

Panasonic KX-TA 308 - Quick User Guide

MAKING CALLS:

To make a call to another extension:

- Lift handset or press **SPKR** key.
- Dial extension number, (**101, 102 etc.**) or press **Direct Station Key**.

NB: To program your extension for **handsfree answer** on/off on intercom calls:

- Press **Auto Answer** key (display handsets only)

To make an outside call:

- Lift handset or press **SPKR** key.
- Press **Line** key (or from a cordless phone dial “0” and wait for dial tone).
- Dial telephone number.

To make an outside call using speed dial from a station phone (see below to program speed dial):

- Lift handset or press **SPKR**
- Press **Line** key
- Press **Auto Dial** key
- Dial speed dial location number (**00-99**)

To make an outside call using speed dial from a cordless phone:

- DO NOT dial 0 for an outside line
- Dial “* ”
- Dial speed dial location number (**00-99**)

To make a call using Last Number Redial from a station phone:

- Lift handset or press **SPKR** key.
- Press **Line** key
- Press **REDIAL** key.

ANSWERING CALLS:

To answer an outside call:

- If ringing at your handset – Lift handset or press **SPKR** key.
- If not ringing at your handset – Lift handset and press the flashing **Line** key.

TRANSFERRING CALLS:

To transfer a call from a station phone:

Method 1:

- Answer or make a call.
- Press the **HOLD** key.
- Dial the extension number (**101, 102 etc**) or press the **Direct Station Key**.
- Announce the call and the “line” number.
- Hang up.

Method 2: (**This method must be used when transferring to a cordless phone**).

- Answer or make a call as above.
- Press the **Direct Station Key** (or press Transfer key and dial extension number).
- Announce the call (optional).
- Hang up and the call will be transferred.

To transfer a call **from** a cordless phone:

- Answer or make a call
- Press “**Recall**” button on cordless (**may also be called “Flash” or just “R”**)
- Dial the extension number (**101, 102 etc**).
- Announce the call (optional).
- Hang up and the call will be transferred.

Panasonic KX-TA 308 - Quick User Guide

PAGING:

To page all extensions:

- Lift handset
- Dial “**330**”
- Make announcement.
- Press receiver down with hand then hang up.

BACKGROUND MUSIC:

To turn background music on/off (where available):

- DO NOT lift handset or press SPKR key.
- Dial “**1**”

PROGRAMMING SPEED DIAL NUMBERS:

To program system speed dial numbers (**from station 101 only**):

- DO NOT lift handset or press SPKR key.
- Press **Program** key and dial “ * # 1 2 3 4 ”.
- Dial “**001**” and press **Speaker** Key.
- Dial Location (**00-99**)
- Dial “ **0** ” **then** the telephone number to be stored.
- Press **Store** key
- Press **Speaker** key for next location or **Program** key to finish.

PROGRAMMING ONE TOUCH KEYS:

To program one touch keys to call another extension (ie: DSS key):

- DO NOT lift handset or press SPKR key.
- Press **Program** Key.
- Press key to be programmed.
- Dial “**1**” followed by extension number (**101, 102 etc.**)
- Press **Store** key.

To program one touch keys as speed dial keys:

- DO NOT lift handset or press SPKR key.
- Press **Program** Key.
- Press key to be programmed.
- Dial “**2**” followed by “**0**” then the number to be stored.
- Press **Store** key.

To program one touch keys as line keys:

- DO NOT lift handset or press SPKR key.
- Press **Program** Key.
- Press key to be programmed.
- Dial “**0**” followed by line number (**01, 02 etc.**)
- Press **Store** key.