

# Panasonic®

## Operating Instructions

**4-Line Phone Home Office | Small Business  
Base Station Phone**

Model No. **KX-TGW420**

**4LINE**



*Before initial use, see “Getting Started” on page 8.*

**Thank you for purchasing a Panasonic product.**

Please read these operating instructions before using the unit and save them for future reference.

**Consulte “Guía Rápida Española”, página 37.**

For assistance, visit our Web site: <http://shop.panasonic.com/support> for customers in the U.S.A.

**Please register your product: <http://shop.panasonic.com/support>**

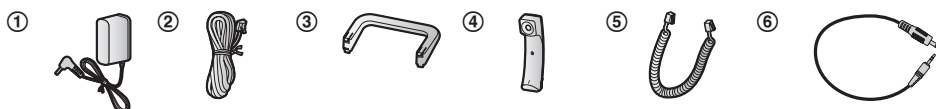
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## Accessory information

### Supplied accessories

No.	Accessory item/Part number	Quantity
①	AC adaptor/PNLV254-0Z	1
②	4-wire telephone line cord/PQJA10088Z	4
③	Desk stand/PNKL1080Z1	1
④	Corded handset/PNLXU1017Z	1
⑤	Corded handset cord/PQJA212V	1
⑥	Audio cable/PNJA1214Z	1



### Additional/replacement accessories



Please contact your nearest Panasonic dealer for sales information (page 41).

Accessory item	Model number/Specifications
Headset	KX-TCA430

### Other information

- Design and specifications are subject to change without notice.
- The illustrations in these instructions may vary slightly from the actual product.

### Expanding your phone system

Desk phone (Optional): KX-TGWA40/Cordless handset (Optional): KX-TGWA41	
<p>You can expand your phone system by registering optional desk phones and cordless handsets (9 max.) to a single base unit.</p> <ul style="list-style-type: none"> <li>• To order, please visit <a href="http://shop.panasonic.com/support">http://shop.panasonic.com/support</a></li> </ul>	<p>KX-TGWA40</p> 
	<p>KX-TGWA41</p> 

For assistance, please visit <http://shop.panasonic.com/support>

## Introduction

### System capabilities

The unit can accommodate up to 4 external telephone lines and the following operations are available at the same time.

#### How many units can be in use at one time?

Our DECT system only support 5 desk phones/cordless handsets being used at the same time.

#### ■ Example 1:

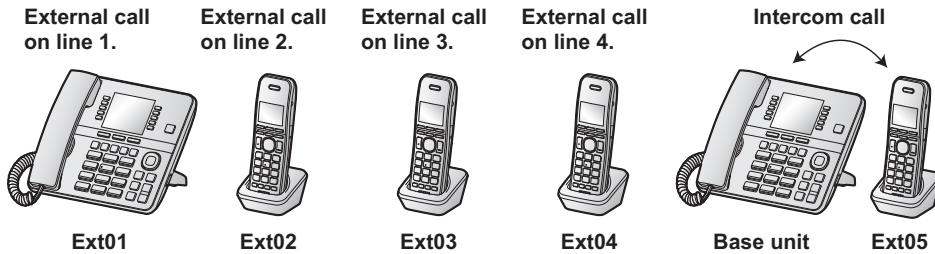
Ext01: External call on line 1.

Ext02: External call on line 2.

Ext03: External call on line 3.

Ext04: External call on line 4.

Base unit and Ext05: Intercom call.



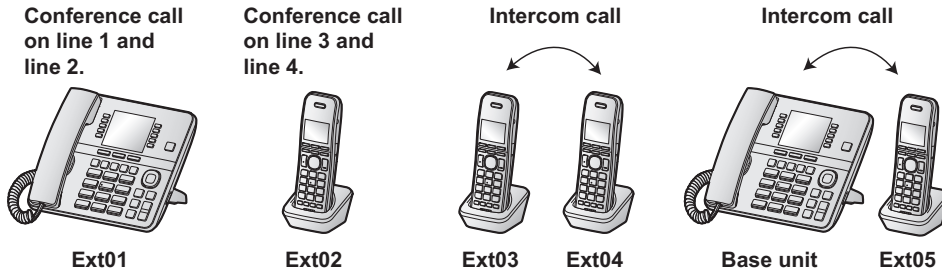
#### ■ Example 2:

Ext01: Conference call with line 1 and line 2.

Ext02: Conference call with line 3 and line 4.

Ext03 and Ext04: Intercom call













Base unit and Ext05: Intercom call



#### Note:

- The maximum operating number may decrease, depending on the state of usage, for example, when the answering system is taking a call.

## Graphical symbols for use on equipment and their descriptions

Symbol	Explanation	Symbol	Explanation
	Alternating current (A.C.)		Class II equipment (equipment in which protection against electric shock relies on Double Insulation or Reinforced Insulation)
	Direct current (D.C.)		"ON" (power)
	Protective earth		"OFF" (power)
	Protective bonding earth		Stand-by (power)
	Functional earth		"ON"/"OFF" (power; push-push)
	For indoor use only		Caution, risk of electric shock

## Important Information

### For your safety

To prevent severe injury and loss of life/property, read this section carefully before using the product to ensure proper and safe operation of your product.

#### WARNING

##### Power connection

- Use only the power source marked on the product.
- Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.
- Completely insert the AC adaptor/power plug into the power outlet. Failure to do so may cause electric shock and/or excessive heat resulting in a fire.
- Regularly remove any dust, etc. from the AC adaptor/power plug by pulling it from the power outlet, then wiping with a dry cloth. Accumulated dust may cause an insulation defect from moisture, etc. resulting in a fire.
- Unplug the product from power outlets if it emits smoke, an abnormal smell, or makes an unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped emitting and contact us at <http://shop.panasonic.com/support>
- Unplug from power outlets and never touch the inside of the product if its casing has been broken open.
- Never touch the plug with wet hands. Danger of electric shock exists.

##### Installation

- To prevent the risk of fire or electrical shock, do not expose the product to rain or any type of moisture.
- Do not place or use this product near automatically controlled devices such as automatic doors and fire alarms. Radio waves emitted from this product may cause such devices to malfunction resulting in an accident.
- Do not allow the AC adaptor or telephone line cord to be excessively pulled, bent or placed under heavy objects.

##### Operating safeguards

- Unplug the product from power outlets before cleaning. Do not use liquid or aerosol cleaners.
- Do not disassemble the product.
- Do not spill liquids (detergents, cleansers, etc.) onto the telephone line cord plug, or allow it to become wet at all. This may cause a fire. If the telephone line cord plug becomes wet, immediately pull it from the telephone wall jack, and do not use.
- Do not excessively pull the corded handset cord from the base unit. This may cause the base unit to fall, resulting in injury.

##### Medical

- Consult the manufacturer of any personal medical devices, such as pacemakers or hearing aids, to determine if they are adequately shielded from external RF (radio frequency) energy. (The product operates in

the frequency range of 1.92 GHz to 1.93 GHz, and the RF transmission power is 112 mW (max.)

- Do not use the product in health care facilities if any regulations posted in the area instruct you not to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

#### CAUTION

##### Installation and location

- Never install telephone wiring during an electrical storm.
- Never install telephone line jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- The AC adaptor is used as the main disconnect device. Ensure that the AC outlet is installed near the product and is easily accessible.
- This product is unable to make calls when:
  - the handset batteries need recharging or have failed.
  - there is a power failure.

##### Note when using Alkaline batteries for power back-up

- The batteries should be used correctly, otherwise the unit may be damaged due to battery leakage.
- Do not charge, short-circuit, disassemble, or heat the batteries.
- Do not dispose of batteries in a fire.
- Remove all the batteries when replacing.
- Do not mix old, new or different types of batteries.
- It is recommended that batteries are replaced annually.
- It is recommended that batteries are replaced after a power outage.

## Important safety instructions

When using your product, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Do not use this product near water for example, near a bathtub, washbowl, kitchen sink, or laundry tub, in a wet basement or near a swimming pool.
2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.
4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

#### SAVE THESE INSTRUCTIONS

### For best performance

#### Base unit location/avoiding noise

The base unit and other compatible Panasonic units use radio waves to communicate with each other.

- For maximum coverage and noise-free communications, place your base unit:
  - at a convenient, high, and central location with no obstructions between the cordless handset and base unit in an indoor environment.
  - away from electronic appliances such as TVs, radios, personal computers, wireless devices, or other phones.
  - facing away from radio frequency transmitters, such as external antennas of mobile phone cell stations. (Avoid putting the base unit on a bay window or near a window.)
- Coverage and voice quality depends on the local environmental conditions.
- If the reception for a base unit location is not satisfactory, move the base unit to another location for better reception.

#### Environment

- Keep the product away from electrical noise generating devices, such as fluorescent lamps and motors.
- The product should be kept free from excessive smoke, dust, high temperature, and vibration.
- The product should not be exposed to direct sunlight.
- Do not place heavy objects on top of the product.
- When you leave the product unused for a long period of time, unplug the product from the power outlet.
- The product should be kept away from heat sources such as heating devices, cooking appliances, etc. It should not be placed in rooms where the temperature is less than 0 °C (32 °F) or greater than 40 °C (104 °F). Damp basements should also be avoided.
- The maximum calling distance may be shortened when the product is used in the following places: Near obstacles such as hills, tunnels, underground, near metal objects such as wire fences, etc.
- Operating the product near electrical appliances may cause interference. Move away from the electrical appliances.

#### Routine care

- **Wipe the outer surface of the product with a soft moist cloth.**
- Do not use benzine, thinner, or any abrasive powder.

### Other information

**CAUTION:** Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.

#### Notice for product disposal, transfer, or return

- This product can store your private/confidential information. To protect your privacy/confidentiality, we recommend that you erase information such as

phonebook or caller list entries from the memory before you dispose of, transfer, or return the product.

#### Notice

- This product is designed for use in the United States of America. Sale or use of this product in other countries may violate local laws.
- Cet appareil est conçu pour être utilisé aux États-Unis d'Amérique. La vente ou l'emploi de cet appareil dans certains autres pays peut constituer une infraction à la législation locale.
- Este producto está diseñado para usarse en los Estados Unidos de América. La venta o el empleo de este producto en ciertos países puede constituir violación de la legislación local.
- 本產品專為美國使用而設。若在其他國家銷售或使用，可能會違反當地法例。
- この製品は、日本国外での使用を目的として設計されており、日本国内での使用は法律違反となります。従って、当社では日本国内においては原則として修理などのサービスは致しかねます。

### Specifications

- **Frequency range:**  
1.92 GHz to 1.93 GHz
- **RF transmission power:**  
112 mW (max.)
- **Power source:**  
120 V AC, 60 Hz
- **Power consumption:**  
Standby: 2.0 W  
Maximum: 5.0 W
- **Operating conditions:**  
0 °C – 40 °C (32 °F – 104 °F), 20 % – 80 % relative air humidity (dry)

## Getting Started

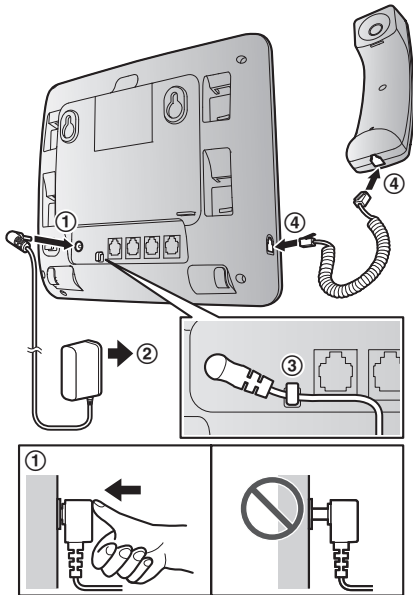
### Setting up

#### Connecting the AC adaptor/corded handset

- 1 Connect the AC adaptor to the unit by pressing the plug firmly.
- 2 Connect the AC adaptor to the power outlet.
- 3 Fasten the AC adaptor cord by hooking it.
- 4 Connect the corded handset cord to the corded handset and the base unit until you hear a click.

