

# User Guide: **Panasonic Models: KX-NT6XX**

**For Use With: NS700/NS1000 Ver 6.0/7.0+**



## **Key Communications, Inc**

### **Junction Marketplace**

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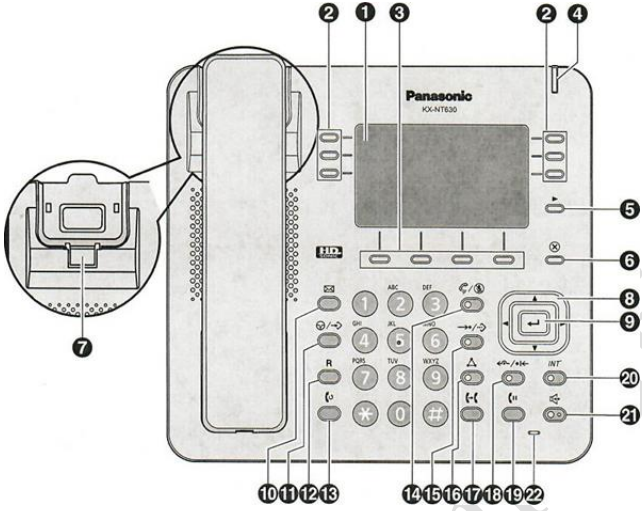
Phone: 802-296-6800

Toll Free: 800-439-6801

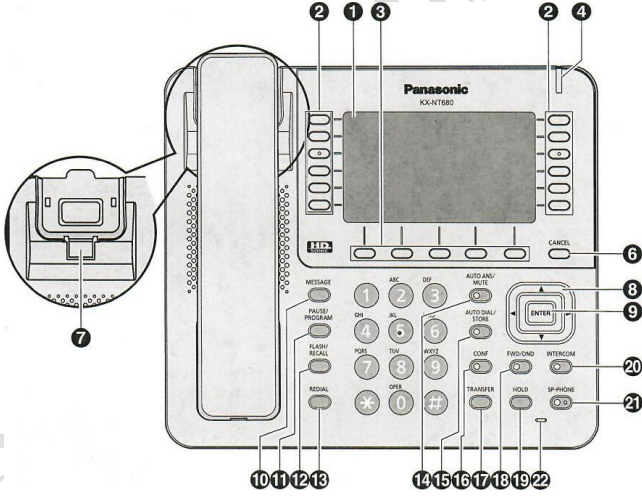
Fax: 802-295-4214

[www.key-comm.com](http://www.key-comm.com)

Location of Controls  
KX-NT630C



Location of Controls  
KX-NT680C



- 1. LCD (Liquid Crystal Display):** KX-NT630 monochrome, KX-NT680 color.
- 2. Flexible Buttons:** used to seize an outside line or perform a feature that has been assigned to the button.
- 3. Soft Buttons (KX-NT630:S1-S4,KX-NT680: S1-S5):** Soft buttons (located from left to right) are used to select the item displayed on the bottom line of the display.
- 4. Message/Ringer Lamp:** when you receive an intercom call the lamp flashes green; on outside call the lamp flashes red. When someone has left you a message the lamp remains red.
- 5. Next Page:** Used to switch the page for the flexible buttons (KX-NT630 only).
- 6. Cancel:** Used to cancel the selected item.
- 7. Handset Hook:** Keeps the handset stable when the unit is mounted on a wall.
- 8. Navigator Key:** Used to adjust the volume, etc.
- 9. ENTER:** Used to assign the selected item.
- 10. MESSAGE:** Used to leave a message waiting Indication or call back the party who left the Message waiting indicator.
- 11. PAUSE/PROGRAM:** used to insert a pause when Storing a phone number, also used for programming this unit.
- 12. FLASH/RECALL:** Used to disconnect the current call and make another call without hanging up.
- 13. REDIAL:** Used to redial the last dialed number.
- 14. AUTO ANS/MUTE:** Used to receive an incoming call in hands-free mode or mute the microphone/Handset during a conversation.
- 15. AUTO DIAL/STORE:** Used for System/Personal Speed Dialing or storing program changes.
- 16. CONF:** Used to establish a multiple party connection.
- 17. TRANSFER:** Used to transfer a call to another party.
- 18. FWD/DND:** Used to switch Call Forwarding or Do Not Disturb on your extension.
- 19. HOLD:** Used to place a call on hold.
- 20. INTERCOM:** Used to make or receive intercom calls.
- 21. SP-PHONE (Speakerphone):** Used for performing hands-free operation.
- 22. Microphone:** Used for hands-free conversation.

## Settings:

### Handset/Headset Volume –

While using the handset or headset:



Press UP to increase or DOWN to decrease.

