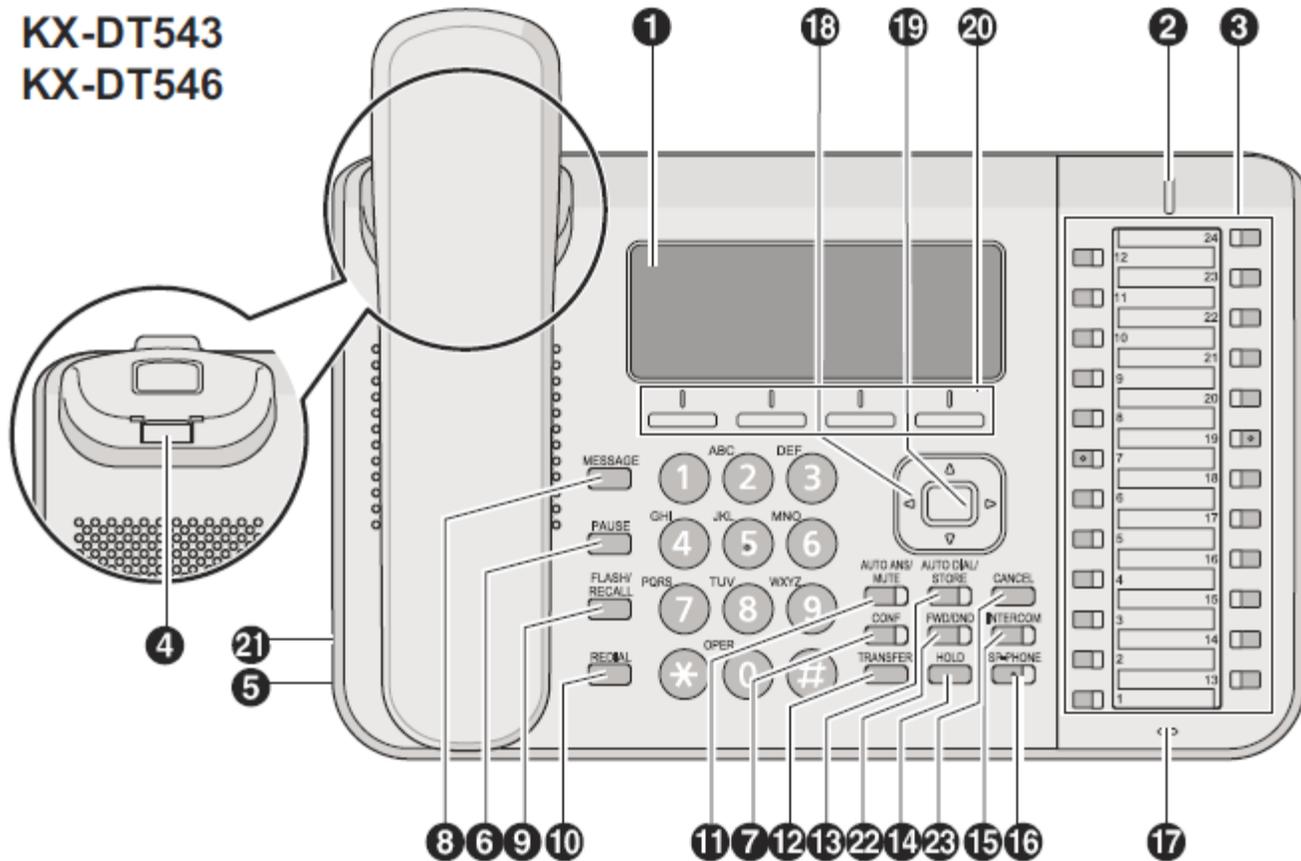


KX-DT543
KX-DT546



- 1 LCD (Liquid Crystal Display):**
KX-DT521: 1 line, KX-DT543: 3 lines, KX-DT546: 6 lines
- 2 Message/Ringer Lamp:**
When you receive an intercom call, the lamp flashes green, and on an outside call, the lamp flashes red. When someone has left you a message, the lamp stays on red.
- 3 Flexible CO Buttons:** Used to seize an outside line or perform a feature that has been assigned to the key.
- 4 Handset Hook:** Keeps the handset stable when the unit is mounted on a wall.
- 5 Headset Jack**
- 6 PAUSE/PROGRAM (KX-DT521 only):** Used to insert a pause when storing a telephone number. This button is also used for programming this unit.
PAUSE (KX-DT543/KX-DT546 only): Used to insert a pause when storing a telephone number.
- 7 CONF:** Used to establish a multiple party conversation.
- 8 MESSAGE:** Used to leave a message waiting indication or call back the party who left the message waiting indication.
- 9 FLASH/RECALL:** Used to disconnect the current call and make another call without hanging up.
- 10 REDIAL:** Used to redial the last dialed number.
- 11 AUTO ANS/MUTE:** Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.
- 12 TRANSFER:** Used to transfer a call to another party.
- 13 AUTO DIAL/STORE:** Used for System/Personal Speed Dialing or storing programme changes.
- 14 HOLD:** Used to place a call on hold.
- 15 INTERCOM:** Used to make or receive intercom calls.
- 16 SP-PHONE (Speakerphone):** Used for performing hands-free operations.
- 17 Microphone:** Used for hands free conversations.
- 18 Navigator Key:** Used to adjust the volume and the display contrast or select desired items.
