

Panasonic

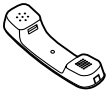
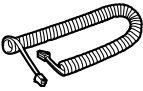
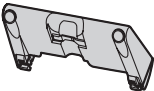

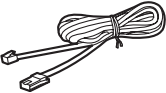
Quick Reference Guide Digital Proprietary Telephone

Model No. **KX-DT321**

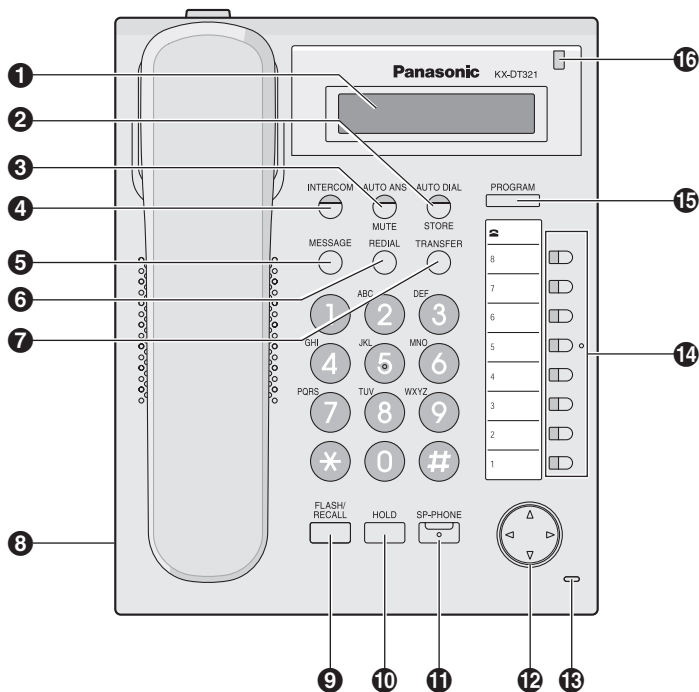


Thank you for purchasing a Digital Proprietary Telephone (DPT). Please read this manual carefully before using this product and save this manual for future use. For more details, please refer to the manuals of the PBX.

Accessories (included)

<input type="checkbox"/> Handset: 1 	<input type="checkbox"/> Handset Cord: 1 	<input type="checkbox"/> Stand: 1 
<input type="checkbox"/> Screws for wall: 2 	<input type="checkbox"/> Telephone Line Cord: 1 	


Location of Controls






Location of Controls

- ① **LCD (Liquid Crystal Display)**
- ② **AUTO DIAL/STORE:** Used for System/Personal Speed Dialling or storing programme changes.
- ③ **AUTO ANS (Auto Answer)/MUTE:** Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.
- ④ **INTERCOM:** Used to make or receive intercom calls.
- ⑤ **MESSAGE:** Used to leave a message waiting indication or call back the party who left the message waiting indication.
- ⑥ **REDIAL:** Used to redial the last dialled number.
- ⑦ **TRANSFER:** Used to transfer a call to another party.
- ⑧ **Headset Jack**
- ⑨ **FLASH/RECALL:** Used to disconnect the current call and make another call without hanging up.
- ⑩ **HOLD:** Used to place a call on hold.
- ⑪ **SP-PHONE (Speakerphone):** Used for performing hands-free operations.
- ⑫ **Navigator Key:** Used to adjust the volume and the display contrast or select desired items.
- ⑬ **Microphone:** Used for hands-free conversations.
- ⑭ **Flexible Buttons:** Used to seize an outside line or perform a feature that has been assigned to the key.
- ⑮ **PROGRAM:** Used to enter and exit the personal programming mode.
- ⑯ **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	<i>While in a hands-free conversation</i>	 <p>Press Up to increase or Down to decrease the volume.</p>
Handset/Headset volume^{*1}	<i>While using the handset or headset</i>	
Ringer volume	<i>While on-hook or receiving a call</i>	

LCD Contrast
While on-hook

PROGRAM ► (0) (1) ► AUTO DIAL  STORE ►  ► AUTO DIAL  STORE ► PROGRAM

Ring Tone

PROGRAM ► $\left(\begin{array}{c} \text{D} \\ \text{(CO)} \\ \text{OR} \\ \text{INTERCOM} \\ \text{⊖} \end{array} \right)$ ► $\left(\begin{array}{cc} (0) & (1)^{*2} \\ | & \\ (0) & (8) \end{array} \right)$ ► AUTO DIAL  STORE ► PROGRAM

Press **2 times**.