NOTE: If you hear your own voice through the handset or headset, decrease the volume.

### Speakerphone/Speaker Volume –

While in a hands free conversation:



Press UP to increase or DOWN to decrease.

### Ringer Volume –

While on-hook or receiving a call:



Press UP to increase or DOWN to decrease

## Features List:

### Icon Meanings:



(CO) = Flexible button



= Off-hook



= On-hook



= Feature number



= Talk



c. Tone = Confirmation Tone

### Making Calls – To an Extension:

INTERCOM



extension no.

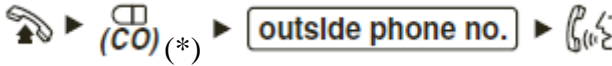


(\*)



\* - NOTE: You can also press the pre-programmed button for the extension you want to call rather than dialing the extension number.

### **Making Calls – To an Outside Party:**

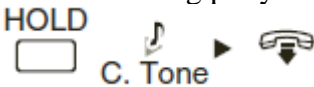


\* - NOTE: Your telephone may be programmed to go to an outside line automatically when you go off-hook, if that is the case, you will not need to press the CO Line key and can skip that step.

### **Call Hold:**

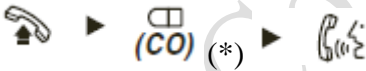
#### **To Place a Call on Hold:**

With the calling party live on the line –



Then either page or intercom the party the call is for and tell them the line number the caller is held on.

#### **To Retrieve a Call on Hold:**



\* - Press the flashing CO Line key where the calling party is on hold.

### **Call Transfer:**

#### **Unannounced Call Transfer:**

With the calling party live on the line –



This will transfer the calling party direct to the extension and ring the phone.

\* - NOTE: You can also press the pre-programmed button for the extension you want to transfer to rather than dialing the extension number.

**Announced Call Transfer:**

With the calling party live on the line –



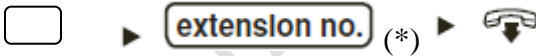
This will let you announce the calling party to the extension user, when you hang up the two parties will be connected.

\* - NOTE: You can also press the pre-programmed button for the extension you want to call rather than dialing the extension number.

**Transfer to Voice Mail Box:**

With the calling party live on the line –

Message



This will send the calling party direct to the mailbox without ringing the telephone.

\* - NOTE: You can also press the pre-programmed button for the extension you want to transfer to rather than dialing the extension number.

**Auto Answer:**

This feature key controls how intercom calls are received at your extension.

To change the Auto Answer setting:

When your phone is idle (leave the handset in the cradle) –

**AUTO ANS**



Settings are as follows:

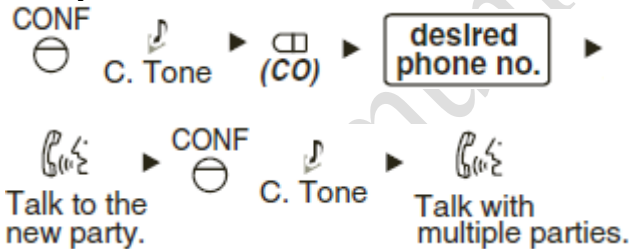
**ON (button is lit red)** – Intercom calls to your extension will beep then the calling party will talk live through your speakerphone and you can answer back handsfree.

**OFF (button is not lit)** – Intercom calls to your extension will ring your phone and you will have to lift the handset or press SP-PHONE to receive the call.

### Conference Calls:

This feature allows you to create a three party Conference Call. This can be comprised of two outside lines and one internal extension, or two internal extensions and one outside line. It is limited to three parties total.

With your first caller live on the line –



### Call Forwarding / Do Not Disturb (FWD/DND):

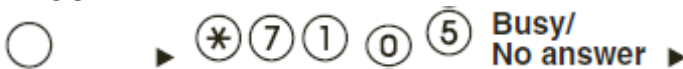
This feature allows you to forward your calls to another extension, to voice mail or to turn on Do Not Disturb at your extension.

*NOTE: The default setting for the phone is Forward Busy/No Answer Calls to Voice Mail. If you forward your calls to another extension or turn on Do Not Disturb at your extension, you **MUST** reprogram your phone back to Forward Busy/No Answer Calls to Voice Mail to have your extension function properly.*

### Forward Busy/No Answer Calls to Voice Mail (DEFAULT):

When your phone is idle (leave the handset in the cradle) –

#### **INTERCOM**



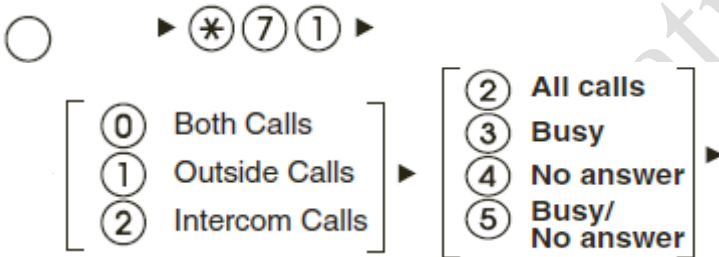
⑤ ① ① # ▶ C. Tone ▶ 

This is the DEFAULT setting at the phone that will send your busy or no answer calls direct to your mailbox.