#### Note:

- Use only the supplied AC adaptor KSAS0050750080VUD.



#### Connecting the telephone line cord

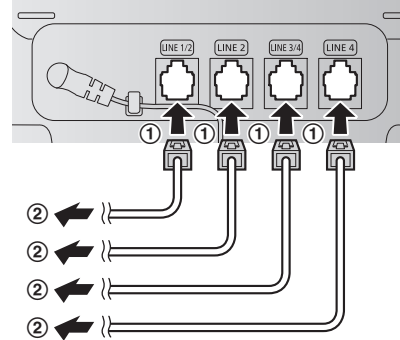
Refer to one of the following methods depending on your situation:

- To connect to four single-line telephone jacks: page 8
- To connect to two 2-line telephone jacks: page 8

Connect the telephone line cord until it clicks into the base unit and telephone line jack.

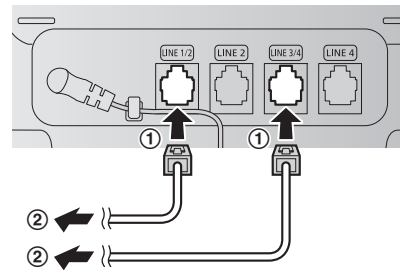
#### To connect to four single-line telephone jacks

- 1 Connect the 4-wire telephone line cords to each ports.
- 2 Connect the single-line telephone jacks (RJ11C) until you hear a click.



#### To connect to two 2-line telephone jacks

- 1 Connect the 4-wire telephone line cords to LINE 1/2 and LINE 3/4 port.
- 2 Connect the 2-line telephone jacks (RJ14C) until you hear a click.



#### If you subscribe to a DSL/ADSL service

Please attach a DSL/ADSL filter (contact your DSL/ADSL provider) to the telephone line between the base unit and each telephone line jack in the event of the following:

- noise is heard during conversations.
- Caller ID features do not function properly.



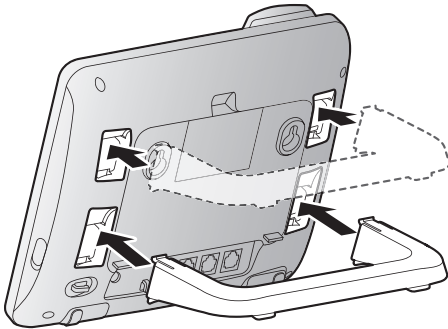
## Note when setting up

### Note for connections

- The AC adaptor must remain connected at all times. (It is normal for the adaptor to feel warm during use.)
- The AC adaptor should be connected to a vertically oriented or floor-mounted AC outlet. Do not connect the AC adaptor to a horizontally oriented AC outlet that faces the floor, such as an AC outlet installed on a ceiling or under a table, as the weight of the adaptor may cause it to become disconnected.

## Connecting the desk stand

The angle of base unit can be adjusted by attaching the desk stand. You can choose from 2 position when attaching.

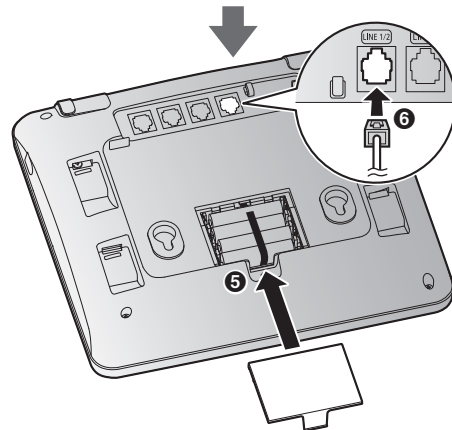
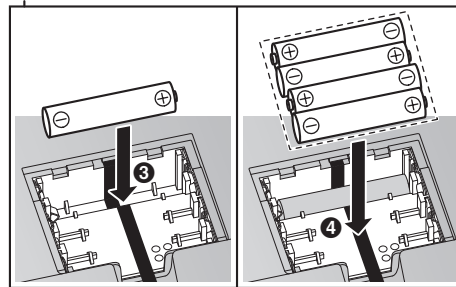
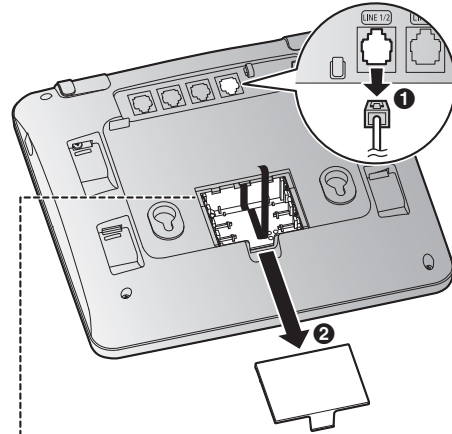


## Base unit battery installation (for power back-up)

By inserting 5 alkaline batteries (not supplied) into the base unit, you can use the unit temporarily when a power failure occurs.

- USE alkaline batteries AAA (LR03) size.
- Do NOT use Manganese batteries.
- Confirm correct polarities (+, -).

- 1 Disconnect the telephone line cord(s) (1).
- 2 Open the battery cover (2).
- 3 Install the batteries in the battery compartment (3, 4).
- 4 When finished, close the cover (5), then reconnect the telephone line cord(s) (6).



### Note:

- If “Replace Battery” is displayed, replace the batteries with new ones as soon as possible for temporary use, then dispose old ones.
- If there is a connected device (for example, a modem) between the base unit and the telephone line jack, the power back-up

## Getting Started

operation of the unit may not function, even if a back-up battery is in the base unit.

### Alkaline battery performance during power back-up operation

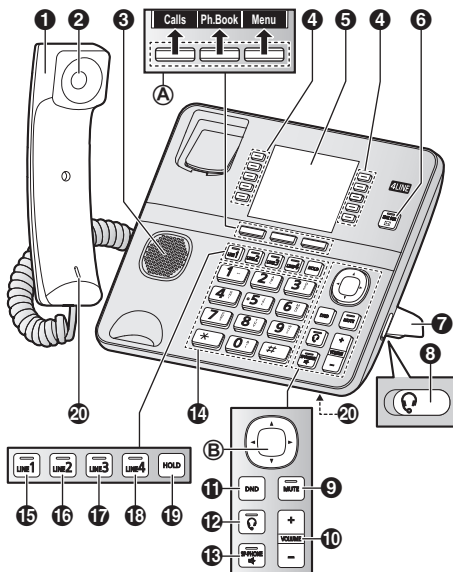
Operation	Operating time
In continuous use	1 hour max.*1
Not in use (standby)	2.5 hours max.*1

\*1 When using Panasonic alkaline batteries AAA (LR3) size.  
Value at an environmental temperature of 25 °C.

#### Note:

- Actual battery performance depends on usage and ambient environment.

## Controls



- 1 Corded handset
- 2 Receiver
- 3 Speaker
- 4 Extension keys and indicators
- 5 Display
- 6 [MAIL BOX] (MAIL BOX) MAIL BOX indicator

- 7 Desk stand
  - The adaptor is a removable attachment for desk stand use (page 9).
- 8 Headset jack
- 9 [MUTE] MUTE indicator
- 10 [+]/[-] (VOLUME)
- 11 [DND] (Do not disturb)
- 12 [HEADSET] (Headset) HEADSET indicator
  - When you connect the headset, you can make/answer the call using headset by pressing [HEADSET].
- 13 [SP-PHONE] (SP-PHONE: Speakerphone) SP-PHONE indicator
- 14 Dial keypad
- 15 [LINE 1] LINE 1 indicator
- 16 [LINE 2] LINE 2 indicator
- 17 [LINE 3] LINE 3 indicator
- 18 [LINE 4] LINE 4 indicator
- 19 [HOLD]
- 20 Microphone

#### Control type

##### A Soft keys

By pressing a soft key, you can select the feature shown directly above it on the display.

##### B Navigator key

- [▲], [▼], [◀], or [▶]: Scroll through various lists and items.

## Indicators

### LINE indicator

The LINE indicators show the status of each line, respectively, as follows.

Status	Meaning
Light off	The line is available.
Blue Light on	The line is in use.
Red Light on	The line is in use by another unit.
Red Flashing rapidly	A call is being received.

Status	Meaning
Red Flashing slowly	A call is put on hold.

#### MAIL BOX indicator

Status	Meaning
Off	The answering system is turned off.
On	The answering system is turned on.
Flashing	New messages and voicemail messages have been recorded.
Flashing rapidly	New messages have been recorded.
Flashing slowly	New voicemail messages have been recorded.

## Language setting

You can select either “English”, “Español”, “Français” or “Português” as the display language. The default setting is “English”.

- [Menu]**
- [↕]: “Phone Settings” → [Select]**
- [↕]: “Language” → [Select]**
- [↕]: Select the desired setting. → [Select]**
- Press **[Back]** or **[Home]** repeatedly to return to standby mode.

## Date and time

- [Menu]**
- [↕]: “Phone Settings” → [Select]**
- [↕]: “Date & Time” → [Select]**
- Enter the current year → **[▼]**
- Enter the current month and date by selecting 2 digits for each. → **[▼]**  
Example: July 15  
**[0][7][1][5]**
- [↔]: Select the clock format (“12hr” or “24hr”). → [▼]**
- Enter the current hour and minute by selecting 2 digits for each. → **[▼]**  
Example: 9:30  
**[0][9][3][0]**

- [↔]: Select the time adjustment setting.\*1**
- [Save]**
- Press **[Back]** or **[Home]** repeatedly to return to standby mode.

\*1 This feature allows the unit to automatically adjust the date and time each time caller information including date and time is received. To turn this feature on, select “On”. To turn this feature off, select “Off”. (Caller ID subscribers only).

## Recording your greeting message

You can record your own greeting message instead of using a pre-recorded greeting message. See page 26 for details.