^{*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

 = Flexible button



= Off-hook



= On-hook

 = Feature number



= Talk



C. Tone = Confirmation Tone

Making Calls

Calling

To an extension



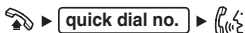
To an outside party



Redial

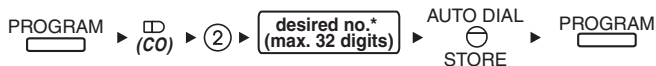


Quick Dialling



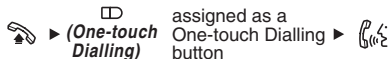
One-touch Dialling

To store



* Enter outside line access number before outside phone number.

To dial



Features List

Personal Speed Dialling

To store



* Enter outside line access number before outside phone number.

To dial



System Speed Dialling

To dial



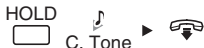
Doorphone Call



During a Conversation

Call Hold

To hold



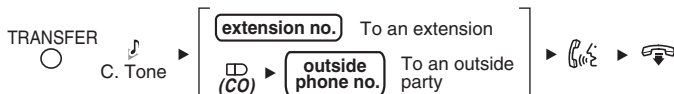
To retrieve a call at the holding extension



To retrieve an outside call from another extension



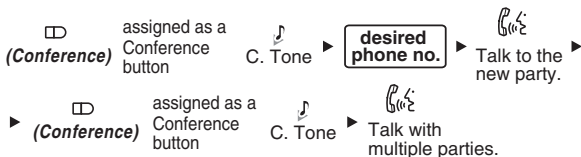
Call Transfer



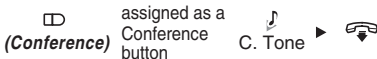
Useful Features

Multiple Party Conversation

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

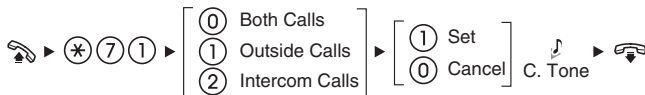


To leave a conference



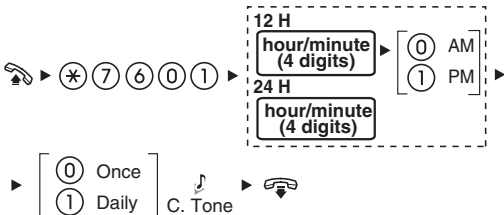
Setting the Telephone According to Your Needs

Do Not Disturb



Timed Reminder

To set



To cancel



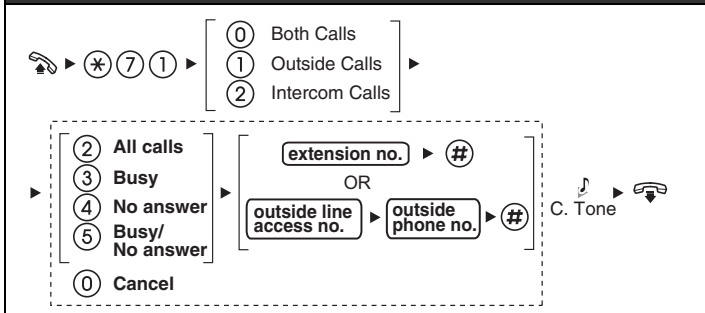
To stop or answer the ring back



Features List

Before Leaving Your Desk

Call Forwarding



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.

