# 3.1 Customising Your Phone (Personal Programming)

## 3.1.1 Customising Your Phone (Personal Programming)

You can customise your telephone features. For example, you can change the initial settings or button features according to your needs.

Assigning an Extension PIN to Your Extension (Extension PIN [Personal Identification Number])



If you change your desk and extension, refer to "1.13.1 Walking Extension".

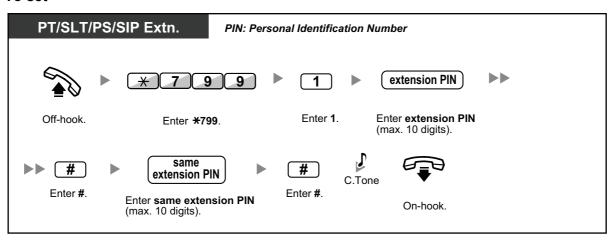
# ◆◆ Assigning an Extension PIN to Your Extension (Extension PIN [Personal Identification Number])

You can assign a password to each extension.

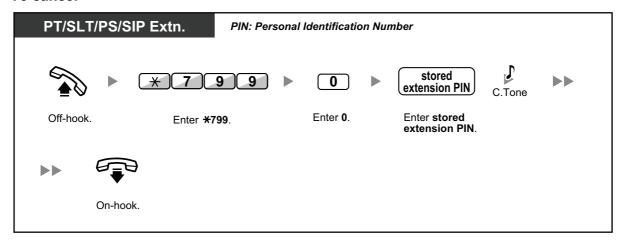
The following features require an extension PIN.

- 1. Screening calls (Live Call Screening [LCS])
- 2. Prohibiting other people from seeing your personal speed dialling directory, call log, SVM log, and from playing back the voice messages in your message box (Display Lock)
- 3. Using the same settings as your extension at other extensions (Walking Extension)
- 4. Remote Control Operation (Walking COS)
- 5. Extension Dial Lock Clear

#### To set



#### To cancel





#### **CAUTION**

There is a risk that fraudulent telephone calls will be made if a third party discovers your password (extension PIN).

The cost of such calls will be billed to the owner/renter of the PBX.

To protect the PBX from this kind of fraudulent use, we strongly recommend:

- a. Keeping your PIN secret.
- **b.** Selecting a complex, random PIN that cannot be easily guessed.
- c. Changing your PIN regularly.
- Valid numbers for an extension PIN are "0" through "9".
- If the wrong extension PIN is entered a preprogrammed number of times, the PIN is locked.
- If you forget your extension PIN or your extension PIN is locked, your manager can clear the extension PIN and extension PIN lock.

# 3.1.2 Settings on the Programming Mode

You can programme features using the programming mode for a PT or PS.

- Setting Features
- Clearing Features



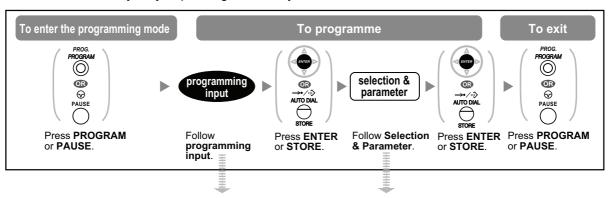
- To exit at any time, lift the handset.
- To enter the programming mode when using a PS, refer to the documentation for your PS.
- For KX-UT series SIP phone users: You cannot programme the following features using a KX-UT series SIP phone. These features are programmed via Web Maintenance Console. For more information, consult your System Administrator.

### Setting Features

The default settings are shown in bold letters. For later reference, place a check mark in the boxes below to indicate your customised setting.

#### **Notice**

The default value may vary depending on country/area.



