Panasonic

Analogue Proprietary Telephones

Quick Reference Guide

Model KX-T7000 series

Features List

For the KX-TA 624 users

⌷ Outside (CO) Line button 🔌 Off-hook ☎ On-hook ◯ Feature number 𝄞 Talk

Desired Function	Operation
Making Calls	
Calling	**To an extension** 🔌 ▶ extension no. ▶ 𝄞 ┆ **To an external party** 🔌 ▶ ⌷ ▶ phone no. ▶ 𝄞
Redial	🔌 ▶ REDIAL ▶ 𝄞
One-touch Dialling	**To program** MEMORY ▣ SET••PROGRAM Set to "PROGRAM". ▶ [(CO / MESSAGE / PF) + 2] ▶ telephone no. ▶ AUTO DIAL STORE ▶ MEMORY ▣ SET••PROGRAM Set to "SET". **To dial** 🔌 ▶ ⌷ — assigned as a One-touch dialling button ▶ 𝄞
Calling an operator	🔌 ▶ 0 ▶ 𝄞
Speed dialling (Personal)	**To set** 🔌 ▶ 2 ✳ ▶ personal speed dial no. ▶ desired no. # ▶ ☎ **To dial** 🔌 ▶ # ▶ personal speed dial no. ▶ 𝄞
Speed dialling (System)	**To dial** 🔌 ▶ AUTO DIAL STORE ▶ system speed dial no. ▶ 𝄞
Receiving Calls	
Receiving calls	🔌 ▶ 𝄞
Handsfree answerback	*While on-hook* AUTO ANSWER ▭ MUTE
Picking up a call	**Group** 🔌 ▶ 4 0 ▶ 𝄞 ┆ **Directed** 🔌 ▶ 4 extension no. ▶ 𝄞

* If your telephone is connected to another main unit, refer to that unit's manual or consult your dealer.

Features List

Desired Function	Operation	
When the Dialled Extension is Busy/No Answer		
Automatic Callback Busy	**To set** *While hearing a busy tone* (6) ▶ ☎	**To call** *If you hear callback ringing* ☎
Call Waiting	Sender	*While hearing a busy tone* (2) ▶ Wait for an answer. ▶ ☎
	Receiver	**For outside calls** ☎ ▶ (7)(3)(1)(1)(#) Set (7)(3)(1)(0)(#) Cancel ▶ ☎ **For intercom calls** ☎ ▶ (7)(3)(2)(1)(#) Set (7)(3)(2)(0)(#) Cancel ▶ ☎ **To talk to the new party** *While hearing a tone* HOLD ▶ CO / INTERCOM ▶ ☎
Message Waiting	Sender	**To leave a notification** MESSAGE ▶ ☎ **To cancel a notification** ☎ ▶ [extension no.] ▶ MESSAGE MESSAGE ▶ ☎
	Receiver	**To call back** ☎ ▶ MESSAGE ▶ ☎ **To clear all notifications** ☎ ▶ (7)(0)(0) ▶ (#) ▶ ☎
During a Conversation		
Holding a call	**Holding** HOLD ▶ ☎	**To retrieve a call at the holding extension** ☎ ▶ CO / INTERCOM ▶ ☎ **To retrieve an outside call from another extension** ☎ ▶ CO ▶ ☎
Holding a call exclusively	**Holding** HOLD HOLD ▶ ☎	**To retrieve a call on exclusive hold** ☎ ▶ CO / INTERCOM ▶ ☎
Transferring a call	TRANSFER ▶ [extension no.] to an extension CO [phone no.] to an external party ▶ ☎ Announce. ▶ ☎	

Features List

Desired Function	Operation
	During a Conversation
Paging	**All extensions** ☎ ▶ ③ ③ ⓪ ▶ 📞 Announce. **Group** ③ ③ group no. **External** ③ ④ **All extensions & External** ③ ③ ✳ **To answer an announced page** ☎ ▶ ④ ③ ▶ 📞
	Useful Features
Forwarding a call	☎ ▶ [FWD/DND / ⑦ ①] ▶ **All calls** ① ▶ extension no. ▶ ⌗ ▶ 📵 **Busy / No answer** ② ▶ extension no. ▶ ⌗ **To an outside line** ③ ▶ line access code ▶ phone no. ▶ ⌗ **Follow Me** ⑤ ▶ your extension no. ▶ ⌗ **Cancel** ⓪ ▶ ⌗ **Cancel Follow Me** ⑧ ▶ your extension no. ▶ ⌗
Do Not Disturb (DND)	☎ ▶ [FWD/DND / ⑦ ①] ▶ ④ Set / ⓪ Cancel ▶ ⌗ ▶ 📵
Three-party conference	CONF ▶ third party's no. ▶ 📞 ▶ CONF
Setting Absent Message	☎ ▶ ⑦ ⑤ ▶ message no. ▶ ⌗ ▶ 📵
Log-In/Log-Out	☎ ▶ ⑦ ③ ⑥ ⓪ ⌗ For Log-In / ⑦ ③ ⑥ ① ⌗ For Log-Out ▶ 📵
Locking your extension	☎ ▶ ⑦ ⑦ lock code lock code ▶ ⌗ Lock / ⑦ ⑦ lock code ▶ ⌗ Unlock ▶ 📵
Clearing the setting	☎ ▶ ⑦ ⑨ ⌗ ▶ 📵

* Some feature numbers can be changed by System Programming.

* Refer to the KX-TA series manual for the numbers in the box ☐ (e.g. message no., lock code).
  For more details, consult your dealer.

Accessories

When unpacking, check the following items.

Item	*Qty*	*Order replacement parts no.*	
		White models	*Black models*
Handset .... one		PQJX2PSL05Z	PQJX2PML08Z
Telephone line cord .... one		PSJA1064Z	PSJA1064Z
Handset cord .... one		PQJA214Y	PQJA214V
Card holder .... one		PQHR9565Y1	PQHR9565Y2
(KX-T7020/KX-T7130)			
Memory station card .... one		PQHP5107Z	PQHP5107Z
(KX-T7020/KX-T7130)			
Overlay .... one		PQGD10006W	PQGD10006W
(KX-T7130)			

For your future reference

SERIAL NO. _____
(found on the bottom of the unit)

DATE OF PURCHASE _____

NAME OF DEALER   _____

DEALER'S ADDRESS _____

_____

_____

_____

DEALER'S TEL. NO.   _____