Basic Operation

EASY-PHONE

For Touch Tone and Rotary Telephone

STATION USER GUIDE

See this Station User Guide when you use a touch tone or rotary telephone as an extension.
Basic Operation
Quick Reference Card ....... 2
To Make Calls
Inter Office Calling (Intercom) .......... 6
Outward Dialing .......... 6
Speed Dialing .......... 7
Calling Doorphone .......... 7
When a Line is Busy
Automatic Call Back Busy (Camp-on) .......... 8
Busy Station Signaling .......... 9
Last Number Redial .......... 9
To Receive Calls
Answer .......... 10
Dial Call Pickup .......... 10
Directed Call Pickup .......... 10
Call Park Retrieve .......... 11
Doorphone .......... 11
While Having a Conversation
Call on Hold .......... 12
Call Splitting .......... 12
Conference .......... 13
Call Waiting .......... 13
Call Transfer .......... 14

Detailed Operation
Use of Other Features
Paging All Extensions .......... 15
Paging Group .......... 15
Paging-External .......... 16
Paging and Transfer .......... 16
Paging-Answer .......... 17
Intercom Alerting Mode .......... 17
External Feature Access .......... 18
Pulse/Tone Conversion .......... 19
Station Programming
Call Forwarding .......... 20
Dial Call Pickup Deny .......... 21
Do not Disturb .......... 22
Data Line Security .......... 23
Station Program Clear .......... 24

Station Program Clear
Dialing (79#) will clear station programs on that extension.
• The following feature can be canceled.
  Call Forwarding
  Data Line Security
  Dial Call Pickup Deny
  Do not Disturb

If dial tone (continuous tone) changes to reorder tone (intermittent tone) or a mistake is made, hang up and start again.
• Various activation tones and Ringing will be heard. (Refer to page 5-6 in INSTALLATION MANUAL.)
• If you phone has the FLASH key, depress it instead of flashing the hookswitch.
When a Line is Busy

<table>
<thead>
<tr>
<th>Press the Station Assignment Key for the Line in Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press the Dial Key (0 through 9) to Dial the Extension Number</td>
</tr>
<tr>
<td>Press the Dial Key (0 through 9) to Dial the Phone Number</td>
</tr>
</tbody>
</table>

To Make Calls

<table>
<thead>
<tr>
<th>Quick Reference Card</th>
</tr>
</thead>
</table>

Data Line Security

Setting MODE

This feature provides in this hold line Transmission of the call without an extension.

Detailed Operation

Handset

Hang Up

Lift the Handset up and hang up.
TO RECEIVE CALLS

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>Lift handset</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAL CALL PICKUP</td>
<td>Lift handset</td>
</tr>
<tr>
<td>DIRECTED CALL</td>
<td>Lift handset</td>
</tr>
<tr>
<td>RETRIEVE</td>
<td>Lift handset</td>
</tr>
</tbody>
</table>

WHILE HAVING A CONVERSATION

<table>
<thead>
<tr>
<th>CALL ON HOLD</th>
<th>Flash hookswitch</th>
<th>Hear 2 beeps</th>
</tr>
</thead>
<tbody>
<tr>
<td>To hold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To cancel</td>
<td>Flash hookswitch</td>
<td></td>
</tr>
<tr>
<td>CALL SPLITTING</td>
<td>Flash hookswitch</td>
<td>Dial 2nd party</td>
</tr>
<tr>
<td>CONFERENCE</td>
<td>Flash hookswitch</td>
<td>Dial 2nd party</td>
</tr>
<tr>
<td>CALL WAITING</td>
<td>Hear a call</td>
<td>Flash hookswitch</td>
</tr>
</tbody>
</table>

Do not Disturb

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

Setting

LIFT THE HANDSET
DIAL "7110#

HANG UP

To Cancel

LIFT THE HANDSET
DIAL "72#"

HANG UP
**Basic Operation**

**Individual Line Access**

An alternative method is to dial 8 and CO number individually any of 9 CO's.

**Automatic Line Access**

Each extension can dial within the line billling the CK-X739810.

**Outward Dialing**

System with the CO CK-X739810.

Station 9 Station dialing.

**To Make Calls**

**Station Programming**

(Com)

Station Programming

Setting

Dial Call Pickup Deny

You answering calls directed to another extension user from the CK-X739810.

Hang up.
To Make Calls (cont.)

Speed Dialing

There are 100 system of speed dial numbers available.

- Automatic Selection of CO

LIFT THE HANDSET  PRESS "*"  DIAL SPEED ACCESS CODE (00 through 99)

- It is no need to access a CO line.
- A rotary phone is not available for the speed calling.
- Continuous use of speed dialing is impossible.

Calling Doorphone

Up to two doorphone (KX-T30865) can be connected to the KX-T30810.

