

## Quick Reference Guide

Model No. KX-T7710

### ***Important Information***

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#### **When using the KX-T7710, keep the following conditions in mind.**

- If there is any problem, unplug the extension line and connect a known working phone. If the known working phone operates properly, have the defective phone repaired by your dealer. If the known working phone does not operate properly, check the Panasonic KX series Business Telephone System and the internal extension wiring.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps and motors.
- The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.
- Do not use thinner, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.
- Do not disassemble this product. Dangerous electrical shock could result. The unit must only be disassembled and repaired by qualified service technicians.
- Do not use any handset other than a Panasonic handset.
- This apparatus is designed to be operated under controlled conditions of temperature and humidity.
- Avoid installing the apparatus in damp or humid environments, such as in bathrooms or near swimming pools.
- 999 and 112 can be dialled on the apparatus after accessing the exchange line for the purpose of making outgoing calls to the BT emergency (999) and (112) services.

#### **WARNING:**

TO PREVENT THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

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

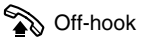
#### **IMPORTANT NOTICE:**

This product is designed for use in the U.K.

#### **Note:**

In this manual, the suffix of each model number is omitted.

# Features List



Off-hook



On-hook
























Feature number







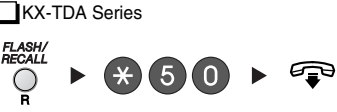



Talk

\* The Feature numbers described in this manual are for KX-TE Series or KX-TDA Series. If a different Panasonic KX series Business Telephone System is connected, please refer to its manuals.










\* "Location of Controls" is shown on page 6.

Desired Function	Operation
<b>Making Calls</b>	
Calling	<p><b>To an extension</b></p>  → extension no. → 
	<p><b>To an external party</b></p>  → line access no. → phone no. → 
Redial	 → <b>REDIAL</b> →  <p>The REDIAL will dial the last number you called manually.</p>
Quick Dialling	 → quick dial no. → 
One-touch Dialling	<p><b>To store</b></p>  → PROGRAM → desired no. (max. 24 digits) →  <p>Press One-touch button.</p>
	<p><b>To dial</b></p>  →  →  <p>Press One-touch button.</p>
Calling an operator	 → 0 → 
Personal Speed Dialling	<p><b>To store</b></p>  → [ 2 * ] <input type="checkbox"/> KX-TE Series → Personal speed dial no. → [ * 3 0 ] <input type="checkbox"/> KX-TDA Series <p>desired no. (TE: max. 24 digits, TDA: max. 32 digits) → # → </p> <p>[TE: 0-9, TDA: 00-99 (Default: 00-09)]</p>
	<p><b>To dial</b></p>  → [ # ] <input type="checkbox"/> KX-TE Series → Personal speed dial no. →  <p>[ * * * ] <input type="checkbox"/> KX-TDA Series         <p>[TE: 0-9, TDA: 00-99 (Default: 00-09)]</p> </p>
System Speed Dialling	<p><b>To dial</b></p>  → [ * ] <input type="checkbox"/> KX-TE Series → System speed dial no. →  <p>[ * * ] <input type="checkbox"/> KX-TDA Series         <p>[TE: 00-99, TDA: 000-999]</p> </p>

# Features List

Desired Function	Operation	
<b>When the Dialed Extension is Busy/No Answer</b>		
Message Waiting	Sender	<p><b>To leave/cancel a notification</b></p> <p><input type="checkbox"/> KX-TE Series</p>  <p><input type="checkbox"/> KX-TDA Series</p> 
	Receiver	<p><b>To call back</b></p>  <p>* In Normal Mode, you should change the default setting for Message button. (See page 5.)</p>
<b>During a Conversation</b>		
Holding a call	<p><b>Holding</b></p> <p><input type="checkbox"/> KX-TE Series</p>  <p><input type="checkbox"/> KX-TDA Series</p> 	
	<p><b>To retrieve a call at the holding extension</b></p> <p><input type="checkbox"/> KX-TE Series</p>  <p>If the handset has been replaced, just go off-hook.</p> <p><input type="checkbox"/> KX-TDA Series</p> 	
Transferring a call		

