Panasonic®

Advanced Hybrid System

User Guide

for Single Line Telephone

Model No. KX-TA824

Please read this guide before using and save for future reference.

Features List

	Feature number		Off-hook		On-hook		Talk

Desired Feature	Operation
Making Calls	
Calling	**To an extension** 📞 ▶ extension no. ▶ 📞 **To an external party** 📞 ▶ phone no. ▶ 📞
Redial	📞 ▶ 8 0 / # # ▶ 📞
Calling an operator	📞 ▶ 0 ▶ 📞
Speed Dialing (Personal)	**To store** 📞 ▶ 2 ✳ ▶ personal speed dial no. (0-9) ▶ desired no. ▶ ▶ # ▶ 📞 **To dial** 📞 ▶ 1 ✳ / # ▶ personal speed dial no. (0-9) ▶ 📞
Speed Dialing (System)	**To dial** 📞 ▶ ✳ ▶ system speed dial no. (00-99) ▶ 📞
Receiving Calls	
Picking up a call	📞 ▶ **Directed** 4 ▶ extension no. / **Group** 4 0 ▶ 📞

Features List

Desired Feature	Operation
	When the Dialed Extension is Busy/No Answer
Automatic Callback Busy	**To set** *While hearing a busy tone* **[6]** ▶ 📞 **To call** *If you hear callback ringing* 📞
Message Waiting	**Sender** — **To leave a notification** 📞 ▶ **[7][0]** ▶ **[1]** ▶ receiver's extension no. ▶ ▶ **[#]** / **[0]** ▶ 📞 **To cancel a notification** 📞 ▶ **[7][0]** ▶ **[2]** ▶ receiver's extension no. ▶ ▶ **[#]** / **[0]** ▶ 📞 **Receiver** — **To call back** 📞 ▶ **[7][8][4]** ▶ **[#]** ▶ 📞 **To clear all notifications** 📞 ▶ **[7][0][0]** ▶ **[#]** ▶ 📞
Call Waiting	**Sender** — *While hearing a busy tone* **[1]** ▶ Wait for an answer. ▶ 📞 **Receiver** — 📞 ▶ **For outside calls** [7][3][1][1][#] Set / [7][3][1][0][#] Cancel **For intercom calls/doorphone calls** [7][3][2][1][#] Set / [7][3][2][0][#] Cancel ▶ 📞 **To talk to the new party** *While hearing the Call Waiting tone* **Terminating a current status** 📞 ▶ 📞 ▶ 📞

Features List

Desired Feature	Operation
During a Conversation	
Holding a call	**Holding** ▶ 📞 **To retrieve a call at the holding extension** ☎ **To retrieve an outside call from another extension** 📞 ▶ [5][3] ▶ [held line no.] ▶ 📞
Transferring a call	☎ ▶ [extension no.] To an extension ▶ Wait for an answer. ▶ 📞 Announce. ▶ 📞
Useful Features	
Paging	**To page** **All extensions** [3][3][0] **Group** [3][3] ▶ [group no.] **All external speakers** [3][4] **All extensions & external speakers** [3][3][✳] ▶ 📞 Announce. **To answer an announced page** 📞 ▶ [4][3] ▶ 📞
Three-party conference	☎ ▶ [third party's no.] ▶ 📞 ▶ ☎ [3]
Setting Absent Message	**To set** 📞 ▶ [7][5] ▶ [message no.] ▶ [parameter (if required)] ▶ [#] ▶ 📞 **To cancel** 📞 ▶ [7][5][0][#] ▶ 📞

Features List

Desired Feature	Operation
Useful Features	
Log-In/Log-Out	📞 ▶ [7][3][6][0][#] For Log-In / [7][3][6][1][#] For Log-Out ▶ 📞
Forwarding a call	📞 ▶ [7][1] ▶ **All calls** [1] ▶ extension no. ▶ [#] / **Busy/No answer** [2] ▶ extension no. ▶ [#] / **To an outside line** [3] ▶ line access code ▶ phone no. ▶ [#] / **Follow Me** [5] ▶ your extension no. ▶ [#] / **Cancel Follow Me** [8] ▶ your extension no. ▶ [#] / **Cancel** [0] ▶ [#] / **To Voice Mail** — **All calls** [1] ▶ VPS extension no. ▶ [#] / **Busy/No answer** [2] ▶ VPS extension no. ▶ [#] / **Cancel** [0] ▶ [#] ▶ 📞
Do Not Disturb (DND)	📞 ▶ [7][1] ▶ [4][#] Set / [0][#] Cancel ▶ 📞
Locking your extension	(Lock code is 4 digits.) 📞 ▶ [7][7] lock code lock code ▶ [#] Lock / [7][7] lock code ▶ [#] Unlock ▶ 📞
Clearing the setting	📞 ▶ [7][9][#] ▶ 📞

Features List

Desired Feature	Operation
	Making Use of the Voice Mail Service

Desired Feature	Operation		
Listening to a message	From your own extension	📞 ▶ [VPS extension no.] ▶ ▶ [VPS password] [#] • If you have no password, you can skip the last step.	☐ **KX-TVA series** ┌ [1] Listen to Message ├ [2] Deliver Message ├ [3] Mailbox Management ▶ ├ [4] Automated Attendant ├ [5] Message Notification ├ [6] Other Features └ [✻] End Call ☐ **KX-TVS series** ┌ [1] Listen to Message ├ [2] Deliver Message ├ [3] Check Mailbox Distribution ▶ ├ [4] Automated Attendant ├ [5] Mailbox Management ├ [6] Other Features └ [✻] End Call
	From someone else's extension	📞 ▶ [VPS extension no.] ▶ ▶ [#] [6] ▶ [✻] ▶ ▶ [mailbox no.] ▶ ▶ [VPS password] [#] • If you have no password, you can skip the last step.	
Leaving a message	📞 ▶ [VPS extension no.] ▶ [#] [6] ▶ ▶ [mailbox no.] / [#] [1] ▶ Enter the first 3 or 4 letters of the desired name ▶ ▶ Leave a message		
During playback	[0] Repeat Voice Guidance [✻] Exit Menu		
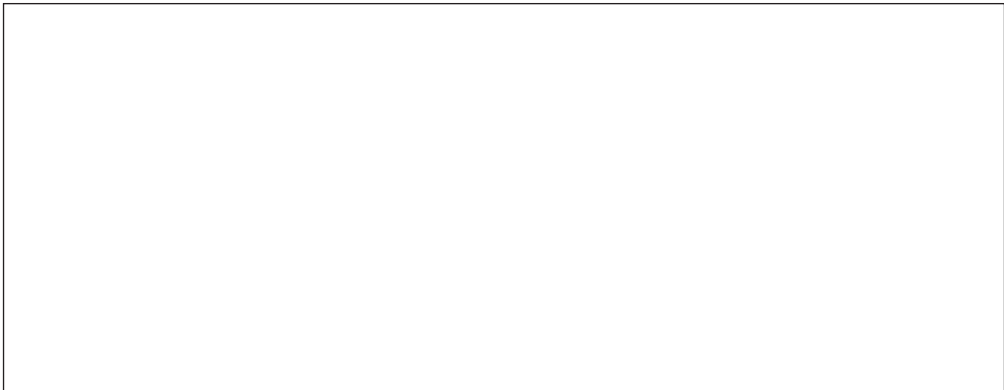
NOTE

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