- 19 ENTER*¹:** Used to assign the selected item.
- 20 Soft Buttons (S1-S4)*¹:** S1-S4 (located from left to right) are used to select the item displayed on the bottom line of the display.
- 21 EHS (Electronics Hook Switch) Jack*¹**
- 22 FWD/DND*¹:** Used to switch Call Forwarding or Do Not Disturb on your extension.
- 23 CANCEL*¹:** Used to cancel the selected item.

*1 KX-DT543/KX-DT546 only

Before Operating the Telephone

Speaker volume
While in a hands-free conversation Press [▲] or [▼] to adjust the volume.
Handset/Headset volume^{*1}
While using the handset or headset Press [▲] or [▼] to adjust the volume.
Ringer volume
While on-hook or receiving a call Press [▲] or [▼] to adjust the volume.
LCD Contrast
While on-hook 1. Press the PROG soft button (S1). ^{*2} 2. Enter ①①. 3. Press [ENTER]. ^{*3} 4. Press [▲] or [▼] to adjust the LCD contrast. 5. Press [ENTER]. ^{*3} 6. Press [CANCEL]. ^{*2}
Ring Tone
1. Press the PROG soft button (S1). ^{*2} 2. Press a flexible CO button or [INTERCOM] 2 times. 3. Enter 2 digits (01-30) using the dial keys (0-9), or press [▲] or [▼] to select the ring tone. 4. Press [ENTER]. ^{*3} 5. Press [CANCEL]. ^{*2}

*1 If you hear your own voice through the handset or headset, decrease the volume.

*2 For KX-DT521, press [PAUSE/PROGRAM].

*3 For KX-DT521, press [AUTO DIAL/STORE].

LCD Backlight
While on-hook 1. Press the PROG soft button (S1). ^{*1} 2. Enter ①④. 3. Press [ENTER]. ^{*2} 4. Press a dial key to select the LCD backlight mode. ①: Automatic ①: Always ON ②: Always OFF 5. Press [ENTER]. ^{*2} 6. Press [CANCEL]. ^{*1}

*1 For KX-DT521, press [PAUSE/PROGRAM].

*2 For KX-DT521, press [AUTO DIAL/STORE].