# Features List

Desired Function	Operation
<b>Useful Features</b>	
Paging	<p><b>To page</b></p> <p><input type="checkbox"/> KX-TE Series</p> <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 10px; margin: 0 auto;"> <p><b>All extensions</b>  <span style="font-size: 1.2em;">3 3 0</span></p> <p><b>Group</b>  <span style="font-size: 1.2em;">3 3</span> <input type="text" value="group no."/></p> <p><b>All external speakers</b>  <span style="font-size: 1.2em;">3 4</span></p> <p><b>All extensions &amp; external speakers</b>  <span style="font-size: 1.2em;">3 3 *</span></p> </div> <div style="text-align: center;">  <p>Announce.</p> </div> </div> <p><input type="checkbox"/> KX-TDA Series</p> <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;">  </div> <div style="margin: 0 auto;"> <span style="font-size: 1.2em;">* 3 3</span> <input type="text" value="paging group no."/> </div> <div style="text-align: center;">  <p>Announce.</p> </div> </div> <p>You can make a voice announcement to extensions or external speakers or both in the preset group simultaneously.</p>
	<p><b>To answer a page</b></p> <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 10px; margin: 0 auto;"> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <span style="font-size: 1.2em;">4 3</span>  <span style="font-size: 1.2em;">* 4 3</span> </div> <div style="text-align: center;"> <input type="checkbox"/> KX-TE Series  <input type="checkbox"/> KX-TDA Series         </div> </div> </div> <div style="text-align: center;">  </div> </div>
Three-party Conference	<p><i>During a conversation</i></p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center; margin-right: 10px;"> <small>FLASH/ RECALL</small>  <input type="radio"/> R         </div> <div style="margin-right: 10px;"> <input type="text" value="desired phone no."/> </div> <div style="margin-right: 10px;">  </div> <div style="margin-right: 10px;"> <small>FLASH/ RECALL</small>  <input type="radio"/> R         </div> <div style="margin-right: 10px;"> <span style="font-size: 1.2em;">3</span> </div> </div>
Locking your extension	<div style="border: 1px solid black; padding: 10px; margin: 0 auto;"> <p><input type="checkbox"/> KX-TE Series</p> <p><span style="font-size: 1.2em;">7 7</span> ▶ <input type="text" value="lock code"/> <input type="text" value="lock code"/> ▶ <span style="font-size: 1.2em;">#</span> <b>Lock</b></p> <p><span style="font-size: 1.2em;">7 7</span> ▶ <input type="text" value="lock code"/> ▶ <span style="font-size: 1.2em;">#</span> <b>Unlock</b></p> <p><input type="checkbox"/> KX-TDA Series</p> <p><span style="font-size: 1.2em;">* 7 7 1</span> <b>Lock</b></p> <p><span style="font-size: 1.2em;">* 7 7 0</span> ▶ <input type="text" value="extension PIN"/> <b>Unlock</b></p> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>

# Operations in NORMAL Mode

## ◆◆ One-touch buttons

Five One-touch buttons can be used as speed dialling buttons or to access features.

## ◆◆ Personal Speed Dialling

You can store Personal speed dial numbers up to 10 for KX-TE Series, and up to 100 for KX-TDA Series(Default: 10).

## ◆◆ MESSAGE Button

You can change the feature access number for the MESSAGE Button. [Default: 702]  
For more detail, refer to the manual for the connected Panasonic KX series Business Telephone Systems.



## ◆◆ Setting Lock/Unlock

You can lock the settings for one-touch buttons and MESSAGE button. [Default: Unlock]



## ◆◆ Confirmation in Programming Mode

When programming, you can confirm your entry by three types of beep sound.

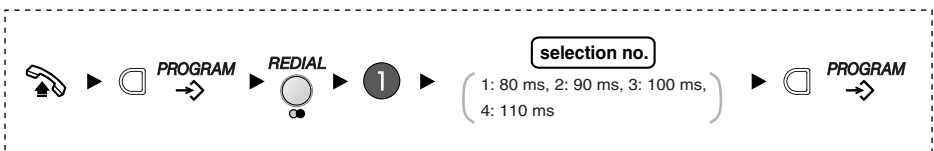
- One long beep: Your entry is accepted.
- Two beeps: Your entry is same as a previous entry.
- Three beeps: Your entry is rejected.

## ◆◆ Memory Back Up

If the telephone line is disconnected for more than three days, the stored numbers for One-touch dialling and Speed dialling will be erased. Please store them again. Also, the settings for MESSAGE and Flash time will return to the default settings.

## ◆◆ Flash Time

Before programming the length of Flash time, make sure the position of the **Mode switch** lever is "NORMAL". Enter the appropriate selection number for your country. [Default: 100 ms]

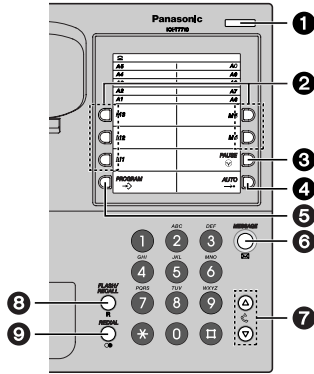


**Regarding other operations, please refer to the manuals for the Panasonic KX series Business Telephone Systems to which you are connected.**

# Location of Controls

The KX-T7710 has two modes, NORMAL Mode and Panasonic PBX Mode\*. Please use the corresponding side of the Telephone Card depending on the mode.

