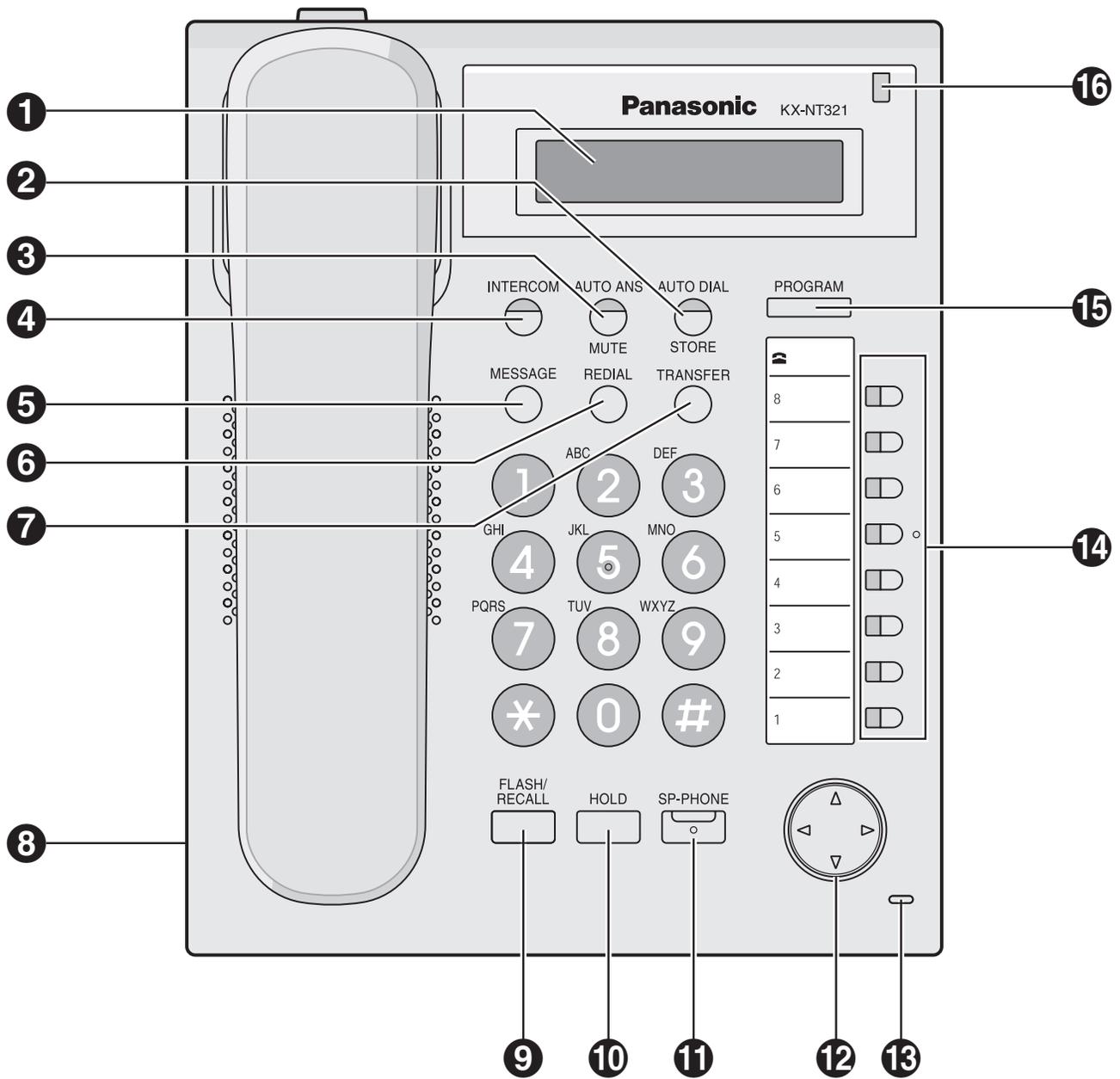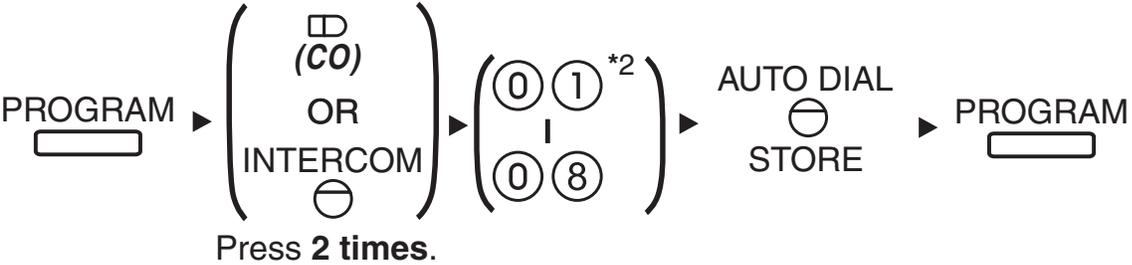# Location of Controls