Item	Programming Input	Selection & Parameter	
Your extension information	0 0	The display shows your PT or PS's extension number. <example> Ext 101</example>	
		1	Light
Display Contrast Selection <sup>-1</sup> Preferred display contrast level from the 4 levels available	2	Little Light	
		3	Little Dark
		4	☐ Dark

Item	Programming Input	Sele	ction & Parameter
		1	☐ English
Display Language		2	2nd Language
Selection Which display language do	0 2/	3	3rd Language
you prefer?		4	4th Language
		5	5th Language
Display Switching Mode Would you like the call duration to be shown		0	No—Manual (The display keeps showing all of the outside caller's information unless you change it to the call duration manually.)
automatically on the display when answering an outside call?	0 3	1	Yes—Automatic (The first line of the display will change to the call duration automatically when you answer an outside call.)
Display Backlight	0 4	0	☐ Yes—Automatic
Selection***2 Would you like to turn on the		1	☐ Yes—always On
display backlight of the telephone?		2	☐ No—always Off
Self Labelling Display Contrast Preferred display contrast	0 5	1	Light
		2	Little Light
level from the 4 levels available for Self Labelling		3	Little Dark
(KX-NT366/KX-NT553/ KX-NT556 only)		4	☐ Dark
Hot Line	1 1	desired no. (max. 32 digits) Available characters: 0–9, +, +, P (Pause), [, ]	
Would you like to dial a preset number simply by going off-hook?	1 2	0	☐ Do not use
		1	Use
Calling Line Identification Restriction (CLIR)	1 3	0	☐ No—Allows your number to be displayed
Should you prevent your number being displayed on the called party's telephone?		1	Yes—Prevent your number being displayed

Item	Programming Input	Sele	ction & Parameter
Calling/Connected Line Identification Presentation		0	Caller ID assigned to your extension
(CLIP/COLP) Which number should be displayed on the called and calling party's telephone?	1 4	1	Caller ID assigned on the outside line being used
		0	☐ No line
		1	An idle outside line
Preferred Line Assignment—Outgoing Which do you prefer to seize when you go off-hook to make calls?	1 9	2 + The CO line no. assigned to the flexible button or  (co)	☐ A CO/ICD Group button
		Or  INT' INTERCOM / (PDN)	Intercom (On a PDN extension, an idle PDN button is selected when going off-hook.)
		0	☐ No line
		1	☐ The longest ringing line (when multiple calls arrive)
Preferred Line Assignment—Incoming Which line do you prefer to answer when you go off-hook?	2 0	The CO line no. assigned to the flexible button or	☐ A CO/ICD Group button
		3 / (PDN)	A PDN button
Alternate Receiving—Ring/ Voice <sup>-1</sup> How do you prefer to receive an intercom call?	2 1	0	☐ Ringing (Tone Call)
		1	Directly—The party's voice is heard without ringing.
		2	Ring only—Prohibiting the caller switching to the voice mode.

Item	Programming Input	Sele	ection & Parameter
Parallelled Telephone*1*3 Should the single line		0	No—The telephone will not ring.
telephone in parallel ring?	2 2	1	Yes—The telephone will ring.
Forced Answerback Selection <sup>11</sup>		0	☐ No—Disable
Do you prefer to answer a call without going off-hook regardless of the AUTO ANS button status?	2 3	1	☐ Yes—Enable
Live Call Screening Mode Set <sup>-1</sup> Which service do you prefer when a calling party is	2 5	0	You can monitor the message through the telephone speaker. (Hands-free mode)
recording a message in your mailbox?		1	Only an alarm tone is heard. (Private mode)
LCS Mode Set (After Answering)	2 6	0	☐ No—Stop recording
Would you like to keep recording after answering the call in the LCS mode?		1	Yes—Keep recording
Automatic Call Waiting <sup>*4</sup> Would you prefer to		0	☐ No—Off
automatically hear a call waiting tone when you receive a call while already on the phone?	3 0	1	☐ Yes—On
		0	☐ No call (Off)
Manual Call Waiting		1	☐ Tone (BSS)
How would you prefer to receive call waiting notifications for intercom calls?	3 1	2	☐ Voice announcement through the built-in speaker (OHCA)'5
		3	☐ Voice announcement through the handset (Whisper OHCA) <sup>-6</sup>
Call Waiting Tone Type Selection	3 2	0	☐ Tone 1
Which type of call waiting tone do you prefer?		1	☐ Tone 2

