

Quick Reference Guide

Model No. **KX-TD500**

Features List

Desired Function	Operation
Making Calls	
Calling	To an extension  ► extension no. ►  To an external party  ► 9 /  ► phone no. ► 
Receiving calls	 ► 
Redial	 ► REDIAL ► 
Quick Dialing	 ► quick dial no. ► 
One-Touch Dialing	To program  ► 9 9 ►  ► 2 desired no. ►  ►  To dial  ►  — assigned as a One-Touch dialing button ► 
Calling an operator	 ► 0 ► 
Speed Dialing (Station)	To set  ► 3 0 ► station speed dial no. (0-9) ► desired no. ► # ►  To dial  ► 3 * ► station speed dial no. (0-9) ► 
Speed Dialing (System)	To dial  ►  ► system speed dial no. (000-999) ► 
Doorphone Call	 ► 3 1 ► doorphone no. (1-8) ► 
Automatic Callback Busy	To set When hearing a busy tone 6 ►  To answer the extension  ►  To cancel  ► 4 6 ►  To answer the CO line  ► phone no. ► 

Features List

Desired Function	Operation
During a Conversation	
Holding a call	Holding  HOLD  To retrieve a call at the holding extension  CO / INTERCOM / DN  To retrieve an outside call from another extension  CO 
Holding a call exclusively	Holding  HOLD  To retrieve a call on exclusive hold  CO / INTERCOM / DN 
Transferring a call	TRANSFER   extension no. to an extension CO  phone no. to an external party  Announce. 
Three-party conference	To add a third party CONF  third party's no.  CONF  To talk to one party by terminating the other CO / INTERCOM / DN  To leave a conference 
Useful Features	
Forwarding a call	 FWD/DND  All calls 2  extension no. Busy 3  extension no. No answer 4  extension no. Busy / No answer 5  extension no. To an outside line 6 9  phone no. # Follow Me 7  your extension no. Cancel 0 Cancel Follow Me 8  your extension no.
Picking up a call	 CO Line 4 *  Directed 4 1  extension no. Group 4 0
Call Waiting	  7 3 1 1 Set  7 3 1 0 Cancel  To talk to the new party <i>While hearing a tone</i> HOLD  CO / INTERCOM / DN 

Features List

Desired Function	Operation
Useful Features	
Paging	To page ▶ All groups & external speakers 3 2 * All external speakers 3 2 0 Particular external speakers 3 2 external speaker no. (1 or 2) All groups 3 3 # Particular groups 3 3 paging group no. (01-16) ▶  ▶ 
	To answer ▶ Through an external speaker 4 2 external speaker no. Through a telephone speaker 4 3 ▶ 
	To deny ▶ 7 2 1 1 Set 7 2 1 0 Cancel ▶ 
Do Not Disturb (DND)	To set  FWD/DND ▶ 1 ▶  To cancel  FWD/DND ▶ 0 ▶ 
Sending a Call Waiting tone	While hearing a busy tone 1 ▶ Wait for an answer. ▶ 
Message Waiting	Sender To leave a notification <i>While hearing a busy tone</i> MESSAGE ▶  To cancel a notification  7 0 0 ▶ extension no. ▶ 
	Receiver To call back  MESSAGE ▶  To clear all notifications  7 0 0 ▶ receiver's extension no. ▶ 
Setting Absent Message	To set  7 5 0 ▶ message no. ▶  To cancel  7 5 0 0 ▶ 
Log-In/Log-Out	▶ 4 5 1 For Log-In 4 5 0 For Log-Out ▶ 
Locking your extension	▶ 7 6 2 lock code (000-999) lock code Lock 7 6 2 lock code (000-999) Unlock ▶ 
Station Program Clear	▶ 7 9 0 ▶ 
Timed Reminder	To set  7 6 1 1 ▶ hour minute ▶ 0 AM 1 PM ▶ 0 one time 1 daily ▶  To cancel  7 6 1 0 ▶  To stop the alarm any key (PT only)

Station Programming

To enter the programming mode		To exit the programming mode	
PROGRAM ► 9 9		PROGRAM	
Operation			
Direct Station Selection	CO ► 1 extension no. ► AUTO DIAL STORE		
One-Touch Dialing	CO ► 2 desired no. ► AUTO DIAL STORE		
MESSAGE	CO ► 3 ► AUTO DIAL STORE		
FWD/DND	CO ► 4 ► AUTO DIAL STORE		
SAVE	CO ► 5 ► AUTO DIAL STORE		
Account	CO ► 6 ► AUTO DIAL STORE		
CONF (Conference)	CO ► 7 0 ► AUTO DIAL STORE		
Log-In/Log-Out	CO ► 7 1 ► AUTO DIAL STORE		
Ringing Tone Selection for CO Buttons	CO ► CO ► tone type (1-8) ► AUTO DIAL STORE		
Preferred Line Assignment, Outgoing	1 ► 1 no line 2 idle line 3 ► CO / INTERCOM / DN prime line AUTO DIAL STORE		
Preferred Line Assignment, Incoming	2 ► 1 no line 2 ringing line 3 ► CO / INTERCOM / DN prime line AUTO DIAL STORE		
Full One-Touch Dialing Assignment	3 ► 1 off / 2 on ► AUTO DIAL STORE		
Intercom Alerting Assignment	4 ► 1 ring-calling / 2 voice-calling ► AUTO DIAL STORE		
Call Waiting Tone Type Assignment	5 ► 1 tone 1 / 2 tone 2 ► AUTO DIAL STORE		
Self-extension Number Confirmation	6 ► HOLD		
Handset/Headset Selection	9 ► 1 handset / 2 headset ► AUTO DIAL STORE		
Station Programming Data Default Set	# ► AUTO DIAL STORE		