Telephone as an Extension
See this Station User Guide when you use a Touch Tone or Rotary

KX-T61610

For Touch Tone and Rotary Telephone

STATION USER GUIDE
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### 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
  - Pickup Dial (Enable mode)

- If the dial tone (continuous tone) changes to a 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 6-6 in INSTALLATION MANUAL.)
- If your phone has a FLASH button, depress it instead of flashing the hookswitch.

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**LIFT THE HANDSET**

**DIAL "79#"**

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**HANG UP**
TO MAKE CALLS

Quick Reference Card

Station Programming (cont.)
**Pickup Dial**

Picking up the handset automatically dials a programmed phone number.

**To Program**

- **LIFT THE HANDSET**
  - DIAL "762"
  - DIAL EXTENSION NUMBER

- **DIAL "#"**
  - Hang up

- You may dial CO number (9 or 81 through 86) instead of extension number.

**To Enable or Disable**

To enable pickup dial

- **LIFT THE HANDSET**
  - DIAL "761#"
  - Hang up

To disable pickup dial

- **LIFT THE HANDSET**
  - DIAL "760#"
  - Hang up
Basic Operation

Individual Line Access

An alternative method is to dial 6 CO's.

Dial the CO number individually any of the lines within the CO (Central Office) and the CO number.

Automatic Line Access

KX-T61610, line within the system, will access automatically select an extension of each extension can.

Outward Dialing

KX-T61610, dialing line through CO and the station within the extension.

Interoffice Calling (Intercom)

Station to station dialing

To Make Calls

Data Line Security

Station Programming (cont.)
To Make Calls (cont.)

Speed Dialing

There are 100 memory locations of system speed dialing available.

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

- There is no need to access a CO line.
- A rotary phone will not function for speed dialing.
- Continuous use of speed dialing is impossible.

Do not Disturb

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

Setting

LIFT THE HANDSET
DIAL "7110#"

To Cancel

LIFT THE HANDSET
DIAL "70#"

Calling Doorphone

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

Doorphone 1

LIFT THE HANDSET
DIAL "31"

Doorphone 2

LIFT THE HANDSET
DIAL "32"
When a Line is Busy

- When hearing a ring back
call back tone cannot be activated
on an extension
which has a call on hold.

- When intercom calls, you will hear the
ing back tone, you will hear the
ring back tone from CO.

- When hearing a ring back
call back tone will be heard when
called back; tone of 2 beeps will
be heard.

- For intercom calls
DIAL 6
CONFIRMATION
2 beeps will
be heard.

- Automatic Call Back Busy (Camp-on)
DIAL 8
CONFIRMATION
2 beeps will
be heard.

- For outside calls
DIAL 6
CONFIRMATION
2 beeps will
be heard.

- Setting
If the intercom extension
of outside line you have
dialed is busy, you will be
automatically called back.
This feature is also known
as camp-on.

- Station Programming (cont.)
Dial Call Pickup Deny
Allows you to prohibit any
other extension user from
answering calls directed to
you.

- To Cancel
LIFT THE
HANDSET
DIAL "73#"

-PRS
DEF
064
#

-PRS
DEF
31
#

-PRS
DEF
064
#

-PRS
DEF
064
#
Busy Station Signaling

If the extension you have dialed is busy, you can inform that extension that another intercom call is waiting by three beeps. For use of this feature, the other extension is required to be set for this feature beforehand in the KX-T61610.

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

Last Number Redial

The last phone number dialed on an outgoing call (CO line) can be redialed.

- You may dial "80" 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

1. LIFT THE HANDSET
2. DIAL "71"
3. DIAL THE EXTENSION NUMBER
4. DIAL "#"
5. HANG UP

To Cancel

1. LIFT THE HANDSET
2. DIAL "70#
3. HANG UP
Direct Call Pickup

To receive calls:

1. Lift the handset.
2. Dial the number.
3. Hang up.

For more features:

- Option Mode
- Keypad
- Mannered Mode

Making or Receiving a Call

- If you want to record a call, dial a called party's account code in the SWD, follow the below.
- Account code must be 4 digits.
- Option button:
  + You may dial 49 instead of pressing the + button.