- [Menu]**
- [↕]: “Answering System” → [Select]**
- [↕]: “General Greeting” or “Announce Only” → [Select]**
- [↕]: “Record Greeting” or “Record Announce Only” → [Select]**
- Record a greeting message. → **[Save]**
  - The greeting message is played back. To stop playback, press **[Stop]**.
- Press **[Back]** or **[Home]** repeatedly to return to standby mode.

## Other settings

### Dialing mode

If you cannot make calls, change this setting according to your telephone line service. The default setting is “Tone”.

“Tone”: For tone dial service.

“Pulse”: For rotary/pulse dial service.

- [Menu]**
- [↕]: “Line Settings” → [Select]**
- [↕]: “Tone/Pulse Dial” → [Select]**
- [↕]: Select the desired line.**
- [↔]: Select the desired setting. → [Select]**

## Getting Started

- 6 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Line selection mode

The line selection mode determines which line is selected when:

- you lift the corded handset
- you press **[☎]** (when making/answering calls)

The following setting is available:

- “**Auto**” (default): When making a call, the available line is selected automatically.
- “**Line1**” to “**Line4**”: Corresponding line is selected first. If that line is unavailable, the next available line is selected.

- 1 **[Menu]**
- 2 **[↕]**: “**Line Settings**” → **[Select]**
- 3 **[↕]**: “**Priority Line**” → **[Select]**
- 4 **[↕]**: Select the desired setting. → **[Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

#### Note:

- You can select a line manually regardless of the line selection mode by pressing corresponding line key (**[LINE 1]** to **[LINE 4]**).

## Registering a unit

### Operating additional units

#### Additional units

Up to 9 desk phones and cordless handset can be registered to the base unit.

#### Important:

- See page 3 for information on the available model.

### Registering a unit to the base unit

If for some reason the handset is not registered to the base unit, re-register the unit.

- 1 **Base unit:**  
**[Menu]**
- 2 **[↕]**: “**Add/Remove Phones**” → **[Select]**
- 3 **[↕]**: “**Register Phone**” → **[Select]**

### 4 KX-TGWA40/KX-TGWA41:

Press **[Reg]**, then wait until a long beep sounds.

### Deregistering a unit

A unit can cancel its own registration to the base unit, or other units registered to the same base unit. This allows the unit to end its wireless connection with the system.

- 1 **Base unit:**  
**[Menu]**
- 2 **[↕]**: “**Add/Remove Phones**” → **[Select]**
- 3 **[↕]**: “**Deregister Phone**” → **[Select]**
- 4 **[↕]**: Select the desired unit. → **[Select]** → **[Yes]**

## Making calls

- 1 Dial the phone number.
  - To correct a digit, press **[Clear]**.
- 2 Lift the corded handset.
  - An available line is automatically selected and corresponding line indicator lights up. To change the line selection mode, see page 12.
  - You can also select the line manually by pressing corresponding line key (**[LINE 1]** to **[LINE 4]**) before lifting the corded handset.
- 3 When you finish talking, place the corded handset on the cradle.

**Note:**

- You can also dial the phone number after lifting the corded handset.

### Using the speakerphone

- 1 During a conversation with the corded handset, press **[☎]** to turn on the speakerphone.
  - You can place the corded handset on the cradle.
  - Speak into the base unit microphone.
- 2 When you finish talking, press **[☎]**.

**Note:**

- To switch to the receiver, lift the corded handset.

### Adjusting the receiver or speaker volume

Press **[+]** or **[-]** repeatedly while talking.

### Pause (for PBX/long distance service users)

A pause is sometimes required when making calls using a PBX or long distance service.

**Example:** If you need to dial the line access number "9" when making outside calls with a PBX:

- 1 **[9]** → Press **[#]** 2 times.
- 2 Dial the phone number.
- 3 Lift the corded handset.

**Note:**

- A 3.5 second pause is inserted each time **[#]** is pressed 2 times.

## Answering calls

- 1 Lift the corded handset or press **[☎]** when the unit rings.
  - The called line is automatically selected.
  - You can also answer the call by pressing the corresponding line key (**[LINE 1]** to **[LINE 4]**).
- 2 When you finish talking, place the corded handset on the cradle. When the speakerphone is used, press **[☎]**.

### Adjusting the ringer volume

Press **[+]** or **[-]** repeatedly to select the desired volume while ringing.

## Do Not Disturb mode

Do not disturb mode allows you to select a period of time during which the unit will not ring for outside or intercom calls. This feature is useful for time periods when you do not want to be disturbed, for example, while sleeping.

- 1 **[DND]**
- 2 **[↕]**: Select the desired period which you wish to remain undisturbed (15 minutes - 24 hours).
- 3 **[Select]**
  - This feature is turned on, DND timer will appear on the top of the display.

**Note:**

- If you turn on the setting on the base unit, the corresponding extension indicator on other desk phones lights to red.
- You can cancel the do not disturb mode by pressing **[DND]** again.

## Making/Answering Calls

### Useful features during a call

#### Hold

- 1 Press **[HOLD]** during an outside call.
  - If you are using the corded handset, you can place it on the cradle. Replacing the handset on the cradle will not affect the held call.
  - During hold, the caller will hear beep, music or message. If you want to turn off, see page 22.
- 2 **To release hold:**

Lift the corded handset and press the corresponding line key (**[LINE 1]** to **[LINE 4]**) or **[HOLD]**.

OR

Press the corresponding line key (**[LINE 1]** to **[LINE 4]**). Confirm that the corresponding LINE indicator lights to blue, then lift the corded handset.

  - You can also release the hold by pressing the corresponding line key (**[LINE 1]** to **[LINE 4]**) without lifting the corded handset. The speakerphone turns on.

#### Note:

- While the call is put on hold, the corresponding line indicators flash slowly.

#### Mute

- 1 Press **[MUTE]** during a call.
  - The MUTE indicator lights.
- 2 To return to the call, press **[MUTE]**.

#### Flash

**[Flash]** allows you to use the special features of your host PBX such as transferring an extension call, or accessing optional telephone services.

#### Note:

- To change the flash time, see page 19.

#### For call waiting or Call Waiting Caller ID service users

To use call waiting or Call Waiting Caller ID, you must first subscribe with your phone service provider.

This feature allows you to receive calls while you are already talking on the phone. If you receive a call while on the phone, you will hear a call waiting tone.

**If you subscribe to both Caller ID and Call Waiting with Caller ID services**, the 2nd caller's information is displayed after you hear the call waiting tone on the base unit.

- 1 Press **[Flash]** to answer the 2nd call.
- 2 To switch between calls, press **[Flash]**.

#### Note:

- Please contact your phone service provider for details and availability of this service in your area.

#### Temporary tone dialing for landline calls (for rotary/pulse service users)

Press **[\*]** before entering access numbers which require tone dialing.

#### Recording a conversation

This feature allows you to record your conversation with an outside call.

#### Note:

- May states have imposed regulations on the manner in which 2-way conversations may be recorded; you should inform the other party that the conversation is being recorded. Consult your phone service provider for further information.
- To listen to the recorded conversation, see "Listening to messages" on page 27.
- You cannot record intercom or conference calls.

- 1 During an outside call, press **[Rec]**.
  - Recording starts.
- 2 To stop recording, press **[Stop]**.

#### Call share

You can join an existing outside call.

To select the line that is being used for the call:  
– press the corresponding line key (**[LINE 1]** to **[LINE 4]**), then lift the corded handset.

#### Note:

- A maximum of 6 parties (including 4 outside party) can join a conversation. (**6-way conference**)

Ex. While the base unit is holding a call for Line 1, Line 2, Line 3 and Line 4, the base unit make an intercom call with another unit. Then press **[Conf]** on the base unit.

- To prevent other users from joining your conversations with outside callers, select the line privacy mode to "On" (page 19).

### Transferring calls

Outside calls can be transferred between 2 people.

- 1 During an outside call, press **[X-fer]**.  
**[↕]**: Select the desired unit. → **[Select]**
- 2 Wait for the paged party to answer.
  - If paged party does not answer, press **[Stop]** to return to the outside call.
- 3 Place the corded handset on the cradle.
  - The outside call is being routed to the another unit.

### Conference calls

3 people can establish a conference call.

#### Conference call with 2 outside calls

While you are talking with an outside caller, you can make or answer a 2nd call on the other line, and then combine the calls to establish a conference call.

- 1 During an outside call, press **[HOLD]**.
- 2 **To make a 2nd call:**  
Press the corresponding line key (**[LINE 1]** to **[LINE 4]**), then dial the phone number.  
**To answer a 2nd call:**  
Press the line key (**[LINE 1]** to **[LINE 4]**) which the 2nd call is being received.
- 3 When the 2nd call is connected, press **[Conf]**.
  - The 2 calls are combined.
  - To hang up only one line, press the corresponding line key (**[LINE 1]** to **[LINE 4]**) for the party with which you want to continue talking.
  - To put both lines on hold, press **[HOLD]**.
    - To talk with only one caller, press the corresponding line key (**[LINE 1]** to **[LINE 4]**) for the party with which you want to continue talking. To resume both lines, press **[Conf]**.

#### Conference call with an outside call and an intercom call

While you are talking with an outside caller, one more extension can join the conversation and establish a conference call.

- 1 During an outside call, press **[X-fer]**.  
**[↕]**: Select the desired unit. → **[Select]**
- 2 When the paged party answers, press **[Conf]**.
  - If paged party does not answer, press **[Stop]** to return to the outside call.
  - The 2 calls are combined.
  - To leave the conference, place the corded handset on the cradle. The other 2 parties can continue the conversation.

#### Note:

- To put on hold the outside call, finish the intercom call, then press **[HOLD]**.

## Intercom

---

### Intercom

Intercom calls can be made between 2 extensions.

**Note:**

- When paging unit(s), the paged unit(s) beeps.
- If you receive an outside call while talking on the intercom, the call alert tone sounds (page 19).  
To finish intercom, place the corded handset on the cradle. If the speakerphone is used, press **[📞]**. To answer the call, lift the corded handset or press **[📞]**.

---

### Making an intercom call

- 1 Press the corresponding extension key.
  - Lift the corded handset if needed.
- 2 When you finish talking, place the corded handset on the cradle or press **[📞]**.

---

### Answering an intercom call

- 1 Lift the corded handset or press **[📞]**.
- 2 When you finish talking, place the corded handset on the cradle or press **[📞]**.

---

### Turning auto intercom on/off

This feature allows the unit to answer intercom calls automatically when it is called. You do not need to lift the corded handset, or press **[📞]**. The default setting is "Off".

- 1 **[Menu]**
- 2 **[📞]**: "Phone Settings" → **[Select]**
- 3 **[📞]**: "Intercom Auto Answer" → **[Select]**
- 4 **[📞]**: Select the desired setting. → **[Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.



## Phonebook

You can add 99 names (16 characters max.) and phone numbers (32 digits max.) to the phonebook.

