algonquin Road  
Arlington Heights, IL 60005  
312-981-4842

**WESTERN**

6550 Katella Avenue  
Cypress, CA 90630  
714-895-7438

**SOUTHERN**

1854 Shackle-Ford Court,  
Suite 105  
Norcross, GA 30093  
404-925-6860

Correspondence requesting product information should be sent to:

Panasonic Consumer Affairs, Matsushita Services Company, Division of Matsushita Electric Corporation of America, 50 Meadowland Parkway, Secaucus, NJ 07094

### Service in Puerto Rico

**MATSUSHITA ELECTRIC OF PUERTO RICO, INC.**

Panasonic Sales Company

Factory Servicenter

Calle Rosarito, Edif  
D Ceramica Industrial Park  
Carolina, Puerto Rico 00630  
809-750-5135, 809-750-5235

### Service in Hawaii

**PANASONIC HAWAII, INC.**

91-238 Kauhii Street, Ewa Beach

P.O. Box 774

Honolulu, Hawaii 96808-0774

808-682-1521

### Service in the Continental

U.S.A. ...

### Factory Servicenters

1575 NORTHSIDE DRIVE  
SUITE 325  
ATLANTA, GA 30318  
(404) 351-8978

**MATSUSHITA SERVICES COMPANY**

Division of Matsushita Electric Corporation of America  
50 Meadowland Parkway, Secaucus, New Jersey 07094

General Information



# Limited Warranty

Panasonic Company, PHI or PSC will repair this product with new or rebuilt parts, free of charge, in the U.S.A. or Puerto Rico for one (1) year from the date of original purchase in the event of a defect in materials or workmanship.

**Batteries** (if included)—New rechargeable batteries in exchange for defective rechargeable batteries for ten (10) days from the date of original purchase. Non-rechargeable batteries are not warranted.

Carry-in or mail-in service in the continental U.S.A. can be obtained during the warranty period from a Matsushita Services Company (MSC) Factory Servicenter listed in the Servicenter Directory. Or call 1-800-447-4700, toll free, to locate an authorized MSC Servicenter. Carry-in or mail-in service in Puerto Rico or Hawaii can be obtained during the warranty period by calling the telephone numbers listed in the Servicenter Directory.

This warranty is extended only to the original purchaser. A purchase receipt or other proof of date of original purchase will be required before warranty performance is rendered.

This warranty only covers failures due to defects in materials or workmanship which occur during normal use. It does not cover damage which occurs in shipment or failures which are caused by products not supplied by Panasonic Company, PHI or PSC or failures which result from accident, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, modification, or service by anyone other than a MSC Factory Servicenter or authorized MSC Servicenter or damage that is attributable to acts of God.

## LIMITS AND EXCLUSIONS

There are no express warranties except as listed above.

PANASONIC COMPANY, PHI AND PSC SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY.

ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE. Some states do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the above exclusions or limitations may not apply to you.

This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

If a problem with this product develops during the warranty period, you may contact your dealer or Servicenter. If the problem is not handled to your satisfaction, then write to the Consumer Affairs Division at the company address indicated below.

## **Panasonic Company Division of Matsushita Electric Corporation of America**

One Panasonic Way, Secaucus, New Jersey 07094

## **Panasonic Hawaii, Inc. ("PHI")**

91-238 Kauhū St. Ewa Beach, Honolulu, Hawaii 96808-0774

## **Panasonic Sales Company ("PSC"), Division of Matsushita Electric of Puerto Rico, Inc.**

Ave. 65 De Infanteria, KM 9.7 Victoria Industrial Park, Carolina, Puerto Rico 00630

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