Quick Reference Guide

ANSWERING/PLACING A CALL

Answer a call:

- When your phone is ringing: Lift handset **or** press **SP-PHONE** for hands free

Place an outside call:

- Lift handset **or** press **SP-PHONE** for hands free
- Select a line by pressing a preprogrammed **CO/DSS Key*** plus the **external number or** dial **9** plus the **external number**

Place an internal call:

- Lift handset **or** press **SP-PHONE** for hands free

Dial the desired **extension number or** press the preprogrammed **DSS key***

EXTENSION DIALING – INTERNAL

Dialing extensions by the user name:

- Press the **MENU** key
- Use the up and down arrow keys of the navigator button to place the → beside **“Extension Directory”**
- Press the **ENTER** key
- Use the keypad to enter the first letter of the name you would like to call and press the **ENTER** key
- Use the up and down arrows of the navigator key to place the → beside the name you would like to call

Lift the handset **or** press **SP-PHONE** key for hands free

TRANSFERRING CALLS

To transfer a caller:

- Press the preprogrammed **DSS Key* or –**
- Press the **TRANSFER** key
- Dial the desired **extension number or –**
- For those who can transfer to an outside number, press the **TRANSFER** key
- **Select a line or** dial **9** plus the **external number**
- Do one of the following:
 - To complete the transfer - hang up
 - To announce the transfer - wait for an answer, consult, and hang up
 - To cancel the transfer - press the **TRANSFER** key

TRANSFERRING CALLS DIRECTLY TO VOICEMAIL

To transfer a caller directly to a mailbox:

- Press the **DSS Key** preprogrammed as **VOICEMAIL TRANSFER**
- Press the preprogrammed **DSS Key* or** dial the desired **extension number**
- To complete the transfer - hang up

Quick Reference Guide

REDIAL

To Dial the last number dialed from your telephone:

- Lift handset, press redial.

HOLD

To place a call on hold:

- Press the **HOLD** key

To place a call on exclusive hold (preventing it from being accessed by another extension):

- Press the **HOLD** key **twice**

To retrieve a call from hold:

- Lift the handset **or** press **SP-PHONE** for hands free
- Press the desired flashing line key (The line flashes **GREEN** on the phone that placed the call on hold, **RED** on all other phones)

To put a call on hold to answer another line:

- Press the **HOLD** key to put the current caller on hold
- Press the **RED** flashing **CO key***
- For other incoming callers, press the **HOLD** key for the current caller, followed by the **RED** flashing **CO Key***
- To return to the other callers, press the **HOLD** key for the current caller followed by the **GREEN** flashing **CO KEY* or** the **GREEN** flashing **INTERCOM** key for an internal caller

To retrieve a call holding at another extension:

- Lift the handset **or** press **SP-PHONE** for hands free
Press *** 5 1** plus the **DSS key* or** the **extension number**

OFF-HOOK MONITOR

Allowing other people next to you to listen to the call:

- While speaking to a caller, press the **SP-PHONE** key
- The up and down arrows of the navigator key now control the speakerphone volume and not the handset incoming audio volume. The speakerphone's mic is muted.

CONFERENCE CALL

To initiate a conference call from a digital phone:

- Place or receive the first call
- Press the **CONF** key
- Dial **internal extension number, or -**
- To call an external party, **select another line or** dial **9** plus the **external number**

When the person answers, press the **CONF** key to connect all parties

Quick Reference Guide

CALL PICKUP

To pick up a call ringing at another extension:

- Lift handset **or** press **SP-PHONE** for hands free
- Dial *** 4 1** plus the **extension number** of the ringing phone **or** dial *** 4 0** plus the two-digit **group number** for which the ringing phone belongs

PAGING

To page:

- Lift handset
- Press the **DSS Key*** preprogrammed as **PAGE** **or** press *** 3 3** plus the two-digit **paging group**
- After the tone, voice your announcement
- Hang up **or** if you require a response please wait

To answer a page:

- Lift handset **or** press **SP-PHONE** for hands free
- Press *** 4 3**
- After the tone, you will be connected to the caller

ONE TOUCH KEY PROGRAMMING

To program a CO key / DSS key as a speed dial key:

- Do not lift the handset
- Press the **PROGRAM** key
- Press the key to be programmed (**Important! DO NOT use preprogrammed outside line keys**)
- Dial **1** for **DSS key*** **or** **2** for **speed dial key**
- If used as a **DSS key*** dial the **extension number** **or** if used as a one touch key dial **9** plus the **external number** to be stored for speed dial
- Press the **ENTER** key to save
- Press the **EXIT** key to exit