Item	Programming Input	Sele	ction & Parameter
		0	☐ No—Off
Absent Message Would you like to show a message on the caller's	4 0	message no. (1– 8)	Yes—Shows the selected message.
telephone display?		9	Yes—Shows your personal message.
Personal Absent Message Creating your personal message	4 1	messag	e (max. 16 characters)
		0	☐ Off
		1	☐ Do Not Disturb (DND)
	5 0 / PWD/DND	2 + desired no. (max. 32 digits)	All—Forward all calls
Call Forwarding (FWD)/Do Not Disturb (DND) To forward or refuse some or all of your incoming calls	(for both calls)  5 1 (for outside calls)  5 2 (for intercom	3 + desired no. (max. 32 digits)	Busy—Forwarded when your extension is busy.
		+ desired no. (max. 32 digits)	☐ No Answer—Forwarded when you do not answer.
	calls)	5 + desired no. (max. 32 digits)	Busy/No Answer—Forwarded when you do not answer or when your extension is busy.
FWD N/A Timer To set the timer for "No Answer" and "Busy/No Answer"	5 3		(0–120) seconds fault: 15 seconds)
Call Pickup Deny Should you prohibit other	6 0	0	☐ No—Allow
people from picking up your calls?		1	☐ Yes—Deny
Headset Operation <sup>-1-3</sup> Do you use the headset?	6 1	0	☐ No—Headset off
	6 1	1	Yes—Headset on
Executive Busy Override Deny		0	☐ No—Allow
Do you prohibit other people from joining your conversation?	6 2	1	☐ Yes—Deny

Item	Programming Input	Selec	ction & Parameter
Paging Deny*1		0	☐ No—Allow
Would you like to prohibit paging announcements?	6 3	1	☐ Yes—Deny
Key Pad Tone Set*1		0	□ No—Off
Do you prefer to hear the key pad tone?	6 4	1	☐ Yes—On
Background Music (BGM) <sup>-1</sup> Do you want background		0	□ No—Off
music through your telephone speaker while on-hook?	6 5	1 + BGM no. (1 digit)	☐ Yes—On
Bluetooth Registration <sup>-7</sup> To register a Bluetooth wireless headset on your extension <sup>-8</sup>	6 6	Pass	key (max. 16 digits)
Bluetooth Removal <sup>-7</sup> To cancel the registration of a Bluetooth wireless headset on your extension <sup>-8</sup>	6 7	Confirm that the ID	of your Bluetooth wireless headset is displayed.
Extension PIN (Personal Identification Number) To set your extension PIN or change the stored extension PIN	9 0	extension PIN (max. 10 digits) + ENTER/STORE + same extension PIN	To set an extension PIN
		stored extension PIN + new extension PIN (max. 10 digits) + ENTER/STORE + same extension PIN	To change the stored extension PIN
Extension Dial Lock	9 1	extension PIN (max. 10 digits) +	☐ To unlock
To prevent other people from using your telephone		extension PIN (max. 10 digits) + 1	☐ To lock
Display Lock*1  To prevent other people from seeing your personal speed	9 2	extension PIN (max. 10 digits) +	☐ To unlock
dialling directory, call log, SVM log, and from playing back the voice messages in your message box		extension PIN (max. 10 digits) +	☐ To lock

Item	Programming Input	Selection & Parameter	
One-touch Dialling		0	☐ No—Normal (Any Flexible buttons can be modified.)
Assignment Mode Selection Do you prefer to set the One-touch dialling only?	# *	1	Yes—Only One-touch dialling buttons can be modified. However, to modify them, there is no need to enter "2" before the number.

- \*1 Not available for a PS.
- Only available for KX-T7633/KX-T7636/IP-PTs (except KX-NT265/KX-NT321)/KX-DT343/KX-DT346/KX-DT543/KX-DT546 telephones.
- \*3 Not available for the KX-T7665.
- <sup>44</sup> This setting applies to both outside and intercom calls. For intercom calls, this feature must be enabled through system programming.
- <sup>\*5</sup> Only available for certain digital proprietary telephones.
- <sup>\*6</sup> Only available for IP-PTs and certain digital proprietary telephones.
- Only available for KX-NT300 series (except KX-NT321)/KX-NT560/KX-DT343/KX-DT346 telephones.
- <sup>\*8</sup> Registering and cancelling a Bluetooth wireless headset may take time. Please avoid any interruption during that time by, for example, going off-hook.