### Adding phonebook entries

- 1 **[Ph.Book]** → **[New]**
- 2 Enter the party's name. → **[Select]**
- 3 Enter the party's phone number. → **[Save]**
- 4 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Storing caller information to the phonebook

- 1 **[Calls]**
- 2 **[↕]**: Select the desired entry.
- 3 **[View]** → **[Store]**
- 4 Enter the party's name. → **[Select]**
- 5 Edit the phone number if necessary. → **[Save]**
- 6 **[Ph.Book]**

### Entering characters

Press the dial key that corresponds to the desired character. Press repeatedly to scroll through the available characters. The following operations are also available.

Key	Operation
<b>[◀][▶]</b>	Move the cursor
<b>[Clear]</b>	Erase the character or number

- To enter another character that is located on the same dial key, first press **[▶]** to move the cursor to the next space.
- If you do not press any dial key within 1 seconds after entering a character, the character is fixed and the cursor moves to the next space.

### Erasing the character or number

Press **[◀]** or **[▶]**. → **[Clear]**

### Finding and calling from a phonebook entry

- 1 **[Ph.Book]**
- 2 **[↕]**: Select the desired entry.

- 3 **[View]**
- 4 Lift the corded handset or press **[☎]**.

### Editing entries

- 1 Find the desired entry (page 17).
- 2 **[Edit]**
- 3 Edit the name if necessary. → **[Select]**
- 4 Edit the phone number if necessary. → **[Save]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Erasing entries

- 1 Find the desired entry (page 17).
- 2 **[Delete]** → **[Yes]**
- 3 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

## Speed dial

You can store phone numbers to the base unit up to 30 entries.

### Adding phone numbers to speed dial keys

#### ■ By entering phone numbers:

- 1 **[Spd Dial]**
- 2 **[<<<]** or **[>>>]**: Move the desired page.
- 3 Press and hold the desired extension key which you want to assign.
- 4 Enter the party's name → **[Select]**
- 5 Enter the party's phone number. → **[Save]**
- 6 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

#### ■ From the caller list:

- 1 **[Calls]**
- 2 **[↕]**: Select the desired entry.
- 3 **[View]** → **[Store]**
- 4 Enter the party's name. → **[Select]**
- 5 Edit the phone number if necessary. → **[Save]**
- 6 **[Speed]**

## Phonebook

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- 7 [◀◀◀] or [▶▶▶]: Move the desired page.
- 8 Press the desired extension key which you want to assign.
- 9 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

---

### Editing an entry

- 1 **[Spd Dial]**
- 2 [◀◀◀] or [▶▶▶]: Move the desired page.
- 3 Press and hold the desired extension key which you want to edit.
- 4 Edit the name if necessary. → **[Select]**
- 5 Edit the phone number if necessary. → **[Save]**

---

### Erasing an entry

- 1 **[Spd Dial]**
- 2 [◀◀◀] or [▶▶▶]: Move the desired page.
- 3 Press and hold the desired extension key which you want to edit.
- 4 Press **[Clear]** repeatedly to erase the name → **[Select]**
- 5 Press **[Clear]** repeatedly to erase the phone number. → **[Save]**

---

### Viewing an entry/Making a call

- 1 **[Spd Dial]**
- 2 [◀◀◀] or [▶▶▶]: Move the desired page.
- 3 Press the desired extension key which you want to dial.


## Menu list


You can customize the unit by programming the following features.

### Scrolling through the display menus

- 1 **[Menu]**
- 2 Press **[▼]** or **[▲]** to select the desired main menu. → **[Select]**
- 3 Press **[▼]** or **[▲]** to select the desired item from the next sub-menus. → **[Select]**
- 4 Press **[▼]** or **[▲]** to select the desired setting. → **[Select] / [Save]**  
 OR  
 Press **[▼]** or **[▲]** to select the desired item, then press **[◀]** or **[▶]** to select the desired setting. → **[Select] / [Save]**
  - This step may vary depending on the feature being programmed.
  - To exit the operation, press **[Back]** or **[Home]** repeatedly to return to standby mode.


**Note:**

- In the following table, < > indicates the default settings.
- In the following table,  indicates the reference page number.

Main menu	Sub-menu 1	Sub-menu 2		
Phone Settings	Date & Time	–	11	
	Extension Name <Ext>	–	22	
	Language <English>	–	11	
	Contrast <3>	–	–	
	Backlight*1 <Automatic>	–	–	
	Key Tone <On>	–	–	
	Delay Ring <No Delay>	–	23	
	Line Privacy <Off>	–	–	
	No Unknown/Blocked <No>	–	24	
	Area Codes	Home Area Code Local Area Code 1 Local Area Code 2 Local Area Code 3 Local Area Code 4 Local Area Code 5 Local Area Code 6		23
	Call Alert Tone*2	Line1 <Tone On>		–
		Line2 <Tone On>		
		Line3 <Tone On>		
		Line4 <Tone On>		
	Intercom Auto Answer <Off>	–		16
Flash Length*3 <700 MS>	–		–	
Reset Phone Settings <No>	–		23	

For assistance, please visit <http://shop.panasonic.com/support>

## Programming

Main menu	Sub-menu 1	Sub-menu 2	
Line Settings	Ringtone <sup>*4</sup>	Line1 <Ring 1> Line2 <Ring 2> Line3 <Ring 3> Line4 <Ring 4> Intercom <Ring 5>	–
	Ringtone Volume	Line1 <3> Line2 <3> Line3 <3> Line4 <3> Intercom <3>	–
	Priority Line <Auto>	–	12
	Tone/Pulse Dial	Line1 <Tone> Line2 <Tone> Line3 <Tone> Line4 <Tone>	11
Answering System	General MB: On/Off <Off>	–	26
	General Greeting	Play Greeting	26
		Record Greeting	26
		Delete	27
	Announce Only	Play Announce Only	26
		Record Announce Only	26
		Delete	27
	Answer Delay <2 Rings>	–	28
	Message Length <1 Minute>	–	29
	Call Screening <On>	–	28
Message Interrupt <On>	–	29	
Remote Password <Off>	–	27	
Digital Receptionist	D.R.: On/Off	Line1 <D.R. Off>	30
		Line2 <D.R. Off>	
		Line3 <D.R. Off>	
		Line4 <D.R. Off>	
	Day Greeting	Play Greeting	31
		Record Greeting	30
		Delete	31
	Night Greeting	Play Greeting	31
		Record Greeting	30
		Delete	31
	Auxiliary Greeting	Play Greeting	31
		Record Greeting	30
Delete		31	

## Programming

Main menu	Sub-menu 1	Sub-menu 2	↵
Digital Receptionist	Night Time: On/Off <Off>	–	31
	Weekend Greeting <Use Night Greeting>	–	31
	Announcement Time <Day Greet. Start: 08:00 AM Night Greet. Start: 05:00 PM>	–	31
	Answer Delay <6 Seconds>	–	31
Music on Hold	M.O.H. Source <Tone>	–	22
	Record M.O.H.	–	22
Add/Remove Phones	Register Phone	–	12
	Deregister Phone	–	12
	Refresh List	–	22
Factory Reset <No>	–	–	23

- \*1 If “Automatic” is selected, the display will only light up during calls and when you interacts with the phone. It will automatically turn off after several seconds of inactivity.
- \*2 This tone lets you know when you receive an outside call while you are on another line or an intercom call. If you select “Tone On”, the tone sounds 1 time.
- \*3 The flash time depends on your telephone exchange or host PBX. Contact your PBX supplier if necessary. The setting should stay at “700 ms” unless pressing **[Flash]** fails to pick up the waiting call.
- \*4 If you subscribe to a distinctive ring service (such as IDENT-A-RING), select a tone (tone 1 to 5). If you select a melody, you cannot distinguish lines by their ringers.

## Programming

### Music on hold

This unit has a customizable music on hold feature. You can select the following options as music on hold function.

- “**Tone**” (default) : The unit will alert the caller that the call is still active.
- “**Recorded M.O.H.**”: The unit will play recorded music or message.
- “**Auxiliary In**”: The unit will play a custom music or message live using the audio cable provided.
- “**No M.O.H.**”: The unit will turn this feature off.

#### Note:

- **U.S. Copyright law (Title 17 U.S.C. Section 101 et seq., Title 18 U.S.C. Section 2319)**  
Federal law protects copyright owners from the unauthorized reproduction, adaptation, performance, display or distribution of copyright protected works.
- When choosing music on hold, the copyright implications should be carefully considered. If you are unsure about the legality of using a recording, seek legal advice.

### Selecting the music on hold source

- 1 **[Menu]**
- 2 **[↕]**: “**Music on Hold**” → **[Select]**
- 3 **[↕]**: “**M.O.H. Source**” → **[Select]**
- 4 **[↕]**: Select the desired setting. → **[Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Recording music on hold

You can record music or a message for callers to hear when they are on hold. Recording is carried out via the supplied audio cable plugged into the headset jack and the LINE OUT jack of an audio device, such as PC (user supplied).

- 1 Plug a compatible audio device into the provided audio cable and plug that cable into the headset jack.
- 2 **[Menu]**
- 3 **[↕]**: “**Music on Hold**” → **[Select]**
- 4 **[↕]**: “**Record M.O.H.**” → **[Select]**

- 5 After a beep sounds, play the music or message on your audio device.
- 6 Press **[Save]** to stop recording.
- 7 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Playing music on hold though your audio device

- 1 Plug a compatible audio device into the provided audio cable and plug that cable into the headset jack.
- 2 **[Menu]**
- 3 **[↕]**: “**Music on Hold**” → **[Select]**
- 4 **[↕]**: “**M.O.H. Source**” → **[Select]**
- 5 **[↕]**: “**Auxiliary In**” → **[Select]**
- 6 Play the music or message on your audio device.
  - While the audio device is playing the music, it will be heard by all held calls.
- 7 When finished, Press **[Back]** or **[Home]** repeatedly to return to standby mode.

## Other programming

### Changing the unit name

Each unit can be given a customized name (“Bob”, “Kitchen”, etc.). This is useful when you make intercom calls.

- 1 **[Menu]**
- 2 **[↕]**: “**Phone Settings**” → **[Select]**
- 3 **[↕]**: “**Extension Name**” → **[Select]**
- 4 Enter the desired name (max. 11 characters).
- 5 **[Save]**
- 6 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Updating your extension list

When a handset or extension changes their name, that name will be updated on the rest of the phones on the system. If for some reason, such as if a phone is temporarily removed from the system, you need to update the extension list manually.

- 1 **[Menu]**

- 2 [↕]: "Add/Remove Phones" → [Select]
- 3 [↕]: "Refresh List" → [Select]
- 4 Press [Back] or [Home] repeatedly to return to standby mode.

### Storing area code

You can program this phone to recognize one home and up to 6 local area codes.

- If you set the home area code, the display shows the 7 digits (without "1" and area code) of the phone number when you receive a call from your home area code.
- If you set the local area code, you can dial 10 digits (without "1") to make a call outside your home area code and the display shows the 10 digits (without "1") of the phone number when you receive a call from one of your local area codes.