Note: VPS = Voice Processing System

From someone else's extension

▶ **VPS extension no.** ▶

▶ **#6** ▶ ***** ▶

▶ **mailbox no.** ▶

▶ **Mailbox Password*** **#**

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

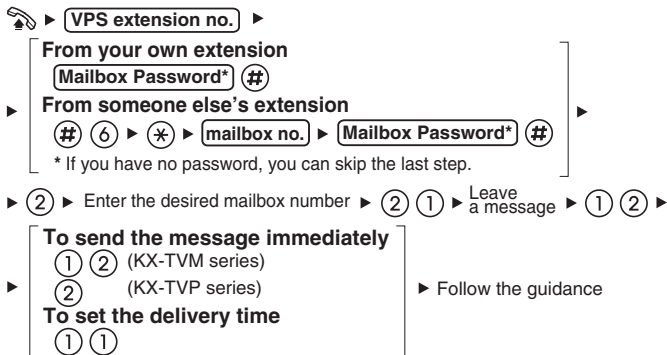
KX-TVM series

- ▶ 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



During playback

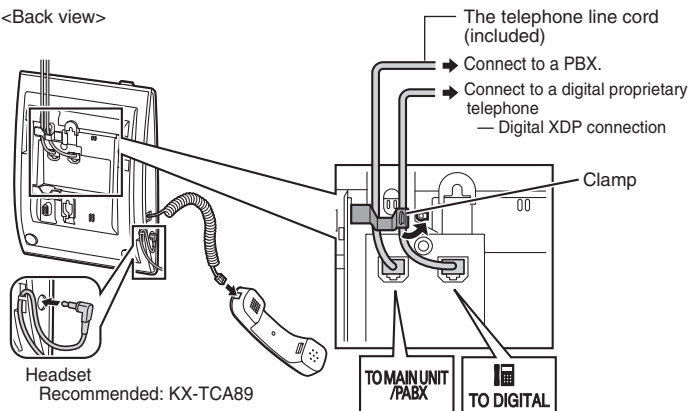
- 0** Repeat Voice Guidance
- *** Exit

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

Connection

Note: In the illustration below, the telephone line cords are routed for wall mounting. When using the stand, refer to "Attaching the Stand" and "Cabling" on page 11 for telephone line cabling.

<Back view>



- Consult your dealer for more details about Digital XDP.

CAUTION:

When connecting a headset

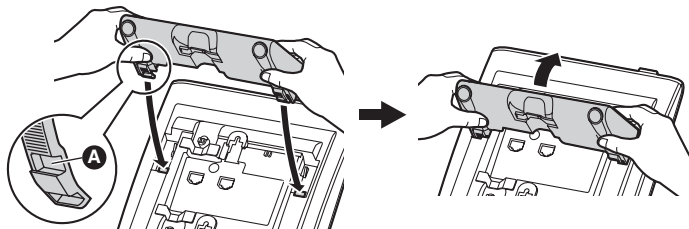
- Ensure that the headset cord is wound around the hook to prevent damage to the connector.

When connecting cords

- Ensure the cords are inserted in the grooves, and are clamped to prevent damage to the connectors.
- When mounting the unit on the wall, cords may be routed upwards or downwards by using the appropriate cord clamp located on the back of the unit.

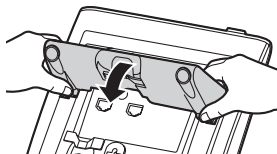
Attaching the Stand

Place the catches (A) of the stand into hooks located in the unit. Gently push the stand in the direction indicated until it locks into place. The stand will be mounted in the high position.



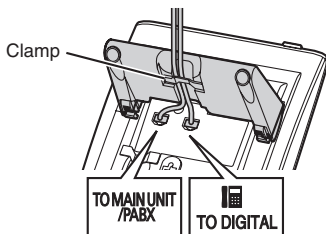
Removing the Stand

Hold the stand with both hands. Gently rotate the stand in the direction indicated until it is released.



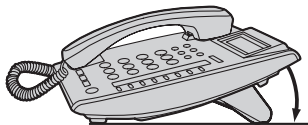
Cabling

When using the stand, ensure that the cords are clamped as shown.