#### **CAUTION**

There is a risk that fraudulent telephone calls will be made if a third party discovers your password (extension PIN).

The cost of such calls will be billed to the owner/renter of the PBX.

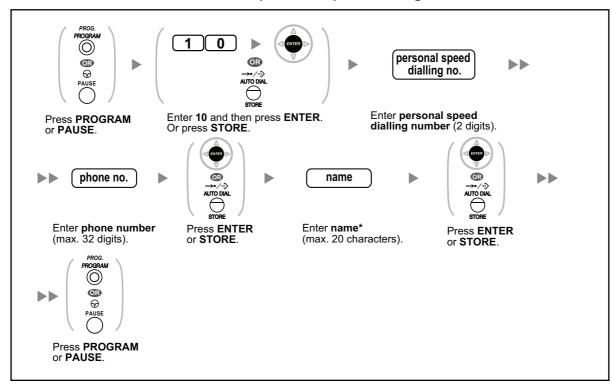
To protect the PBX from this kind of fraudulent use, we strongly recommend:

- a. Keeping your PIN secret.
- **b.** Selecting a complex, random PIN that cannot be easily guessed.
- c. Changing your PIN regularly.
- After the programme number is entered, the programme title is displayed.
   The programming screen can be changed with the Navigator Key (Up or Down).



 You can select the parameter with the Navigator Key (Up or Down) instead of entering a number.

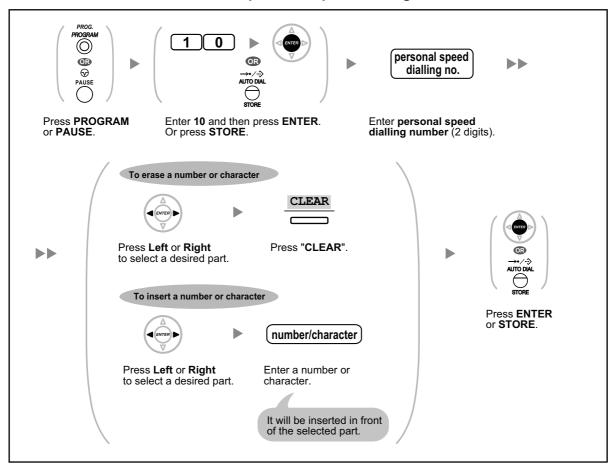
#### To store the names and numbers in personal speed dialling





\* To enter characters, refer to " Entering Characters".

#### To edit the names and numbers of personal speed dialling



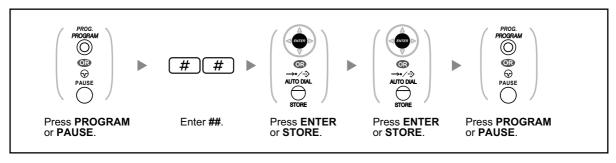
# **Clearing Features**

You can clear or change to features as follows:

Features	Default Setting
Display Switching Mode	Automatic
Hot Line	Off
Calling Line Identification Restriction (CLIR)	Allow
Calling/Connected Line Identification Presentation (CLIP/COLP)	Caller ID assigned on your extension
Preferred Line Assignment—Outgoing	Intercom
Preferred Line Assignment—Incoming	The longest ringing line
Alternate Receiving—Ring/Voice	Ringing (Tone Call)
Parallelled Telephone	Paired SLT will ring
Forced Answerback Selection	Disable
Live Call Screening Mode Set	Hands-free mode

Features	Default Setting
LCS Mode Set (After Answering)	Stop recording
Automatic Call Waiting	Off
Manual Call Waiting—Intercom Calls	Off (No call/No tone)
Call Waiting Tone Type Selection	Tone 1
Absent Message	Off
Personal Absent Message	Cleared
Call Forwarding (FWD)/Do Not Disturb (DND)—Intercom/Outside Calls	Off
FWD N/A Timer	15 seconds
Call Pickup Deny	Allow
Headset Operation	Headset off
Executive Busy Override Deny	Allow
Paging Deny	Allow
Key Pad Tone Set	On
Background Music (BGM)	Off
Data Line Security	Off
Connected Line Identification Restriction [COLR]	Allow
Log-in/Log-out	Log-in
Message Waiting	Off
Timed Reminder	Cleared