- 1 [Menu]
- 2 [↕]: "Phone Settings" → [Select]
- 3 [↕]: "Area Codes" → [Select]
- 4 [↕]: Select the area code you want to set. → [Select]
- 5 Enter the 3-digit area code. → [Select]
  - To erase the area code, press [Clear].
- 6 Press [Back] or [Home] repeatedly to return to standby mode.

### Setting the delay ring

This feature allows you to delay this unit ringer. You can select "1 Ring" to "9 Rings", or "No Delay". The default setting is "No Delay".

- 1 [Menu]
- 2 [↕]: "Phone Settings" → [Select]
- 3 [↕]: "Delay Ring" → [Select]
- 4 [↕]: Select the desired setting. → [Select]
- 5 Press [Back] or [Home] repeatedly to return to standby mode.

### Resetting the phone settings

This feature allows you to reset the user-defined settings, and return to the default settings.

- 1 [Menu]
- 2 [↕]: "Phone Settings" → [Select]
- 3 [↕]: "Reset Phone Settings" → [Select]

- 4 [↕]: "Yes" → [Select]
- 5 [↕]: "Confirm" → [Select]
- 6 Press [Back] or [Home] repeatedly to return to standby mode.

#### Note:

- The following contents will be retained even if you reset the phone settings:
  - Date time setting
  - Caller list
  - Phonebook
  - All greetings and all messages

### Restoring the default settings

This feature will restore the phone settings to factory settings.

#### Note:

- The following contents are also erased by restoring to the factory default settings.
  - Caller list
  - Phonebook
  - All greetings and all messages

- 1 [Menu]
- 2 [↕]: "Factory Reset" → [Select]
- 3 [↕]: "Yes" → [Select]
- 4 [↕]: "Confirm" → [Select]

## Caller ID Service

### Using Caller ID service

#### Important:

- This unit is Caller ID compatible. To use Caller ID features, you must subscribe to a Caller ID service. Contact your phone service provider for details.

### Caller ID features

When an outside call is being received, the caller information is displayed.

Caller information (outgoing call and received call) for the last 99 callers is logged in the caller list from the most recent call to the oldest.

- If the unit cannot receive caller information, the following is displayed:
  - “Unknown Call”/“Unknown Name”/“Unknown NUM”: The caller dials from an area which does not provide a Caller ID service.
  - “Blocked Name”/“Blocked NUM”: The caller requests not to send caller information.
  - “Long Distance”: The caller makes a long distance call.
- If the unit is connected to a PBX system, caller information may not be properly received. Contact your PBX supplier.

### Missed calls

If a call is not answered, the unit treats it as a missed call. The display shows “XX New Call(s)”.\*1

\*1 “XX” depends on the number of new messages.

### Phonebook name display

When caller information is received and it matches a phone number stored in the phonebook, the stored name in the phonebook is logged in the caller list.

### No unknown/Blocked

This feature allows you to decide whether caller information from unknown or blocked caller ID calls are saved or not. If you select “No”, the records will be saved in the caller list.

- 1 [Menu]
- 2 [↕]: “Phone Settings” → [Select]
- 3 [↕]: “No Unknown/Blocked” → [Select]

- 4 [↕]: Select the desired setting. → [Select]
- 5 Press [Back] or [Home] repeatedly to return to standby mode.

### Caller list

#### Important:

- Make sure the unit’s date and time setting is correct (page 11).

### Viewing the caller list and calling back

- 1 [Calls]
- 2 Press [▼] to search from the most recent call, or [▲] to search from the oldest call.
- 3 [View] to display the caller’s details information.
- 4 To call back, lift the corded handset or press [☎].

#### Note:

- In step 2, following icon is displayed next to each caller information.

Icon	Meaning
↗	Outgoing call
↘	Received call
*	Missed call

### Editing a caller’s phone number

You can edit a phone number in the caller list by removing its area code and/or the long distance code “1”.

- 1 [Calls]
- 2 [↕]: Select the desired entry. → [View]
- 3 Press [Edit] repeatedly until the phone number is shown in the desired format.
- 4 Lift the corded handset.

### Erasing selected caller information

- 1 [Calls]
- 2 [↕]: Select the desired entry.
- 3 [Delete] → [Yes]
- 4 Press [Back] or [Home] repeatedly to return to standby mode.



---

### **Erasing all caller information**

- 1** **[Calls]**
- 2** Press and hold **[Delete]** about 3 seconds. →  
“Delete All?” is displayed, press **[Yes]**.
- 3** Press **[Back]** or **[Home]** repeatedly to return  
to standby mode.

## Answering System

### Answering system

The answering system can answer and record calls for you in the general mailbox when you are unavailable to answer the phone.

You can also set the unit to play a greeting message but not to record caller messages by selecting **"Announce Only"** as the General MB setting (page 26).

#### Important:

- Make sure the date and time have been set correctly (page 11).
- Answering system announcement are in English only.
- If the Digital Receptionist System is turned on (page 30), the unit allows you to receive and deliver the callers messages using mailboxes. The unit accommodates one general delivery mailbox and a maximum of nine personal mailboxes which are assigned to the registered desk phones/cordless handsets. The mailbox numbers are same as the unit's extension numbers.

### Memory capacity (including your greeting message)

The total recording capacity for 4 lines added together is about 200 minutes. A maximum of 99 messages can be recorded.

#### Note:

- When message memory becomes full:
  - **"Memory Full"** is shown on the display.
  - The unit automatically switches from the greeting message to the following message: *"Sorry, Memory full."*

### Turning the answering system on/off

- 1 [✉]
- 2 [↕]: **"General MB: On/Off"** → [Select]
- 3 [↕]: Select **"On"**, **"Off"**, or **"Announce Only"** → [Select]
- 4 Press [Back] to return to standby mode.

### Greeting message

When the unit answers a call, a greeting message is played to callers.

You can use either:

- your own greeting message
- a pre-recorded greeting message

### Recording your greeting message

- 1 [Menu]
- 2 [↕]: **"Answering System"** → [Select]
- 3 [↕]: Select **"General Greeting"** or **"Announce Only"** → [Select]
- 4 [↕]: Select **"Record Greeting"** or **"Record Announce Only"** → [Select]
- 5 After a beep sounds, speak clearly about 20 cm (8 inches) away from the microphone (2 minutes max.).
- 6 Press [Save] to stop recording.
  - The greeting message is played back. To stop playback, press [Stop].
- 7 Press [Back] or [Home] repeatedly to return to standby mode.

### Using a pre-recorded greeting message

The unit provides 2 pre-recorded greeting messages:

- If you reset to pre-recorded greeting or do not record your own greeting message, the unit plays a pre-recorded greeting asking callers to leave a message.
- If the General MB setting (page 26) is set to **"Announce Only"**, callers' messages are not recorded and the unit plays a different pre-recorded greeting message asking callers to call again.

### Resetting to a pre-recorded greeting message

If you want to use a pre-recorded greeting message once you record your own greeting message, your own recorded greeting message is erased.

- 1 [Menu]
- 2 [↕]: **"Answering System"** → [Select]
- 3 [↕]: Select **"General Greeting"** or **"Announce Only"** → [Select]

- 4 [↕]: "Delete" → [Select]
- 5 Press [Back] or [Home] repeatedly to return to standby mode.

### Playing back the greeting message

- 1 [Menu]
- 2 [↕]: "Answering System" → [Select]
- 3 [↕]: Select "General Greeting" or "Announce Only" → [Select]
- 4 [↕]: Select "Play Greeting" or "Play Announce Only" → [Select]
- 5 To stop playback, press [Stop].
- 6 Press [Back] or [Home] repeatedly to return to standby mode.

### Listening to messages

When new messages have been recorded, MAIL BOX indicator flashes or flashes rapidly.

- 1 [☒]
- 2 [↕]: "Play Messages" → [Select]
  - The unit plays back the messages from the most recent message to the oldest.
- 3 When finished, press [Stop].
- 4 Press [Back] to return to standby mode.

#### Note:

- If new messages have been recorded, the base unit plays back new messages.
- If there are no new messages, the base unit plays back all messages.

### Operating the answering system during playback

Key	Operation
[+] or [-]	Adjust the speaker volume
[Stop]	Stop playback
[Delete]	Erase currently playing message

### Forwarding a message

While listening to message, you can forward it to other mailboxes.

- 1 During playback, press [Fwd].

- 2 Select the desired extension key which you want to forward.
  - After forwarding, the forwarded message is erased from your mailbox.

### Erasing all messages

- 1 [☒]
- 2 [↕]: "Delete All Old" → [Select] → [Yes]
- 3 Press [Back] or [Home] repeatedly to return to standby mode.

### Recording a memo message

You can use the unit to leave a memo message for yourself or someone else. Memo message can be played back later with the same operation used to play back answering system messages.

- 1 [☒]
- 2 [↕]: "Record Memo" → [Select]
- 3 After a beep sounds, speak clearly about 20 cm (8 inches) away from the microphone.
- 4 Press [Finish] to stop recording
- 5 Press [Back] to return to standby mode.

### Remote operation

Using a touch-tone phone, you can call your phone number from outside and access the unit to listen to messages or change answering system settings. The unit's voice guidance prompts you to press certain dial keys to perform different operations.

### Setting the remote operation

Using this feature, you must turn on the remote operation. The default setting is "Off".

- 1 [Menu]
- 2 [↕]: "Answering System" → [Select]
- 3 [↕]: "Remote Password" → [Select]
- 4 [↕]: "On" → [Select]
- 5 Press [Back] or [Home] repeatedly to return to standby mode.

## Answering System

### Remote access code

A 3-digit remote access code must be entered when operating the answering system remotely. This code prevents unauthorized parties from listening to your messages remotely. The default setting is "000".

#### Important:

- To prevent unauthorized access to this product, we recommend that you regularly change the remote code.

- [Menu]**
- [↕]: "Answering System" → [Select]**
- [↕]: "Remote Password" → [Select]**
- [↕]: "Set Passcode" → [Select]**
- Enter the desired 3-digit remote access code. → **[Save]**
- Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Using the answering system remotely

- Dial your landline phone number from a touch-tone phone.
- After the greeting message starts, enter your remote access code.
- Follow the voice guidance prompts as necessary or control the unit using remote commands (page 28).
- When finished, hang up.

### Voice guidance

To start the voice guidance, press **[7]**. The voice guidance announces the available remote commands (page 28).

#### Note:

- If you do not press any dial keys within 10 seconds after a voice guidance prompt, the unit disconnects your call.

### Remote commands

You can press dial keys to access certain answering system functions without waiting for the voice guidance to prompt you.

Key	Operation
<b>[1]</b>	Repeat message (during playback)*1
<b>[2]</b>	Play messages Stop playback
<b>[3]</b>	Skip message (during playback)
<b>[7]</b>	Start voice guidance
<b>[4]</b>	Turn answering system on or off
<b>[6]</b>	Play greeting
<b>[0]</b>	Erase currently playing message

\*1 If pressed within the first 5 seconds of a message, the previous message is played.

