KX-TA 308   KX-TA 624 KX-TA824

In order to change names, it is necessary to know the JACK number of the station. If you do not know the jack number, go to the station. With a display phone, move memory switch to PROGRAM or press PROGRAM, press 6 and the JACK number will be displayed. Ten Characters Max.

Example below is for the phone located at Jack 07 Station 121. Name to be entered is Bob

KEYSTROKES	DISPLAY READS
Move Memory Switch to PROGRAM * # 1234 (or * # password if changed)	SYS PROGRAM NO >
Dial 604	EXTENSION NAME
Press the SP-PHONE key	Jack No? >
Dial 07 (because this is jack 7)	07 Not stored (or present name)
Dial 2 (for the B in Bob)	Display will read 2
Press the AUTO ANSWER Key until	B
Press 6 (for the o in Bob)	Display will read B2
Press the AUTO ANSWER Key until	Bo
Dial 2 (for the b in Bob)	Display will read Bo2
Press the AUTO ANSWER Key until	Bob
Press STORE to save	

To program another jack, press SP-PHONE for NEXT, REDIAL for PREVIOUS or AUTO ANSWER and enter the desired jack number to go to a specific jack.   Press STORE. Lift handset and hang up to end programming. Press TRANSFER, STORE to clear a name.   Press 1 for Q Z !   Shift for q z ? Press SHIFT soft key to change from upper case to lower case

Return Memory switch to SET when you have changed all names.

<p style="text-align:center; color:red">Voicemail Greetings</p>

FROM YOUR DESK	FROM ANY OTHER PHONE ON YOUR SYSTEM	FROM OUTSIDE THE OFFICE
Press the VM button labeled on your phone or Press INTERCOM and dial the the voice mail extension, usually Ext. 165	Press the VM button labeled on the phone or Press INTERCOM and dial the the voice mail extension (usually 165) Press POUND 6 STAR and your mailbox number.	Call the office. If the voice mail answers, press POUND 6 STAR and your mailbox number. If someone answers live, have them transfer you to your mailbox. When you hear ANY greeting, press POUND 6 STAR and your mailbox number.

Before you can enter as a subscriber you must first open your mail box (LOG-IN). If this is a new mailbox, you will most likely hear a tutorial to get you started. Follow the prompts and complete the tutorial (you cannot get your messages until it is completed).

With most Panasonic systems you have direct access to your mailbox by dialing the voice mail extension from your phone, or even easier, pressing a programmed flexible key on your phone. Using this feature, you (or anyone else who has access to your phone) are connected to your mailbox immediately. We suggest you have your mailbox password protected.

You must be logged-in to record any of the following greetings;

NO ANSWER	BUSY SIGNAL	AFTER HOURS	TEMPORARY	PASSWORD:	NAME:
Heard by callers when you do not answer their call. *"This is (your name), I can't take your call right now etc."* 3 1 1	Heard by callers when you are on another call. *"This is (your name), I'm on another call right now etc."* 3 1 2	Heard by callers when the Voice Mail is in after hour's mode. *"This is (your name). I've gone home for the day etc."* 3 1 3	Special greeting heard callers instead of the regular greeting. *"This is (your name). I'm out of the office this week etc.."* When you check messages, you are reminded the temporary greeting is in use and you can turn it off. 3 1 5	Enter password. 3 2	Record your name. It is used in several instances such as when you transfer a message to another subscriber (user) 3 3