Forward Calls to Another Extension:

When your phone is idle (leave the handset in the cradle) –

**INTERCOM**



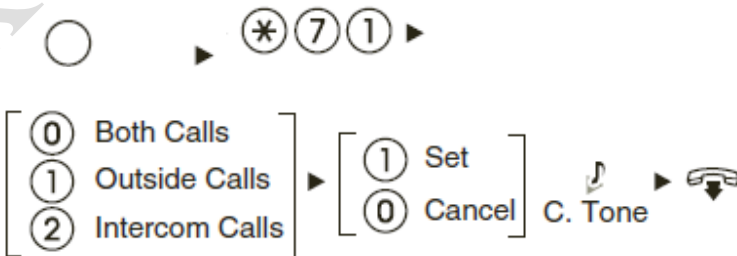
extension no. ▶ # C. Tone ▶ 

This program will send your calls to another extension, BUT any calls not answered at the forwarded extension will be sent back to the original extension's mailbox, NOT to the forwarded extension's mailbox.

Do Not Disturb:

This feature will send your calls direct to your mailbox without ringing your phone.

**INTERCOM**





### Personal Speed Dialing:

You have the ability to store up to 10 Personal Speed Dial numbers that are accessible from your extension only.

To Store Numbers –

#### **INTERCOM**



\* Enter CO line access number before outside phone number.

To Use Stored Personal Speed Dials –



## **Voice Mail:**

If you have the Panasonic voice mail system with your telephone system, the following instructions will cover the initial mailbox setup and daily mailbox use as well as useful information on your voice mail system.

### **Initial Mailbox Setup – Subscriber Tutorial:**

Your Voice Mail system may be programmed to present a “Subscriber Tutorial” to you the first time you log into your mailbox. If the tutorial is enabled, prompts will guide you through the mailbox configuration process. Simply by following the prompts, you can configure the following items:

- **Password**
- **Subscriber’s Name**
- **No Answer Greeting**

### **Starting the Subscriber Tutorial:**

1. Press the “Message” key on your telephone.
2. Enter the default password of 4214# (four, two, one, four, pound key)
3. Confirm that the Subscriber Tutorial has begun.

The voice mail will announce “*Welcome to the Panasonic Voice Mail System, this is the Subscriber Tutorial service*”.

(NOTE: If the tutorial does not begin, it may be disabled for your mailbox, see the “Manual Configuration” directions in the next section of this User Guide.)

Follow the tutorial prompts as directed.

### **Setting Your Password for the First Time:**

1. Set your password when prompted by entering the . . . .  
. . . desired password, then pressing # (pound key).
2. Press 2 to accept  
Go to “Recording the Owner’s (Subscriber’s) Name”

### **Recording the Owner’s (Subscriber’s) Name:**

1. When prompted, state your name after the tone.
2. Press 1 to end recording.
3. Press 2 to accept the recording.  
Go to “Recording your Greeting Messages”.

### **Recording your Mailbox Greeting:**

1. The voice mail will prompt you to record a “No Answer” greeting message. Other greetings can be recorded manually later. For details, refer to the “Manual Configuration” directions in the next section of this User Guide.
2. Record your greeting message after the tone.  
*Suggested greeting:*

***“Hello, you have reached the desk of (state name). I am not available to take your call at this time. Please leave your name, telephone number and a message after the tone and I will return your call as soon as possible. Thank you”.***

3. Press 1 to end recording.
4. Follow the prompts as necessary:
  - Press 1 to review the recording
  - Press 2 to accept the recording
  - Press 3 to record the message again
  - Press 4 to add to the recording
  - Press \* (star key) to delete the recording and exit voice mail

### **Confirming Your Settings:**

1. Press 1 (one) to confirm your settings.
2. Hang up... YOU ARE DONE!

## **Initial Mailbox Setup – Manual Configuration:**

If you do not have the System Tutorial start automatically when you enter your mailbox, you can access the settings manually by following these steps.