## Answering system settings

### Call screening

While a caller is leaving a message, you can listen to the call through the unit's speaker.

To adjust the speaker volume, press **[+]** or **[-]** repeatedly.

You can answer the call by lifting the corded handset from the base unit.

The default setting is "On".

- [Menu]**
- [↕]: "Answering System" → [Select]**
- [↕]: "Call Screening" → [Select]**
- [↕]: Select the desired setting. → [Select]**
- Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Number of rings before the unit answers a call

You can change the number of times the phone rings "Answer Delay" before the unit answers calls. You can select 2 to 7 rings, or "Toll Saver".

The default setting is "2 Rings".

"Toll Saver": The unit's answering system answers at the end of the 3rd ring when new messages have been recorded, or at the end of the 5th ring when there are no new messages. If you call your phone from outside to listen to new messages (page 27), you know that there are no new messages when the phone rings for the 4rd

time. You can then hang up without being charged for the call.

- 1 **[Menu]**
- 2 **[↕]: "Answering System" → [Select]**
- 3 **[↕]: "Answer Delay" → [Select]**
- 4 **[↕]: Select the desired setting. → [Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

---

### Caller's recording time

You can change the maximum message recording time allowed for each caller. You can select "1 Minute", "2 Minutes", or "5 Minutes". The default setting is "1 Minute".

- 1 **[Menu]**
- 2 **[↕]: "Answering System" → [Select]**
- 3 **[↕]: "Message Length" → [Select]**
- 4 **[↕]: Select the desired setting. → [Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

---

### Message interrupt

This feature allows you to answer the call by another unit while the caller is leaving a message in your mailbox. The default setting is "On".

- 1 **[Menu]**
- 2 **[↕]: "Answering System" → [Select]**
- 3 **[↕]: "Message Interrupt" → [Select]**
- 4 **[↕]: Select the desired setting. → [Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Digital receptionist

The Digital Receptionist System is a flexible communication tool that can enhance your productivity by improving your call management. The Digital Receptionist answers incoming calls and then routes the callers to the base unit or the desired desk phone/cordless handset. The base unit plays the role of operator with the desk phone/cordless handsets as the extensions. If the answering system for desk phone/cordless handset is "On", callers can reach the desired mailbox using the Digital Receptionist System to leave messages.

#### How Digital Receptionist System works

- 1 Call is received.
- 2 The Digital Receptionist System answers the call and play a Digital Receptionist greeting message.
- 3 **If a caller presses an extension number (0: Base unit, 1 to 9: Each desk phone or cordless handset),** the call is transferred to the required extension.  
If the requested extension does not pick up within 45 seconds, the unit takes the call back and plays the greeting again.  
**If a caller presses 00,**
  - ① The unit plays an auxiliary greeting message.
  - ② The caller presses 00.
  - ③ If the caller repeat steps ① and ② 2 times, the unit disconnects the call.**If a caller does not enter any number,** the unit waits 5 seconds and replays the greeting. If the caller still does not enter an extension number within 5 seconds, the unit disconnects the call.

#### Note:

- If the answering system for base unit/desk phone/cordless handset is "On", caller can reach the desired mailbox using the Digital Receptionist System to leave messages in step 3.

#### Turning the Digital Receptionist on/off

- 1 **[Menu]**
- 2 **[↕]: "Digital Receptionist" → [Select]**
- 3 **[↕]: "D.R.: On/Off" → [Select]**

- 4 **[↕]:** Select the desired line which you want to activate/deactivate the digital receptionist.
- 5 **[←▶]:** Select the desired setting. → **[Select]**
- 6 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

#### Greeting message for Digital Receptionist

Three different greeting messages are available. They are Day Greeting, Night Greeting and Auxiliary Greeting. Day Greeting is played during the time you set as day time. Night Greeting is played during the time you set as night time. This can be helpful if you want different messages played during and after business hours. The default greeting for both greetings is "Hello, please enter your party's extension. If you do not know the extension number, press zero (0), zero (0)." We recommend that you turn on the unit's answering system and night time setting (page 31) after recording the following greeting message when setting the night greeting.  
Ex. "Hello. We cannot answer your call. If you would like to leave a message to your party's extension, please dial it now. If you do not know the extension number, please zero (0), zero (0)." The Auxiliary Greeting is played when an outside caller presses the "0" key twice after hearing the Day or Night message. We recommend that you record party's extension number list as an Auxiliary message. The Default Auxiliary Greeting is "Please enter your party's extension."

#### Recording your greeting message for Digital Receptionist

- 1 **[Menu]**
- 2 **[↕]: "Digital Receptionist" → [Select]**
- 3 **[↕]:** Select "Day Greeting", "Night Greeting" or "Auxiliary Greeting". → **[Select]**
- 4 **[↕]: "Record Greeting" → [Select]**
- 5 After a beep sounds, speak clearly about 20 cm (8 inches) away from the microphone.
- 6 Press **[Save]** to stop recording.
- 7 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Playing back the greeting message

- 1 **[Menu]**
- 2 **[↕]**: “Digital Receptionist” → **[Select]**
- 3 **[↕]**: Select “Day Greeting”, “Night Greeting” or “Auxiliary Greeting”. → **[Select]**
- 4 **[↕]**: “Play Greeting” → **[Select]**
- 5 To stop playback, press **[Stop]**
- 6 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Resetting to a pre-recorded greeting message

- 1 **[Menu]**
- 2 **[↕]**: “Digital Receptionist” → **[Select]**
- 3 **[↕]**: Select “Day Greeting”, “Night Greeting” or “Auxiliary Greeting”. → **[Select]**
- 4 **[↕]**: “Delete” → **[Select]** 2 times
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Answer delay

This setting changes the amount of time the phone waits before playing the greeting message. After the selected amount of time passes, the unit plays the greeting message. You can select 6 to 13 seconds. The default setting is “6 Seconds”.

- 1 **[Menu]**
- 2 **[↕]**: “Digital Receptionist” → **[Select]**
- 3 **[↕]**: “Answer Delay” → **[Select]**
- 4 **[↕]**: Select the desired setting. → **[Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Turning night time on/off

If you wish to have a separate greeting play after hours, activate the Night Time mode and set up your Office Hours.

- 1 **[Menu]**
- 2 **[↕]**: “Digital Receptionist” → **[Select]**
- 3 **[↕]**: “Night Time: On/Off” → **[Select]**
- 4 **[↕]**: Select the desired setting. → **[Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

### Setting office hours

The default office hours are set from 8:00am to 4:59pm. If the Night Time feature is active, the Day Greeting will play during these hours. After these hours, the Night Greeting will play. You can also customize these hours to match your own office hours.

- 1 **[Menu]**
- 2 **[↕]**: “Digital Receptionist” → **[Select]**
- 3 **[↕]**: “Announcement Time” → **[Select]**
- 4 Enter the desired hour and minute you wish to start day greeting, then **[AM/PM]** to select “AM” or “PM”.
- 5 Enter the desired hour and minute you wish to start night greeting, then **[AM/PM]** to select “AM” or “PM”.
- 6 **[Save]**
- 7 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

#### Note:

- Office hours can be used 12-hour clock format.

### Setting the weekend greeting

If your office is closed on the weekend and you would like the Night Greeting played during those days, set the Weekend Greeting to “Use Night Greeting”. Otherwise you can set it to behave the same each day of the week with “Use Day Greeting”. The default setting is “Use Night Greeting”.

- 1 **[Menu]**
- 2 **[↕]**: “Digital Receptionist” → **[Select]**
- 3 **[↕]**: “Weekend Greeting” → **[Select]**
- 4 **[↕]**: Select the desired setting. → **[Select]**
- 5 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

#### Note:

- When setting weekend greeting to “Use Night Greeting”, turn the night time setting to “On” (page 31).

## Useful Information

### Voicemail service

Voicemail is an answering service that may be offered by your phone service provider. This service can also record calls when you are unavailable to answer the phone or when your line is busy. Messages are recorded on the phone company system. When you have new messages, MAIL BOX indicator flashes or flashes slowly if message indication service is available. Please contact your phone service provider for details of this service.

To listen to your voice mail messages, you have to dial your voice mail access number manually.

**Note:**

- If MAIL BOX indicator still flashes or flashes slowly even after you have listened to new messages, turn it off by pressing and holding **#** for 2 seconds.

### Wall mounting

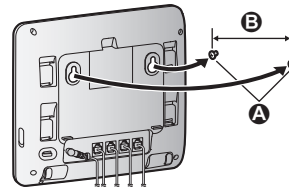
The base unit can be mounted on a wall.

**Note:**

- Make sure that the wall and the fixing method are strong enough to support the weight of the unit.
- If you connect the desk stand, please remove it.

Drive the screws **(A)** (not supplied) into the wall. Mount the unit on a wall then slide down to secure in place.

**(B)** 106 mm (4 3/16 inches)



## Troubleshooting

If you still have difficulties after following the instructions in this section, disconnect the base unit's AC adaptor, then reconnect the base unit's AC adaptor.

### General use

Problem	Cause/solution
The unit does not work.	<ul style="list-style-type: none"> <li>● Check the connections (page 8).</li> <li>● Unplug the base unit's AC adaptor to reset the unit. Reconnect the adaptor and try again.</li> </ul>
I cannot hear a dial tone.	<ul style="list-style-type: none"> <li>● The base unit's AC adaptor or telephone line cord is not connected. Check the connections.</li> <li>● Disconnect the base unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your service provider/telephone company.</li> </ul>

### Menu list

Problem	Cause/solution
The display is in a language I cannot read.	<ul style="list-style-type: none"> <li>● Change the display language (page 11).</li> </ul>
I cannot register a desk phone or cordless handset to a base unit.	<ul style="list-style-type: none"> <li>● The maximum number of units (9) is already registered to the base unit. Cancel unused unit registrations from the base unit (page 12).</li> </ul>



**Making/answering calls, intercom**

<b>Problem</b>	<b>Cause/solution</b>
Noise is heard, sound cuts in and out.	<ul style="list-style-type: none"> <li>You are using the handset or base unit in an area with high electrical interference. Re-position the base unit and use the handset away from sources of interference.</li> <li>If you use a DSL/ADSL service, we recommend connecting a DSL/ADSL filter between the base unit and the telephone line jack. Contact your DSL/ADSL provider for details.</li> </ul>
The unit does not ring.	<ul style="list-style-type: none"> <li>The ringer volume is turned off. Adjust the ringer volume (page 13,20).</li> <li>Do not disturb mode is turned on. Turn it off (page 13).</li> </ul>
I cannot make a call.	<ul style="list-style-type: none"> <li>The dialing mode may be set incorrectly. Change the setting (page 11).</li> </ul>
I cannot make long distance calls.	<ul style="list-style-type: none"> <li>Make sure that you have long distance service.</li> </ul>