- Doorphone 1

LIFT THE HANDSET  DIAL "31"

- Doorphone 2

LIFT THE HANDSET  DIAL "32"

Station Programming

You may dial "0" instead of pressing the "#" button.

Call Forwarding

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

- Setting

LIFT THE HANDSET  DIAL "71"  DIAL THE EXTENSION NUMBER

- To Cancel

LIFT THE HANDSET  DIAL "70#"
When a line is Busy (Camp-on)

Automatic Call Back Busy (Camp-on)

For Intercom calls

When hearing a ring back

When a line is Busy

For Outside calls

Pulse/Tone Conversion

Use of Other Features (cont.)

When dialing mode is 7:9, a wait of 2 seconds is required to change a pulse.

When dialing mode is 1:2:3:4:5:6:7:8:9, 0, *. #, andPause are allowed.

When selecting a group, "Camp-on" is also known as Camp-on.

This feature is also known as Camp-on.

When using this function, an outside call must be connected before using the extension. The extension will not ring if an outside call is already connected.
When a Line is Busy (cont.)

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-T30810.

- DIAL EXTENSION NUMBER (11 through 18)
- YOU WILL HEAR A BUSY TONE
- DIAL "1"

- To answer your signaling, see "Call Waiting" on page 13.

External Feature Access
Allows extension user to access features of central office or host PBX. (e.g., CALL WAITING FEATURE can be supplied by Central Office.)
- The external feature (call waiting) can only be accessed when engaged on an outside call.

- The following example shows you one of the procedures.

Call Waiting—Outside Line
- DIAL "O"
- FLASH HOOKSWITCH
- DIAL "O"
- CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD

- Flashing the hookswitch and dialing "0" means flash operation.
- If KX-T30810 is connected to host PBX and flash operation is required, follow the procedure of flash operation which is required in the host PBX.

Last Number Redial
The last phone number dialed on an outgoing call to CO can be redialed.

- LIFT THE HANDSET
- PRESS "#"

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

An extension may answer the pickup group.

Dial Call Pickup

Dial extension number

Answer

To receive calls

Use of other features (cont.)

Intercom Alerting Mode

Switching to Tone Alerting

Voice Alerting "Tone"

Intercom Alerting Mode

Voice Alerting "Tone"

ViewPager

ViewPager

ViewPager

ViewPager

ViewPager
To Receive Calls (cont.)

Call Park Retrieve

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

- To Park a call

FLASH HOOKSWITCH
CONFIRMATION TONE
REPLACE HANDSET

- Do not depress hookswitch for more than one second, or party will be disconnected.

- To Retrieve a Parked Call at Any Other Extension

LIFT THE HANDSET
DIAL "S"
DIAL PARKED EXTENSION NUMBER

Paging-External

Allows access to external paging equipment.

- To Access

LIFT THE HANDSET
DIAL "33"
CONFIRMATION TONE

PAGE
WAIT FOR CONFIRMATION TONE AND TALK OR HANG UP

Page will be heard from external paging equipment.

Paging and Transfer

- To Transfer a Call to the Paged Person

FLASH HOOKSWITCH TO PLACE A CALL ON HOLD
DIAL "34"
CONFIRMATION TONE

PAGE
WAIT FOR AN ANSWER AND HANG UP

- At step 2 above, dial 35, 36 or 33 instead of 34.

Doorphone

- It calls from doorphones are not answered within 15 seconds, the calls will be cancelled.
- Each extension has to be programmed for receiving from doorphones.
  See the "Programmable Doorphone" on page 2-30 in Installation Manual.
Call Splitting

- To Place a Call on Hold

While Having a Conversation

Use of Other Features

Default Extension

Extension

while the extension is in use.

Use of Other Features
While having a conversation (cont.)

Conference

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

- FLASH HOOKSWITCH Puts 1st Party on Hold
- DIAL 2ND PARTY
- CONSULT WITH 2ND PARTY

■ To Terminate Conference

Replace the handset.
- The other two parties are directly connected together and can converse with each other.
  (Intercom calls and intercom to outside are OK, outside to outside is not possible.)

Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.
This feature is required to be set beforehand in the KX-T30810. For programming, see page 2-24 in installation manual.

- FLASH HOOKSWITCH Puts 1st Party on Hold
- WILL HEAR CALL WAITING TONE
- CONSULT NEW CALLER
- HANG UP
- LIFT THE HANDSET

Call Transfer

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

■ To Transfer After Other Extension Answers

- FLASH HOOKSWITCH
- DIAL EXTENSION NUMBER
- ANNOUNCE AND WAIT FOR AN ANSWER
- HANG UP

■ To Transfer without Announcing the other Extension

- FLASH HOOKSWITCH
- DIAL EXTENSION NUMBER
- HANG UP

■ To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:

- LIFT THE HANDSET

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

Flash the hookswitch to retrieve the call, then repeat the procedure of Call Transfer.