\*The PBX Mode may not be available depending on the model of the Panasonic KX series Business Telephone Systems to which you are connected.  
For more detail, please consult your dealer.

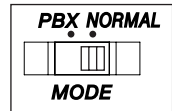


NORMAL mode		PBX mode	
IS	AS		
AS	AS		
AS	AS		
AS	AS		
AS	AS		
M3	M3	4	8
M3	M4	8	7
M1	M3	8	8
PROGRAM	AUTO	7	8

	NORMAL Mode	PBX Mode
①	<b>Message/Ringer Lamp:</b> Flashes when you receive a call or when someone has left you a message.	
②	<b>One-touch Buttons (M1-M5):</b> Used to access a feature or as a speed dialling button.	<b>One-touch Buttons (1-8):</b> Used as preset feature buttons set at the Panasonic KX series Business Telephone Systems; you do not need to program at your extension.
③	<b>PAUSE:</b> Used to insert a pause when storing a telephone number.	
④	<b>AUTO:</b> Used for Personal Speed dialling.	
⑤	<b>PROGRAM:</b> Used to enter the programming mode.	
⑥	<b>MESSAGE:</b> Used to call back the party who left the message waiting indication.	
⑦	<b>Handset Volume Control Buttons:</b> Used to adjust the handset volume.	
⑧	<b>FLASH/RECALL:</b> Used to send a recall signal in order to access a PBX feature (e.g., Hold, Transfer, or Three-party Conference).	
⑨	<b>REDIAL:</b> Used to redial the last dialed number.	
⑩	<b>Telephone Card:</b> Has two sides (NORMAL mode, PBX mode).	

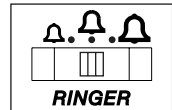
## Confirming the Mode

You can confirm the current mode by the position of the **Mode switch** lever (at the bottom of the unit). [Default: NORMAL]



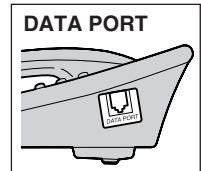
## Adjusting the RINGER Volume

Adjust the **RINGER volume** selector lever (at the bottom of the unit) to the desired setting. (Δ – LOW, Δ – MIDDLE, Δ – HIGH)  
[Default: MIDDLE]



## Connecting a Communication Device

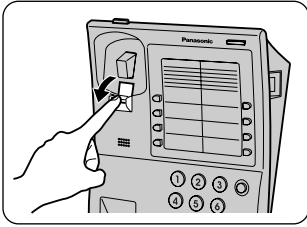
To connect a communication device such as a computer modem to the telephone line, please use the **DATA PORT** (at the right side of the unit). RJ11 modular jack is available.



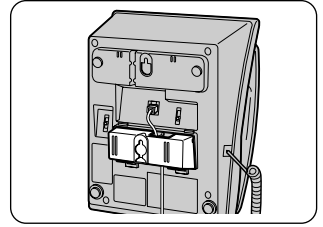
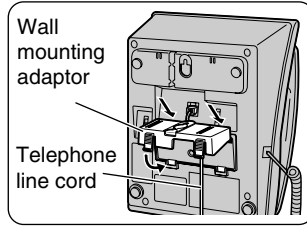
# Things You Should Know

## Wall Mounting

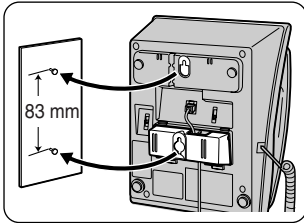
1



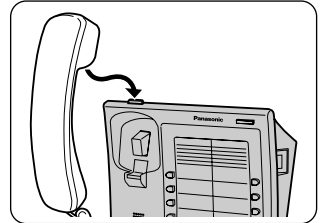
2



3

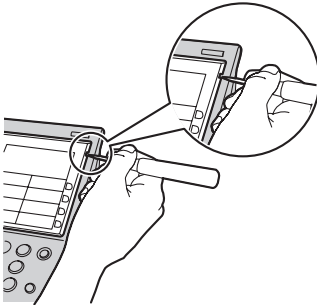


To temporarily  
place the handset  
down during a  
conversation:

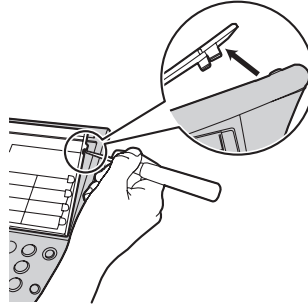


## Removing the Telephone Card Cover

1



2



CE

This product is intended to be connected to Panasonic KX series Business Telephone Systems only.

We, Panasonic Communications Co., Ltd., declare that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

If you want to get a copy of the original Declaration of Conformity of our products which relates to the R&TTE, please use our web site: <http://doc.panasonic.de>