**Caller ID**

<b>Problem</b>	<b>Cause/solution</b>
Caller information is not displayed.	<ul style="list-style-type: none"> <li>You must subscribe to Caller ID service. Contact your phone service provider for details.</li> <li>If your unit is connected to any additional telephone equipment such as a Caller ID box or cordless telephone line jack, plug the unit directly into the wall jack.</li> <li>If you use a DSL/ADSL service, we recommend connecting a DSL/ADSL filter between the base unit and the telephone line jack. Contact your DSL/ADSL provider for details.</li> <li>The name display service may not be available in some areas. Contact your phone service provider.</li> <li>Other telephone equipment may be interfering with this unit. Disconnect the other equipment and try again.</li> </ul>
Caller information is displayed late.	<ul style="list-style-type: none"> <li>Depending on your phone service provider the unit may display the caller's information at the 2nd ring or later.</li> <li>Move closer to the base unit.</li> </ul>
Time on the unit has shifted.	<ul style="list-style-type: none"> <li>Incorrect time information from incoming Caller ID changes the time. Set the time adjustment to "OFF" (page 11).</li> </ul>
The 2nd caller's information is not displayed during an outside call.	<ul style="list-style-type: none"> <li>In order to use Caller ID, call waiting, or Call Waiting Caller ID (CWID), you must first contact your phone service provider and subscribe to the desired service. After subscribing, you may need to contact your phone service provider again to activate this specific service, even if you already subscribed to both Caller ID and Call Waiting with Caller ID services (CWID).</li> </ul>

## Useful Information

### Answering system

Problem	Cause/solution
The unit does not record new messages.	<ul style="list-style-type: none"><li>• The answering system is turned off. Turn it on (page 26).</li><li>• The message memory is full. Erase unnecessary messages (page 27, 28).</li><li>• The General MB setting is set to “<b>Announce Only</b>”. Change the setting (page 26).</li><li>• Your phone service provider's voice mail service may be answering your calls before the unit's answering system can answer your calls. Change the unit's number of rings setting (page 28) to a lower value, or contact your phone service provider.</li><li>• The answering system can only record calls from 1 line at a time.</li></ul>
I cannot operate the answering system remotely.	<ul style="list-style-type: none"><li>• The remote operation is turned off. Turn it on (page 27).</li><li>• The remote access code is not set. Set the remote access code (page 28).</li><li>• You are entering the wrong remote access code. If you have forgotten your remote access code, enter the remote access code setting to check your current code (page 28).</li><li>• The answering system is turned off. Turn it on (page 26).</li></ul>

### Voice mail

Problem	Cause/solution
MAIL BOX indicator flashes or flashes slowly. How do I stop flashing?	<ul style="list-style-type: none"><li>• This notification is displayed when your phone service provider's voice mail service (not the unit's answering system) has recorded a message for you. Typically you can remove this notification from the display by listening to the message. To listen to the message, dial the voice mail number provided by your phone service provider (for most cases, this will be your own phone number), and follow the voice instructions. Depending on your phone service provider, you may need to remove all messages from your voice mailbox to remove the notification. You can also remove this notification by pressing and holding <b>#</b> until the unit beeps.</li></ul>

### Liquid damage

Problem	Cause/solution
Liquid or other form of moisture has entered the base unit.	<ul style="list-style-type: none"><li>• Disconnect the AC adaptor and telephone line cord from the base unit. Remove the batteries from the base unit and leave to dry for at least 3 days. After the base unit is completely dry, insert the batteries then reconnect the AC adaptor and telephone line cord. If the unit does not work properly, contact an authorized service center.</li></ul>

#### Caution:

- To avoid permanent damage, do not use a microwave oven to speed up the drying process.

## FCC and other information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the bottom of this equipment is a label that contains, among other information, a product identifier in the format US:ACJ-----.

If requested, this number must be provided to the telephone company.

- Registration No.....(found on the bottom of the unit)
- Ringer Equivalence No. (REN).....0.1A
- Facility Interface Code.....02LS2
- Service Order Code.....9.0F
- Required Network Interface Jack.....RJ11, RJ14

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with the product. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for the product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact a Factory Service Center or other Authorized Servicer. If the equipment is causing harm to the telephone network, the telephone company may request that you

disconnect the equipment until the problem is resolved. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

When you hold the phone to your ear, noise might be heard in your Hearing Aid. Some Hearing Aids are not adequately shielded from external RF (radio frequency) energy. If noise occurs, use an optional headset accessory or the speakerphone option (if applicable) when using this phone. Consult with your audiologist or Hearing Aid manufacturer about the availability of Hearing Aids which provide adequate shielding to RF energy commonly emitted by digital devices.

### WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

- 1) Remain on the line and briefly explain to the dispatcher the reason for the call.
- 2) Perform such activities in the off-peak hours, such as early morning or late evenings.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Privacy of communications may not be ensured when using this phone.

### CAUTION:

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this device.

### NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio

## Useful Information

---

frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Some cordless telephones operate at frequencies that may cause interference to nearby TVs and VCRs. To minimize or prevent such interference, the base of the cordless telephone should not be placed near or on top of a TV or VCR. If interference is experienced, move the cordless telephone further away from the TV or VCR. This will often reduce or eliminate interference.

### **FCC RF Exposure Warning:**

- This product complies with FCC radiation exposure limits set forth for an uncontrolled environment.
- To comply with FCC RF exposure requirements, the base unit must be installed and operated 20 cm (8 inches) or more between the product and all person's body.
- This product may not be collocated or operated in conjunction with any other antenna or transmitter.

### **FCC Warning:**

To ensure compliance with FCC emissions limits, use only the provided USB cable with ferrite core when connecting the unit to a computer.

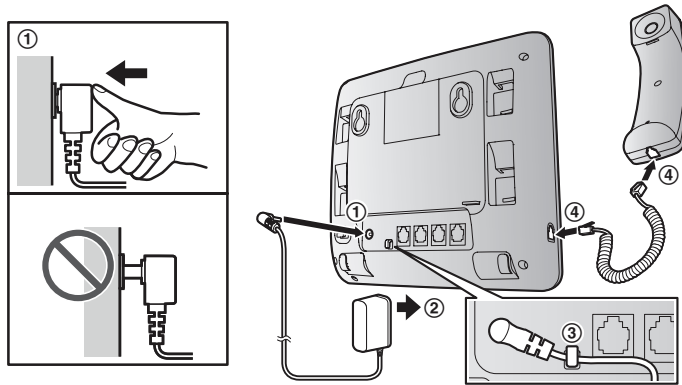
### **Notice**

- FCC ID can be found on the bottom of the units.

## Guía Rápida Española

### Cómo conectar el adaptador para corriente y el auricular alámbrico

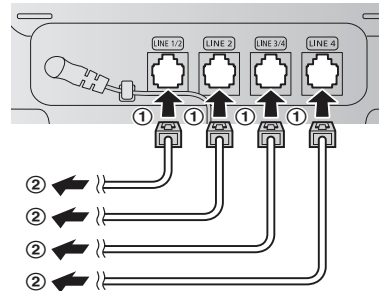
- ① Conecte el adaptador de corriente alterna a la unidad presionándolo firmemente.
  - ② Conecte el adaptador de corriente alterna a la toma de corriente.
  - ③ Enganche el cable del adaptador de corriente alterna para fijarlo.
  - ④ Conecte el cable del auricular alámbrico a este y a la unidad base hasta que escuche un clic.
- Use solo el adaptador de corriente alterna KSAS0050750080VUD que se suministra.



### Cómo conectar el cable de la línea telefónica

#### ■ Para conectarlo a cuatro tomas telefónicas de una sola línea

- ① Conecte los cables de línea telefónica con 4 alambres a los puertos.
- ② Conecte las tomas telefónicas de una sola línea (RJ11C) hasta que escuche un clic.

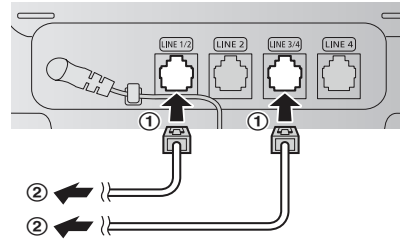


## Guía Rápida Española

### Cómo conectar el cable de la línea telefónica

#### ■ Para conectarlo a dos tomas telefónicas de 2 líneas

- 1 Conecte los cables de línea telefónica con 4 alambres a los puertos LINE 1/2 y LINE 3/4.
- 2 Conecte las tomas telefónicas de 2 líneas (RJ14C) hasta que escuche un clic.

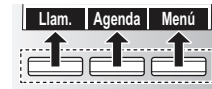


Si está suscrito a un servicio de DSL/ADSL, añada un filtro de DSL/ADSL a la línea telefónica entre la unidad base y cada toma de la línea telefónica.

### Sugerencias de operación

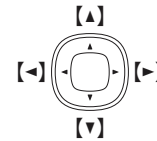
#### Teclas de función

Al oprimir una tecla de función, puede seleccionar la función que aparece directamente encima de ella en la pantalla. Preste atención a la pantalla para ver qué funciones están asignadas a las teclas de función durante la operación.



#### Tecla navegadora

– [▲], [▼], [◀], o [▶]: Navegue por diversas listas y elementos.



### Cambio de idioma de la pantalla (predeterminado: "English")

- 1 [Menu]
- 2 [↕]: "Phone Settings" (Ajustes tel) → [Select]
- 3 [↕]: "Language" (Idioma) → [Select]
- 4 [↕]: "Español" → [Select]
- 5 Oprima [Volv] o [Inic] repetidamente para volver al modo en espera.

**Fecha y hora**

- 1 **[Menú]**
- 2 **[↕]**: "Ajustes tel" → **[Selec.]**
- 3 **[↕]**: "Día y hora" → **[Selec.]**
- 4 Introduzca el año actual. → **[v]**
- 5 Introduzca el día y mes actuales. → **[v]**
- 6 **[↔]**: Seleccione el formato de reloj ("12hr" o "24hr"). → **[v]**
- 7 Introduzca la hora y minuto actuales. → **[v]**
- 8 **[↔]**: Seleccione la configuración del ajuste del tiempo.\*1
- 9 **[Guar]**
- 10 Oprima **[Volv]** o **[Inic]** repetidamente para volver al modo en espera.

\*1 Esta función permite que la unidad ajuste automáticamente la fecha y la hora cada vez que reciba información de la persona que llama, incluyendo fecha y hora. Para encender esta función, seleccione "En". Para apagar esta función, seleccione "Ap". (Solo para suscritos al identificador de llamadas).

**Grabación de su mensaje de saludo en el contestador automático**

Puede grabar su propio mensaje de saludo en lugar de usar uno pregrabado.