❶ LCD (Liquid Crystal Display)

❷ AUTO DIAL/STORE: Used for System/Personal Speed Dialling or storing programme changes.

❸ AUTO ANS (Auto Answer)/ MUTE: Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.

❹ INTERCOM: Used to make or receive intercom calls.

❺ MESSAGE: Used to leave a message waiting indication or call back the party who left the message waiting indication.

❻ REDIAL: Used to redial the last dialled number.

❼ TRANSFER: Used to transfer a call to another party.

❽ Headset Jack

❾ FLASH/RECALL: Used to disconnect the current call and make another call without hanging up.

❿ HOLD: Used to place a call on hold.

⓫ SP-PHONE (Speakerphone): Used for performing hands-free operations.

⓬ Navigator Key: Used to adjust the volume and the display contrast or select desired items.

⓭ Microphone: Used for hands-free conversations.

⓮ Flexible CO Buttons: Used to seize an outside line or perform a feature that has been assigned to the key.

⓯ PROGRAM: Used to enter and exit the personal programming mode.

⓰ Message/Ringer Lamp: When you receive a call, the lamp flashes red. When someone has left you a message, the lamp stays on red.

Settings

Speaker volume	*While in a hands-free conversation*	
Handset/Headset volume[*1]	*While using the handset or headset*	Press **Up** to increase or **Down** to decrease the volume.
Ringer volume	*While on-hook or receiving a call*	

LCD Contrast
While on-hook

PROGRAM ▶ ⓪ ① ▶ AUTO DIAL / STORE ▶ (navigator) ▶ AUTO DIAL / STORE ▶ PROGRAM

Ring Tone

PROGRAM ▶ ((CO) OR INTERCOM / Press **2 times**.) ▶ (⓪① — ⓪⑧)[*2] ▶ AUTO DIAL / STORE ▶ PROGRAM

[*1] If you hear your own voice through the handset or headset, decrease the volume.
[*2] The ring tone pattern of patterns 09 to 30 is the same as pattern 01.

Icon Meanings

$\overline{(CO)}$ = Flexible CO button ✆ = Off-hook ✆ = On-hook

◯ = Feature number ✆ = Talk C. ♪Tone = Confirmation Tone

Making Calls

Calling	
To an extension	**To an outside party**
✆ ▸ extension no. ▸ ✆	✆ ▸ $\overline{(CO)}$ ▸ outside phone no. ▸ ✆

Redial
✆ ▸ REDIAL ◯ ▸ ✆

Quick Dialling
✆ ▸ quick dial no. ▸ ✆

One-touch Dialling
To store
PROGRAM ▸ $\overline{(CO)}$ ▸ ② ▸ desired no.* (max. 32 digits) ▸ AUTO DIAL ⊖ STORE ▸ PROGRAM
* Enter outside line access number before outside phone number.
To dial
✆ ▸ $\overline{(One\text{-}touch\ Dialling)}$ assigned as a One-touch Dialling button ▸ ✆

Features List

Personal Speed Dialling

To store

📞 ▸ ✳ ③ ⓪ ▸ | personal speed dial no. (2 digits) | ▸ | desired no.* (max. 32 digits) | ▸ # ♪ C. Tone ▸ 📴

* Enter outside line access number before outside phone number.