### To change the above features back to their default settings





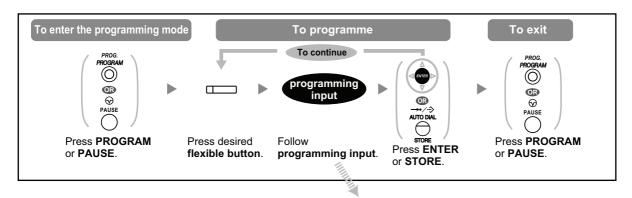
If you do not desire that the Call Waiting, FWD/DND or Hot Line to be cleared by this feature, please ask your dealer.

# 3.1.3 Customising the Buttons

You can customise the flexible buttons and/or programmable feature (PF) buttons on PTs, Add-on Key Modules, and PSs. They can then be used to make or receive outside calls or as feature buttons.



- To enter programming mode when using a PS, refer to the documentation for your PS.
- The buttons in the table below can only be set on certain flexible buttons, as follows:
  - Flexible buttons on PTs/Add-on Key Modules/PSs: all buttons can be set.
  - Flexible buttons on DSS Consoles: all buttons except CTI and Primary Directory Number (PDN) buttons can be set.
  - Programmable feature (PF) buttons: only the One-touch Dialling button can be set.
- For KX-UT series SIP phone users: You cannot customise the flexible buttons with the following method from your phone. You can customise the flexible buttons using Web Maintenance Console. For details, refer to "Customising the Flexible Buttons".



Button	Programming Input
Loop-CO (L-CO)	*
Group-CO (G-CO)	# + Outside line group no. (2 digits)
Single-CO (S-CO)	• Outside line no. (3 digits)
Direct Station Selection (DSS)	1 + Extension no.*12
One-touch Dialling <sup>*1</sup>	2 *2 + Desired no. (max. 32 digits)
Incoming Call Distribution Group (ICD Group)	3 0 + Incoming call distribution group extension no. (+ # + delayed ringing time [0–7]) <sup>-3</sup>
Message	4 0
Message for Another Extension	4 0 + Extension no./Incoming call distribution group extension no.
Call Forwarding (FWD)/Do Not Disturb (DND)—Both calls	4 1
FWD/DND—Outside calls	4 2

Button	Programming Input
FWD/DND—Intercom calls	4 3
Group FWD—Both calls	4 + Incoming call distribution group extension no.
Group FWD—Outside calls	4 5 + Incoming call distribution group extension no.
Group FWD—Intercom calls	4 6 + Incoming call distribution group extension no.
Account	4 8
Conference	4 9
Terminate	5 0
External Feature Access (EFA)	5 1
Call Charge Reference	5 2
Call Park	5 + Parking zone no. (2 digits)
Call Park (Automatic Park Zone)	5 3 *
Call Log <sup>-₄</sup>	5 4
Call Log for ICD Group <sup>•</sup>	5 4 + Incoming call distribution group extension no.
Log-in/Log-out	5 5
Log-in/Log-out of a specified group	5 + Incoming call distribution group extension no.
Log-in/Log-out for all groups	5 5 *
Hurry-up	5 6 + Incoming call distribution group extension no.
Wrap-up	5 7
System Alarm <sup>-</sup> ⁴	5 8
Time Service (Day/Night/ Lunch/Break)	5 9 + 0/1/2/3°5 (+ # + Tenant no.)
Answer <sup>-4</sup>	6 0
Release <sup>·₄</sup>	6 1
Toll Restriction/Call Barring	6 2 + Toll Restriction/Call Barring Level (1–7)
ISDN Service*6	6 3 + Desired no. (max. 32 digits)
Calling Line Identification Restriction (CLIR)	6 4