Using One-Touch Keys: Simply press the preprogrammed **DSS key***

PROGRAMMING CO KEYS

To program a CO key / DSS key for various functions:

- Do not lift the handset
- Press the **PROGRAM** key
- Press the key to be programmed (**Important! DO NOT use preprogrammed outside line keys**)
- Use the up and down arrows of the navigator key to display the operation you wish the key to perform
- Follow the prompts as required
- Press the **EXIT** key to exit

Quick Reference Guide

CALL LOG - INCOMING

To call using the Incoming Call Log:

- Press the **MENU** key
- Use the up and down arrows of the navigator key to place the → beside **"Incoming Call Log"**
- Press the **ENTER** key
- Use the up and down arrows of the navigator key to place the → beside the caller you would like to dial
- Lift handset **or** press **SP-PHONE** key for hands free

To store the caller into your station directory:

- Press the **MENU** key
- Use the up and down arrows of the navigator key to place the → beside **"Incoming Call Log"**
- Press the **ENTER** key
- Use the up and down arrows of the navigator key to place the → beside the caller you wish to store
- Press the **STORE** key
- Use the keypad to select each letter required for the name. You can also use the left and right arrows of the navigator key to move the cursor. Press the **CLEAR** key to correct a single misdialled entry (Max. of 20 characters)
- Press the **ENTER** key to save
- Press the **EXIT** key to exit

CALL LOG - OUTGOING

To call using the Outgoing Call Log:

- Press the **MENU** key
- Use the up and down arrows of the navigator key to place the → beside **"Outgoing Call Log"**
- Press the **ENTER** key
- Use the up and down arrows of the navigator key to place the → beside the person you would like to dial
- Lift handset **or** press **SP-PHONE** key for hands free

To store the number into your station directory:

- Press the **MENU** key
- Use the up and down arrows of the navigator key to place the → beside **"Outgoing Call Log"**
- Press the **ENTER** key
- Use the up and down arrows of the navigator key to place the → beside the person you wish to store
- Press the **STORE** key
- Use the keypad to select each letter required for the name. You can also use the left and right arrows of the navigator key to move the cursor. Press the **CLEAR** key to correct a single misdialled entry (Max. of 20 characters)
- Press the **ENTER** key to save

Press the **EXIT** key to exit

Quick Reference Guide

CALL FORWARDING

To forward your calls to an extension or Voicemail:

- Press the **INTERCOM** key
- Dial * **7 1 0**
- Press **2** to forward all calls immediately *or* –
- Press **3** to forward calls only when you are busy on a existing call *or* –
- Press **4** to forward calls only when you do not answer them *or* –
- Press **5** to forward calls when you are busy or are not able to answer

Enter the **extension number followed by '#'** to which your calls will be forwarded. In many cases this is the extension number of the Voicemail System

- Pressing **6** at the third step will call forward all calls to an outside number such as your cellular phone (not everyone has this feature available to them)
- Then enter the **9** plus the **outside telephone number** as you would dial it from your phone
- Pressing **0** at the third step will cancel the call forward settings above
- If you are temporarily located at another extension and wish to have all your calls follow you to that extension, from the remote extension press **7** then **your extension number**
- Pressing **8** at the third step will cancel the above follow me call forwarding

To enable or disable call forwarding:

- Simply press the **FWD/DND** key will cause the light to flash, this indicates Call Forwarding is enabled
- Pressing the **FWD/DND** key again will cause the light to go out, indicating Call Forwarding is disabled

DOOR OPENING FUNCTION OF DOOR PHONE

- If you have answered a door phone call, press the **5** key
- If you want to open the door when not on a door phone call, press the handset *or* press **SP-PHONE** for hands free followed by * **5 5** plus the two-digital **door phone number** (**Note:** Not all extensions have this authority)

HEADSET OPERATION

To enable and disable the headset mode of operation:

- While not on a call but in headset mode, press the lit preprogrammed **DSS key*** programmed as **HEADSET**
- This will turn off the light, disabling the headset mode and bring function back to the handset and speakerphone.