- Answer

Dial Call Pickup

- To answer a call:
  + Lift the handset.
  + Dial the number.
  + Hang up.

Direct Call Pickup

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

Dial the extension number, then press the extension button.

- If you enter a wrong account code, press the .
- Account code must be 4 digits.
- Option button:
  + You may dial 49 instead of pressing the + button.

Dialing the account code must be done before hanging up.

Extension number (4 digits) (What is account code?)

- If you want to record a call, dial a called party's account code.
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 THE HOOKSWITCH
- CONFIRMATION TONE
- REPLACE HANDSET

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

■ To Retrieve a Parked Call at Any Other Extension

- LIFT THE HANDSET
- DIAL "5"
- DIAL PARKED EXTENSION NUMBER

• Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.

- LIFT THE HANDSET
- DIAL "58"
- DIAL PARKED CO NUMBER
  (1 through 6)

Doorphone

- If calls from doorphones are not answered within 15 seconds, the call will be cancelled.
- Each extension has to be programmed for receiving from doorphones.

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 a cost-saving feature that records all incoming and outgoing calls through the 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, 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 the INSTALLATION MANUAL.

■ Making a Call

- LIFT THE HANDSET
- "DIAL 9"
- DIAL "*"
- AGAIN (Intermittent tone is heard)

- DIAL THE ACCOUNT CODE
  (Account code is 4 digits)

• Account code must be required 4 numerical digits except for the [ and ] buttons.
• You may dial 81 through 86 instead of dialing 9.

■ 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 after calling party hangs up,

- FLASH THE HOOKSWITCH
- DIAL "*"
- AGAIN
- DIAL THE ACCOUNT CODE

• Dialing the account code must be done before hanging up.
Consultation

Call Splitting

To Place a Call on Hold

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

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

- **To Hold one Caller and Talk to the Other Caller**
  - FLASH THE HOOKSWITCH
  - DIAL THE 2ND PARTY
  - CONSULT WITH THE 2ND PARTY

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

  - **Call Waiting—Outside Line**
    - WILL HEAR A CALL WAITING TONE
    - FLASH THE HOOKSWITCH
    - DIAL "0"
    - CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD

  - **Flash the hookswitch and dialing "0" means flash operation.**
  - **If the KX-T61610 is connected to a host PBX and a flash operation is required, follow the procedure of flash operation which is required for the host PBX.**

**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-T61610. For programming, see page 3-28 in installation manual.

- WILL HEAR CALL WAITING TONE
- FLASH THE HOOKSWITCH
- HANG UP
- LIFT THE HANDSET
- CONSULT NEW CALLER 1ST
- If you use the hold button of a standard telephone, the above-mentioned feature will not function.
- To terminate the original call and return to the 2nd call, hang up and then lift the handset. (You need not
To Change the Party to Whom a Call is Transferred before Hanging up

Installation manual for changing: see page 5-35 in the local manual. The call will return to you in this case.

To Retrieve the Call

Installation manual.

The other Extension

To Transfer without Announcing to

Installation manual. Any extension may be transferred to any Outside or Intercom calls.

Call Transfer

Use of Other Features (cont)
Use of Other Features

Paging All Extensions
Allows paging to all extensions.

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 only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of standard telephone.

Paging Group
Allows paging to one of four groups.

To Access

For Pickup Group 1

- LIFT THE HANDSET
- DIAL "35"
- CONFIRMATION TONE

- PAGE
- WAIT FOR AN ANSWER AND TALK

- 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.

- Page will be heard only from the built-in speaker of KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850. It will not be heard from the built-in speaker of standard telephone.

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, you may dial 35, 36, 37, 38 or 33 instead of 34 for the correct pickup group.