#### 3.1.3 Customising the Buttons

Button	Programming Input
Connected Line Identification Restriction (COLR)	6 5
ISDN-Hold	6 6
Headset*4*7	6 7
Time Service Switching Mode (Automatic/Manual)	6 8 (+ Tenant no.)
Network Direct Station Selection (NDSS)'8	6 9 + Another PBX extension no.
СТІ	7 0
Primary Directory Number (PDN)	7 1
Secondary Directory Number (SDN)	7 2 + Extension no. + # + delayed ringing time (0–7)
Check-in <sup>*</sup> ⁴	8 0
Check-out <sup>∗4</sup>	8 1
Cleaned-up <sup>*</sup> ⁴	8 2
Two-way Record*10	9 0 + UM group's floating extension no.*11/Voice mail floating extension no.
Two-way Transfer*10	9 1 + UM group's floating extension no.*11/Voice mail floating extension no.
One-touch Two-way Transfer <sup>110</sup>	9 1 + UM group's floating extension no.'11/Voice mail floating extension no. + # + Extension no./Incoming call distribution group extension no.
Live Call Screening (LCS)*10	9 2
Voice Mail Transfer <sup>*10</sup>	9 4 + UM group's floating extension no. "11/Voice mail floating extension no.



 \*1 "\*", "#", FLASH/RECALL, PAUSE, Secret (INTERCOM) and TRANSFER can also be stored.

If you do not want to display the stored number when making a call, press the Secret (INTERCOM) button before and after the numbers you wish to conceal.

If you store an outside party's number, you should first store a line access number. If you need to enter an account code, you can enter the specified account code before the line access number.

<Example>

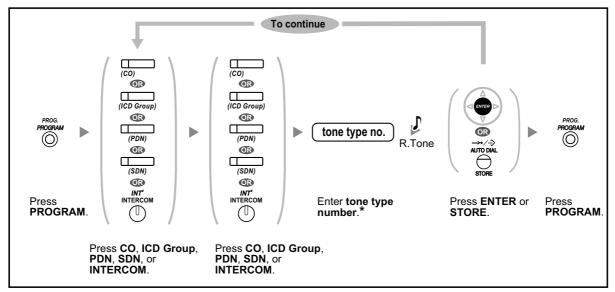


- \*2 For a PF button, "2" is not required to enter before the desired number.
- \*3 Depending on the settings of your PBX, you may be required to enter delayed ringing time (0: Immediate, 1: 1 ring, 2: 2 rings, 3: 3 rings, 4: 4 rings, 5: 5 rings, 6: 6 rings, 7: No ring). In this case, you can automatically join a new ICD Group by creating a button for that group.
- \*4 This button is not available for a PS.
- \*5 0: Day/Night/Lunch/Break, 1: Day/Night/Break, 2: Day/Night/Lunch, 3: Day/Night
- \*6 Availability of this button depends on the ISDN service of your telephone company. Refer to "1.2.5 Accessing the ISDN Service (ISDN Service Access)".
- \*7 This button is not available for the KX-T7665.
- \*8 The button may not be available depending on the networking method in use or the settings of the PBX.
- \*9 It is possible to set delayed ringing for each SDN button.
- \*10 This button is used for the integrated voice mail features.
- \*11 The UM group's default floating extension number is 500.
- To exit at any time, lift the handset.
- For KX-NT366/KX-NT553/KX-NT556/KX-NT560 users: After customising a flexible button, you can set the displayed text for Self Labelling. To enter characters, refer to "\$\infty\$ Entering Characters".
- \*12 You can set a Unified Messaging port extension number as an extension number for the DSS button.



 You can select the parameter with the Navigator Key (Up or Down) instead of entering a number.

# To specify the ringing tones for each CO, ICD Group, PDN, SDN, or INTERCOM button (DPT/IP-PT only)





- \* Available tone types vary depending on the telephone you are using:
  - KX-NT300 series (except KX-NT321)/KX-NT500 series/KX-DT300 series (except KX-DT321)/KX-DT500 series/KX-T7600 series (except KX-T7665): Tone types "01" to "30" (01–20: tone, 21–30: melody) are available.
  - KX-NT265/KX-NT321/KX-DT321/KX-T7665: Only tone types "01" to "08" are available.
     It is possible to enter a tone type number from "09" to "30", but you will hear tone type "01".
  - Other telephones: Only tone types "01" to "08" are available.
     It is possible to enter a tone type number from "09" to "30", but you will hear tone type "02".
- Only one ringing tone can be selected for all PDN buttons on your extension.

#### To clear the button