When you wish to return to headset mode, press the preprogrammed **DSS key*** programmed as **HEADSET** and the light will come on again

Quick Reference Guide

PARALLEL TELEPHONE

Setting a parallel analog telephone to ring:

- Lift handset **or** press the **SP-PHONE** key for hands free

Press *** 3 9 1** to enable the ringer on the parallel phone **or** press *** 3 9 0** to disable the ringer (**Note:** As this feature requires certain hardware and system programming this is not possible at all extensions)

WIRELESS XDP PARALLEL MODE FROM PS

Permitting a portable Station (PS) / wireless phone to parallel your desk set:

- Using the wireless phone, press the **TALK** key

Press *** 4 8 1** plus **your extension number** to set the wireless phone into a parallel mode with your extension **or** press *** 4 8 0** to cancel

SYSTEM FEATURE ACCESS

To perform various system features:

- Press the **MENU** key
- Use the up and down arrows of the navigator key to place the → beside **"Feature Access"**.
- Press the **ENTER** key
- Use the up and down arrows of the navigator key to display the operation you wish to perform
- Follow the prompts as required

BACKGROUND MUSIC (BGM)

To enable or disable the BGM and select the source:

- Do not lift the handset
- Press the **PROGRAM** key
- Press **6 5** then the **ENTER** key
- Use the up and down arrows of the navigator key to turn the BGM to On and then enter the one-digit **music source (1 or 2)**
- Press the **ENTER** key to save

Press the **EXIT** key to exit

CALL SPLITTING

To alternate between a caller and an extension call:

- While speaking to a caller, press the **TRANSFER** key
- Press the **DSS key*** **or** dial the **extension number**

When finished speaking with the extension user, press the **TRANSFER** key to return to the original caller. Press the **TRANSFER** key and then **INTERCOM** **or** **CO Button** to toggle between callers

Quick Reference Guide

SPEED DIAL - STATION NUMBERS & NAMES

To store a station speed dial number (10 numbers may be stored):

- Do not lift the handset
- Press the **PROGRAM** key
- Dial **10** and press **ENTER**
- Dial the two-digit **speed dial bin number (00 to 09)**
- Dial **9** plus the **external number** to be stored (Max. of 32 digits)
- Press the **ENTER** key to save
- Use the keypad to select each letter required for the name. You can also use the left and right arrows of the navigator key to move the cursor. Press the **CLEAR** key to correct a single misdialled entry (Max. of 20 characters)
- Press the **ENTER** key to save
- Press the **EXIT** key to exit

Using station speed dials:

- Press the **MENU** key
- Use the up and down arrow keys of the navigator key to place the → beside **"Personal Directory"**.
- Press the **ENTER** key
- Use the keypad to enter the first letter of the name you would like to call and press the **ENTER** key
- Use the up and down arrows of the navigator key to place the → beside the name you would like to call
- Lift handset **or** press **SP-PHONE** key for hands free

Dialing station speed dials by bin number:

- Lift handset **or** press the **SP-PHONE** key for hands free

Press the **AUTO DIAL/STORE** key, followed by * then the two-digit **speed dial bin number (00-09)**

SPEED DIALS - SYSTEM

Dialing system speed dials by name:

- Press the **MENU** key
- Use the up and down arrow keys of the navigator key to place the → beside **"System Directory"**.
- Press the **ENTER** key
- Use the keypad to enter the first letter of the name you would like to call and press the **ENTER** key
- Use the up and down arrows of the navigator key to place the → beside the name you would like to call
- Lift the handset **or** press **SP-PHONE** key for hands free

Dialing system speed dials by bin number:

- Lift handset **or** press the **SP-PHONE** key for hands free

Press the **AUTO DIAL/STORE** key, followed by the **speed dial bin number (000-999)**