### 1. Setting, Changing or deleting your password:

- Press the “Message” key
  - Press 4 for Mailbox Management
  - Press 2 for Set Password
  - Enter the desired password followed by # (pound key).
- Or to delete the password, press # (pound key) only.
- Press 2 to accept.

### 2. Setting, Changing or Deleting the owner’s(subscriber’s) name:

- Press the “Message” key
- Press 4 for Mailbox Management
- Press 3 for Owner’s Name
- Record your name.
- Press 1 to end recording
- Press 2 to accept

### 3. Setting, Changing or Deleting the Personal Greeting Messages:

(NOTE: If you only record the No Answer Greeting, that is the one that will play all the time, you do not need to record all the greetings)

- Press the “Message” key
- Press 4 for Mailbox Management
- Press 1 for Record Personal Greeting– Select the specific greeting you want to record; options are next page:

**Press 1 for the No Answer Greeting**

(Heard by callers when you don't answer your phone)

*Suggested greeting:*

*Hello, this is (state name). I am not available to take your call at this time. Please leave your name, telephone number and message after the tone and I will return your call as soon as possible. Thank you.*

**Press 2 for the Busy Greeting**

(Heard by callers when you are on another call)

*Suggested greeting:*

*Hello, this is (state name). I am on another call at this time. Please leave your name, telephone number and a message after the tone and I will return your call as soon as possible. Thank you.*

**Press 3 for the After Hours Greeting**

(Heard by callers when the telephone system is in Night Mode)

*Suggested greeting:*

*Hello, this is (state name). I have gone home for the day. Please leave your name, telephone number and a message after the tone and I will return your call as soon as possible. Thank you.*

- After recording each greeting, press 1 (one) to end recording
- Lastly, press 2 to accept the greeting.
- Hang up... YOU ARE DONE!

**Temporary Greeting** recording - a greeting that is recorded for when you will be out or on vacation. It reminds you that the recording is on and if you would like to shut it off when you come back. Your original greeting will be restored.

## **Daily Mailbox Use:**

The daily use features covered in this section are:

- **New message notification**
- **Message retrieval**
- **Delivering messages**
- **Remote message retrieval**

## **New Message Notification:**

New messages are identified by the message light at the top of your phone being lit solid red.

## **Retrieving Messages – From Your Own Extension:**

(NOTE: Deleted messages are stored for 24 hours after being deleted)

Press the “Message” key

Enter your password followed by # (pound key)

Press 1 to listen to NEW messages

Press 2 to deliver messages

Press 3 to listen to OLD messages (Saved messages)

Press 9, then 1, to listen to deleted messages

(NOTE: Deleted messages are stored for 24 hours after being deleted)

## **Retrieving Messages – From Another Extension:**

1. Press the “Message” key at any extension on the system.
2. When prompted to enter a password, dial #6 (pound . . key,six)
3. When prompted for a mailbox number, dial \* (star key) followed by your personal mailbox number.
4. Enter your password followed by # (pound key)
5. Remaining steps are exactly the same as if you were at . your own extension,

## **Delivering Messages:**

1. Press the “Message” key
2. Enter your password followed by # (pound key)
3. Press 2 to deliver a message
4. The voice mail will prompt you for the mailbox number of the person you would like to leave/create a message for. Follow the prompts to record your message.

**Remote Message Retrieval – From Outside the Office:**

*To retrieve messages in your mailbox when you are away from the office and someone is answering the calls:*

1. Call into your office, someone answers
2. Have the person that answers press “Message” and your extension key (or dial your extension number) and they then hang up.
3. As soon as you hear your greeting start playing, dial #6 (pound key, six) Note you must do this before your greeting ends
4. The voice mail will prompt you for a mailbox number, dial \* (star key) followed by your three or four-digit mailbox number
5. Enter your password when prompted, then follow the voice prompts to receive your messages.

*To retrieve messages in your mailbox when you are away from the office and the voice mail is answering the calls:*

1. Call into your office, the voice mail answers
2. As soon as you hear the main greeting playing, dial \* (star key) followed by your three or four digit mailbox number
4. Enter your password when prompted, then follow the voice prompts to receive your messages.

**New - The E-Messaging Feature** that e-mails a copy of your voicemail message to your smart phone or e-mail box.

If you'd like e-messaging set up, please ask your installer or contact us.

*Thank you for choosing Key Communications for your telephone and voice mail system needs. Should you have any questions that are not covered in this User Guide, please check with your system manager or contact us here at Key Communications, we are more than happy to help!*

Notes:

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Provided by **Key Communications, Inc.**

Additional user guides and FAQ at

[www.key-comm.com](http://www.key-comm.com)

Additional questions? Please call us at 802-296-6800 or e-mail us at

[service@key-comm.com](mailto:service@key-comm.com)