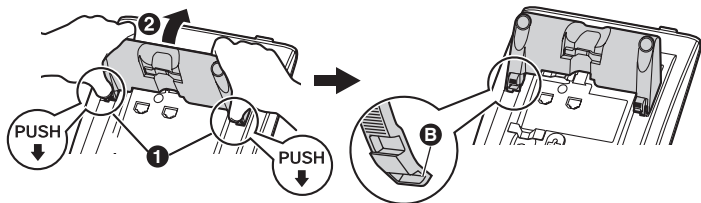


Stand Usage

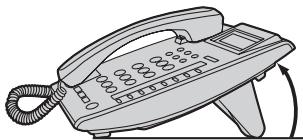
Adjusting from High to Low Position



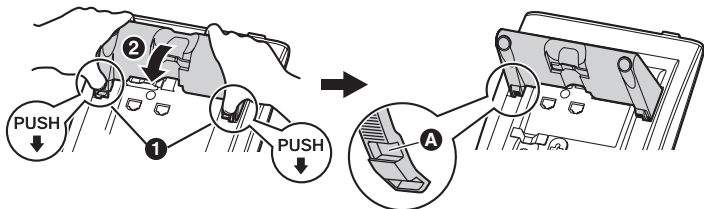
Hold the stand with both hands as shown and rotate the stand in the direction indicated until it locks into the low position (B).



Adjusting from Low to High Position

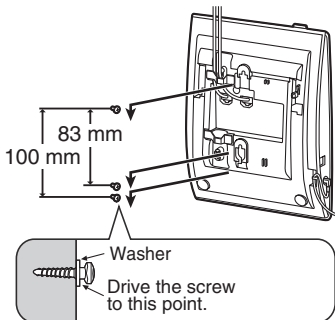


Hold the stand with both hands as shown and rotate the stand in the direction indicated until it locks into the high position (A).



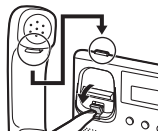
1. Remove the stand if it is attached. For information on removing the stand, refer to page 11.
2. Drive the 2 screws (included) into the wall either 83 mm or 100 mm apart, and mount the unit on the wall.

- You can find a wall mounting template on page 19.
- Make sure that the wall that the unit will be attached to is strong enough to support the unit (approx. 730 g).
- Make sure that the telephone line cords are not trapped or pinched against the wall.
- Make sure the cords are securely fastened to the wall.
- When this unit is no longer in use, make sure to detach it from the wall.



Locking the Handset Hook

Pull down the handset hook until it locks to prevent the handset from falling off the handset cradle when the unit is mounted to a wall or set at a high angle. To temporarily place the handset down during a conversation, hook it over the top edge of the unit as shown.



Important Information

When using a KX-DT321 DPT, keep the following conditions in mind.

- If you are having problems making calls, unplug the extension line and connect a known working telephone. If the known working telephone operates properly, have the defective telephone repaired by an authorised Panasonic factory service centre. If the known working telephone does not operate properly, check the PBX and the internal extension wiring.
- Wipe the unit with a soft cloth. Do not clean the unit with abrasive powders or with chemical agents such as benzene or thinner.
- Use only the correct Panasonic handset.
- Do not disassemble this unit. Dangerous electrical shock could result. The unit must only be disassembled and repaired by qualified service technicians.
- If damage to the unit exposes any internal parts, immediately disconnect the cable or cord.
- Never attempt to insert wires, pins, etc. into the vents or other holes of this unit.
- This unit is designed to aid the visually handicapped to locate dial keys and buttons.
- This unit is designed to be installed under controlled conditions of ambient temperature and a relative humidity.
- Avoid installing the unit in damp or humid environments, such as bathrooms or swimming pools.
- 999 and 112 can be dialled on the product after accessing the outside line for the purpose of making outgoing calls to the BT emergency (999) and (112) services (United Kingdom only).

Take special care to follow the safety suggestions listed below.

Installation

Environment

- 1) Do not use this unit near water, for example, near a bathtub, washbowl or sink. Damp basements should also be avoided.
- 2) Keep the unit away from heating appliances and devices that generate electrical noise, such as fluorescent lamps, motors, and televisions. These noise sources can interfere with the performance of the unit. It also should not be placed in rooms where the temperature is less than 5 °C or greater than 40 °C.