- 1 **[Menú]**
- 2 **[↕]**: "Sist. de rta." → **[Selec.]**
- 3 **[↕]**: "Saludo general" o "Solo anuncio" → **[Selec.]**
- 4 **[↕]**: "Grabar saludo" o "Grabar solo anuncio" → **[Selec.]**
- 5 Grabar un mensaje de saludo. → **[Guar]**
  - El mensaje de saludo se reproduce. Para detener la reproducción, oprima **[Det.]**.
- 6 Oprima **[Volv]** o **[Inic]** repetidamente para volver al modo en espera.

**Operaciones básicas**

**Para hacer y contestar llamadas**

Para hacer llamada	Marque el número telefónico. → Levante el auricular alámbrico u oprima <b>[☎]</b> .
Para contestar llamadas	Levante el auricular alámbrico u oprima <b>[☎]</b> .
Para colgar	Coloque el auricular alámbrico en la base. Cuando utilice el altavoz, oprima <b>[☎]</b> .
Para ajustar el volumen del receptor o del altavoz	Oprima <b>[+]</b> o <b>[-]</b> repetidamente mientras habla.
Para ajustar el volumen del timbre	Oprima <b>[+]</b> o <b>[-]</b> repetidamente para seleccionar el volumen deseado mientras timbra.

**Directorio telefónico**

Para añadir entradas	<ol style="list-style-type: none"> <li>1 <b>[Agenda]</b> → <b>[Nvo]</b></li> <li>2 Introduzca el nombre de la persona (máx. 16 caracteres). → <b>[Selec.]</b></li> <li>3 Introduzca el número telefónico de la persona (máx. 32 dígitos). → <b>[Guar]</b></li> <li>4 Oprima <b>[Volv]</b> o <b>[Inic]</b> repetidamente para volver al modo en espera.</li> </ol>
Para hacer llamadas	<ol style="list-style-type: none"> <li>1 <b>[Agenda]</b></li> <li>2 <b>[↕]</b>: Seleccione la entrada deseada. → <b>[Ver]</b></li> <li>3 Levante el auricular alámbrico u oprima <b>[☎]</b>.</li> </ol>

## Guía Rápida Española

### Operaciones básicas

#### Contestador de llamadas

Contestador encendido/apagado	<ol style="list-style-type: none"> <li>1 <b>[☒]</b></li> <li>2 <b>[↕]</b>: “BV general: En/Ap” → <b>[Selec.]</b></li> <li>3 <b>[↕]</b>: “En”, “Ap” o “Solo anuncio” → <b>[Selec.]</b></li> <li>4 Oprima <b>[Volv]</b> para volver al modo en espera.</li> </ol>
Para escuchar mensajes	<ol style="list-style-type: none"> <li>1 <b>[☒]</b></li> <li>2 <b>[↕]</b>: “Rep. mensajes” → <b>[Selec.]</b></li> <li>3 Cuando termine, oprima <b>[Det.]</b></li> <li>4 Oprima <b>[Volv]</b> para volver al modo en espera.</li> </ol>

#### Recepcionista digital

Recepcionista digital encendido/apagado	<ol style="list-style-type: none"> <li>1 <b>[Menú]</b></li> <li>2 <b>[↕]</b>: “Recepcionista digit.” → <b>[Selec.]</b></li> <li>3 <b>[↕]</b>: “D.R.: En/Ap” → <b>[Selec.]</b></li> <li>4 <b>[↕]</b>: Seleccione la línea en la que desea activar/desactivar la recepcionista digital.</li> <li>5 <b>[◀▶]</b>: Seleccione la configuración deseada. → <b>[Selec.]</b></li> <li>6 Oprima <b>[Volv]</b> o <b>[Inic]</b> repetidamente para volver al modo en espera.</li> </ol>
Grabar su mensaje de saludo para la recepcionista digital	<ol style="list-style-type: none"> <li>1 <b>[Menú]</b></li> <li>2 <b>[↕]</b>: “Recepcionista digit.” → <b>[Selec.]</b></li> <li>3 <b>[↕]</b>: “Saludo día”, “Saludo noche” o “Saludo auxiliar”. → <b>[Selec.]</b></li> <li>4 <b>[↕]</b>: “Grabar saludo” → <b>[Selec.]</b></li> <li>5 Después de que suene un pitido, hable con claridad en el micrófono a una distancia aproximada de 20 cm (8 pulgadas).</li> <li>6 Oprima <b>[Guar]</b> para dejar de grabar. <ul style="list-style-type: none"> <li>● El mensaje de saludo se reproduce. Para detener la reproducción, oprima <b>[Det.]</b>.</li> </ul> </li> <li>7 Oprima <b>[Volv]</b> o <b>[Inic]</b> repetidamente para volver al modo en espera.</li> </ol>

### Preguntas frecuentes

Pregunta	Causa y solución
¿Cómo se incrementa el nivel de volumen de la unidad base?	<ul style="list-style-type: none"> <li>● Oprima la tecla de volumen <b>[+]</b> repetidamente mientras habla.</li> </ul>
¿Es posible añadir otro auricular accesorio a mi unidad base?	<ul style="list-style-type: none"> <li>● Sí, puede añadir hasta 9 teléfonos de escritorio/auriculares inalámbricos a una sola unidad base.</li> <li>● Para adquirir auriculares accesorios adicionales (KX-TGWA40/ KX-TGWA41), visite: <a href="http://shop.panasonic.com/support">http://shop.panasonic.com/support</a> Los usuarios TTY (usuarios con impedimentos auditivos o del habla) pueden llamar al 1-877-833-8855.</li> </ul>
¿Cómo se contestan las llamadas en espera (2a llamada)?	<ul style="list-style-type: none"> <li>● Oprima <b>[Dest.]</b> cuando escuche el tono de llamada en espera.</li> </ul>



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**Customer services**

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**Accessories!**

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**Customer Services Directory**

For Product Information, Operating Assistance,  
Parts, Owner's Manuals, Dealer and Service info  
go to <http://shop.panasonic.com/support>

For the hearing or speech impaired TTY: 1- 877-833-8855

As of June 2015

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## Limited Warranty (ONLY FOR U.S.A.)

# Panasonic Products Limited Warranty

### Limited Warranty Coverage (For USA Only)

If your product does not work properly because of a defect in materials or workmanship, Panasonic Corporation of North America (referred to as “the warrantor”) will, for the length of the period indicated on the chart below, which starts with the date of original purchase (“warranty period”), at its option either (a) repair your product with new or refurbished parts, (b) replace it with a new or a refurbished equivalent value product, or (c) refund your purchase price. The decision to repair, replace or refund will be made by the warrantor.

Product or Part Name	Parts	Labor
Telephone	One (1) Year	One (1) Year

During the “Labor” warranty period there will be no charge for labor. During the “Parts” warranty period, there will be no charge for parts. This Limited Warranty excludes both parts and labor for non-rechargeable batteries, antennas, and cosmetic parts (cabinet). This warranty only applies to products purchased and serviced in the United States. This warranty is extended only to the original purchaser of a new product which was not sold “as is”.

### Mail-In Service--Online Repair Request

#### Online Repair Request

To submit a new repair request and for quick repair status visit our Web Site at <http://shop.panasonic.com/support>

When shipping the unit, carefully pack, include all supplied accessories listed in the Owner’s Manual, and send it prepaid, adequately insured and packed well in a carton box. When shipping Lithium Ion batteries please visit our Web Site at <http://shop.panasonic.com/support> as Panasonic is committed to providing the most up to date information. Include a letter detailing the complaint, a return address and provide a daytime phone number where you can be reached. A valid registered receipt is required under the Limited Warranty.

**IF REPAIR IS NEEDED DURING THE WARRANTY PERIOD, THE PURCHASER WILL BE REQUIRED TO FURNISH A SALES RECEIPT/PROOF OF PURCHASE INDICATING DATE OF PURCHASE, AMOUNT PAID AND PLACE OF PURCHASE. CUSTOMER WILL BE CHARGED FOR THE REPAIR OF ANY UNIT RECEIVED WITHOUT SUCH PROOF OF PURCHASE.**

**Limited Warranty Limits and Exclusions**

This warranty ONLY COVERS failures due to defects in materials or workmanship, and DOES NOT COVER normal wear and tear or cosmetic damage. The warranty ALSO DOES NOT COVER damages which occurred in shipment, or failures which are caused by products not supplied by the warrantor, or failures which result from accidents, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, set-up adjustments, misadjustment of consumer controls, improper maintenance, power line surge, lightning damage, modification, introduction of sand, humidity or liquids, or rental use of the product, or service by anyone other than a Factory Service Center or other Authorized Servicer, or damage that is attributable to acts of God.

**THERE ARE NO EXPRESS WARRANTIES EXCEPT AS LISTED UNDER "LIMITED WARRANTY COVERAGE".**

**THE WARRANTOR IS NOT LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY.**

(As examples, this excludes damages for lost time, travel to and from the servicer, loss of or damage to media or images, data or other memory or recorded content. The items listed are not exclusive, but for illustration only.)

**ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTY OF MERCHANTABILITY, ARE LIMITED TO THE PERIOD OF THE LIMITED WARRANTY.**

Some states do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state. If a problem with this product develops during or after the warranty period, you may contact your dealer or Service Center. If the problem is not handled to your satisfaction, then write to:

Consumer Affairs Department  
Panasonic Corporation of North America  
661 Independence Pkwy  
Chesapeake, VA 23320

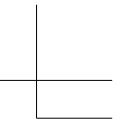
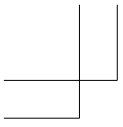
**PARTS AND SERVICE, WHICH ARE NOT COVERED BY THIS LIMITED WARRANTY, ARE YOUR RESPONSIBILITY.**

**As of November 2019**

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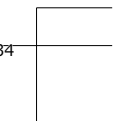
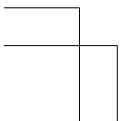
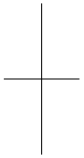
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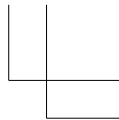
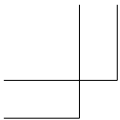
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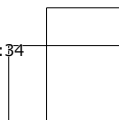
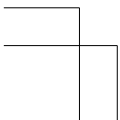
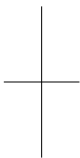
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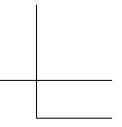
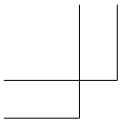




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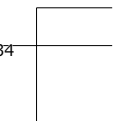
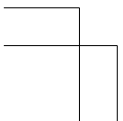
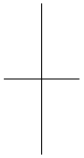
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**Notes**

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# IMPORTANT!

If your product is not working properly. . .

- ① Reconnect AC adaptor to the base unit.
- ② Check if telephone line cord is connected.
- ③ Read troubleshooting page in the **Operating Instructions**.



Visit our Web site: <http://shop.panasonic.com/support>

- FAQ and troubleshooting hints are available.

#### For your future reference

We recommend keeping a record of the following information to assist with any repair under warranty.

Serial No.	Date of purchase
(found on the bottom of the base unit)	
Name and address of dealer	

Attach your purchase receipt here.

Panasonic Corporation of North America  
Two Riverfront Plaza, Newark, NJ 07102-5490

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