To dial

📞 ▸ AUTO DIAL / STORE ⊖ ▸ ✳ ▸ | personal speed dial no. (2 digits) | ▸ 📞

System Speed Dialling

To dial

📞 ▸ AUTO DIAL / STORE ⊖ ▸ | system speed dial no. (3 digits) | ▸ 📞

Doorphone Call

📞 ▸ ✳ ③ ① ▸ | doorphone no. (2 digits) | ♪ C. Tone ▸ 📞
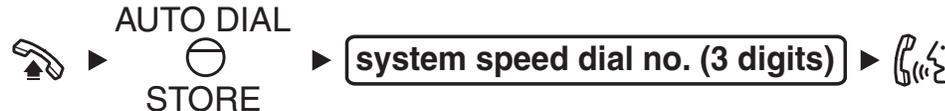
During a Conversation

Call Hold

To hold

HOLD ▭ ♪ C. Tone ▸ 📴

To retrieve a call at the holding extension

📞 ▸ (CO) / INTERCOM ⊖ ▸ 📞

To retrieve an outside call from another extension

📞 ▸ (CO) ▸ 📞

Call Transfer

TRANSFER ◯ ♪ C. Tone ▸ ⎡ | extension no. | To an extension / (CO) ▸ | outside phone no. | To an outside party ⎤ ▸ 📞 ▸ 📴

Useful Features

Multiple Party Conversation

To add other parties during a conversation (i.e., conference)

⬭ *(Conference)* assigned as a Conference button ♪ C. Tone ▶ **desired phone no.** ▶ Talk to the new party. ▶

▶ ⬭ *(Conference)* assigned as a Conference button ♪ C. Tone ▶ Talk with multiple parties.

To leave a conference

⬭ *(Conference)* assigned as a Conference button ♪ C. Tone ▶ 📞

Setting the Telephone According to Your Needs

Do Not Disturb

📞 ▶ ✳ ⑦ ① ▶ [⓪ Both Calls / ① Outside Calls / ② Intercom Calls] ▶ [① Set / ⓪ Cancel] ♪ C. Tone ▶ 📞

Timed Reminder

To set

📞 ▶ ✳ ⑦ ⑥ ⓪ ① ▶ [**12 H** **hour/minute (4 digits)** ▶ [⓪ AM / ① PM] / **24 H** **hour/minute (4 digits)**] ▶

▶ [⓪ 1 time / ① daily] ♪ C. Tone ▶ 📞

To cancel	To stop or answer the ring back
📞 ▶ ✳ ⑦ ⑥ ⓪ ⓪ ♪ C. Tone ▶ 📞	INTERCOM ⊖ / 📞

Features List

Before Leaving Your Desk

Call Forwarding

📞 ▶ ✳ ⑦ ① ▶
- ⓪ Both Calls
- ① Outside Calls ▶
- ② Intercom Calls

▶
- ② **All calls**
- ③ **Busy**
- ④ **No answer**
- ⑤ **Busy/ No answer**
- ⓪ **Cancel**