Placement

- 1) Do not place heavy objects on top of this unit.
- 2) Care should be taken so that objects do not fall onto, and liquids are not spilled into, the unit. Do not subject this unit to excessive smoke, dust, moisture, mechanical vibration, shock, or direct sunlight.
- 3) Place the unit on a flat surface.

WARNING:

TO PREVENT POSSIBLE FIRE OR ELECTRIC SHOCK, DO NOT EXPOSE THIS UNIT TO RAIN OR MOISTURE.

THIS HANDSET EARPIECE IS MAGNETISED AND MAY RETAIN SMALL FERROUS OBJECTS.

THE USE OF EXCESSIVE SOUND VOLUME THROUGH EARPHONES, HEADPHONES, OR HEADSETS MAY CAUSE HEARING LOSS.

DISCONNECT THE TELEPHONE LINE CORD FROM THIS PRODUCT IF THIS PRODUCT EMITS SMOKE, AN ABNORMAL SMELL OR MAKES UNUSUAL NOISE. THESE CONDITIONS CAN CAUSE FIRE OR ELECTRIC SHOCK. CONFIRM THAT SMOKE HAS STOPPED AND CONTACT AN AUTHORISED SERVICE CENTRE.

IMPORTANT NOTICE:

- Under power failure conditions, the DPT may not operate. Please ensure that a separate telephone, not dependent on local power, is available for use in remote sites in case of emergency.

This unit is capable of being used in conjunction with hearing aids fitted with inductive coil pick-ups. The handset should be held as for normal conversation. For operation, the hearing aid should be set to its "T" position or as directed in the operating instructions for the hearing aid.



Important Information

Information for Users on Collection and Disposal of Old Equipment and used Batteries



These symbols on the products, packaging, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directives 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.



Information on Disposal in other Countries outside the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.



Note for the battery symbol (bottom two symbol examples):

This symbol might be used in combination with a chemical symbol. In this case it complies with the requirement set by the Directive for the chemical involved.

Cd



This product is intended to be connected to a Panasonic PBX only. Panasonic Communications Company (U.K.) Ltd. declares that this equipment is in compliance with the essential requirements and other relevant provisions of Radio & Telecommunications Terminal Equipment (R&TTE) Directive 1999/5/EC.

Declarations of Conformity for the relevant Panasonic products described in this manual are available for download by visiting:

<http://www.doc.panasonic.de>

Contact to Authorised Representative:

Panasonic Testing Centre

Panasonic Marketing Europe GmbH

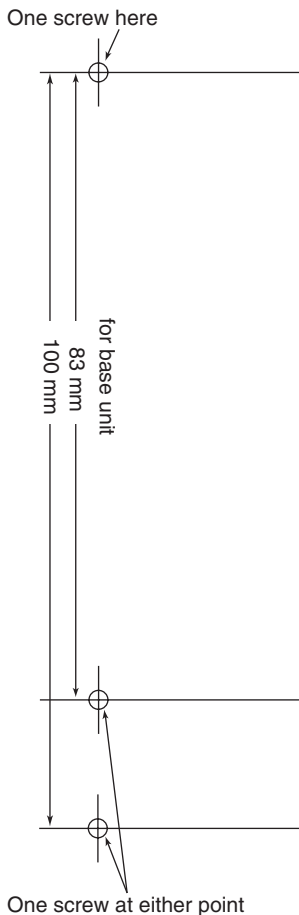
Winsbergring 15, 22525 Hamburg, Germany

WALL MOUNTING TEMPLATE

1. Drive the screws into the wall as indicated.
2. Hook the unit onto the screw heads.

Note:

Make sure to set the print size to correspond with the size of this page. If the dimensions of the paper output still deviate slightly from the measurements indicated here, use the measurements indicated here.



Panasonic Business Systems U.K.

Panasonic House, Willoughby Road, Bracknell,
Berkshire RG12 8FP

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