▶
- extension no. ▶ #

OR

- outside line access no. ▶ outside phone no. ▶ #

🎵 C. Tone ▶ 📞
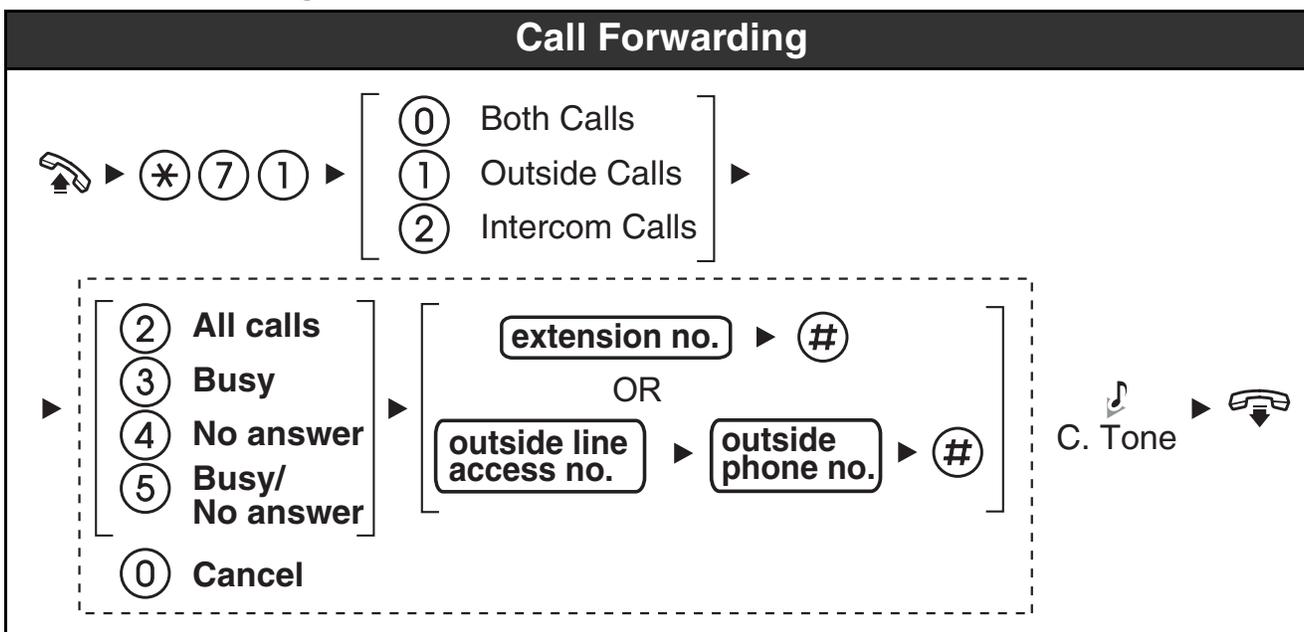
Making Use of the Voice Mail Service

Listening to a message

From your own extension

📞 ▶ VPS extension no. ▶

▶ Mailbox Password* #

* If you have no password, you can skip the last step.

From someone else's extension

📞 ▶ VPS extension no. ▶

▶ # ⑥ ▶ ✳ ▶

▶ mailbox no. ▶

▶ Mailbox Password* #

* If you have no password, you can skip the last step.

KX-TVM series
- ① Listen to Message
- ② Deliver Message
- ③ Mailbox Management
▶ ④ Automated Attendant
- ⑤ Message Notification
- ⑥ Other Features
- ✳ End Call

KX-TVP series
- ① Listen to Message
- ② Deliver Message
- ③ Check Mailbox Distribution
▶ ④ Automated Attendant
- ⑤ Mailbox Management
- ⑥ Other Features
- ✳ End Call

Leaving a message

☎ ▶ [VPS extension no.] ▶

From your own extension
[Mailbox Password*] (#)
From someone else's extension
▶ (#) (6) ▶ (✱) ▶ [mailbox no.] ▶ [Mailbox Password*] (#) ▶
* If you have no password, you can skip the last step.

▶ (2) ▶ Enter the desired mailbox number ▶ (2) (1) ▶ Leave a message ▶ (1) (2) ▶

To send the message immediately
(1) (2) (KX-TVM series)
▶ (2)   (KX-TVP series)   ▶ Follow the guidance
To set the delivery time
(1) (1)

During playback

(0) Repeat Voice Guidance

(✱) Exit

- Consult your dealer or the network administrator for more details regarding feature numbers.
- It is possible to assign flexible CO buttons as feature buttons.
- Control panel/button names and descriptions can be found in "Location of Controls" on page 2.