

# Panasonic®

## Installation Manual

### 4-Line Phone Home Office | Small Business Additional Desk Phone

Model No. **KX-TGWA40**

**4LINE**



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

This unit is an additional desk phone compatible with KX-TGW420.  
(The corresponding models are subject to change without notice.)  
You must register this desk phone with your base unit (KX-TGW420) before it can be used.  
This installation manual describes only the steps needed to register and begin using the desk phone. Please read the base unit's operating instructions for further details.

Please read this installation manual before using the unit and save it for future reference.

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

Printed in Malaysia



\*PNQX8979ZA\*

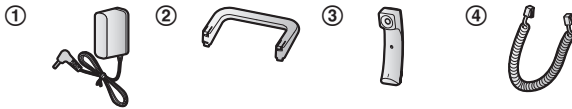
**PNQX8979ZA** PP1119MU0

## Introduction

# Accessory information

## Supplied accessories

No.	Accessory item/Part number	Quantity
①	AC adaptor/PNLV254-0Z	1
②	Desk stand/PNKL1080Z1	1
③	Corded handset/PNLXU1017Z	1
④	Corded handset cord/PQJA212V	1



### Note:

- Please read the base unit's operating instructions for additional/replacement accessories.
- Please read "Graphical symbols for use on equipment and their descriptions" of the base unit's operating instructions.

### 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.

#### CAUTION

##### Installation and location

- The AC adaptor is used as the main disconnect device. Ensure that the AC outlet is installed near the product and is easily accessible.

##### 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. Do not use the telephone to report a gas leak in the vicinity of the leak.
3. 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

### Other information

- Operating the product near electrical appliances may cause interference. Move away from the electrical appliances.

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

##### Routine care

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

##### 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。

## ***Important Information***

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### **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: 1.0 W  
Maximum: 3.0 W
- **Operating conditions:**  
0 °C – 40 °C (32 °F – 104 °F), 20 % – 80 % relative air  
humidity (dry)

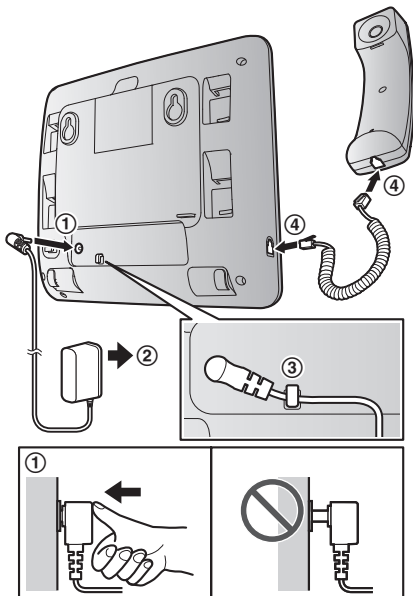
## Setting up

### Connection

- 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 desk phone until you hear a click.

#### Note:

- Use only the supplied AC adaptor KSAS0050750080VUD.



### 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.

## Registering a unit to the base unit

- 1 **KX-TGWA40:**  
Press **[Reg]**
- 2 **KX-TGW420:**  
Press and hold **[Spd Dial]**, then wait until a long beep sounds.

## Language setting

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

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

## Feature differences

### Feature differences

#### Feature differences between KX-TGW420 and KX-TGWA40

Following functions cannot be programmed by KX-TGWA40.

- Date and Time
- Flash Length
- Tone/Pulse Dial
- Message Length
- Message Interrupt
- Digital Receptionist
- Music on Hold
- Refresh List

Some functions or operation is different between KX-TGW420 and KX-TGWA40.

- Alkaline battery performance during power back-up operation
- Answering system

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

Operation	Operating time
In continuous use	12 hours max.*1
Not in use (standby)	24 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.

#### Answering system

After registering the desk phone to KX-TGW420, the answering system can answer and record calls for you in the general mailbox when you are unavailable to answer the phone. If the Digital Receptionist System is turned on with KX-TGW420, the unit allows you to receive and deliver the callers messages using each personal mailbox. The mailbox numbers are same as the unit's extension numbers.

You can program the answering system setting for your personal mailbox. Some LCD indication are different for KX-TGW420 and KX-TGWA40.

KX-TGW420	KX-TGWA40
General MB: On/Off	Personal MB: On/Off
General Greeting	Personal Greeting

#### Listening to messages

You can listen the messages both your personal mailbox and general mailbox by the following procedure.

- 1 [⊠]
- 2 ■ **When you listen the message in your personal mailbox:**  
[↕]: "Play Messages" → [Select]  
  
■ **When you listen the message in the general mailbox:**  
[↕]: "Access General MB" → [Select]
  - The unit plays back the messages from the recent message to the oldest.
- 3 When finished, press [Stop].

## FCC and other information

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 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.

### FCC RF Exposure Warning:

- This product complies with FCC radiation exposure limits set forth for an uncontrolled environment.
- This product may not be collocated or operated in conjunction with any other antenna or transmitter.

### Notice:

- FCC ID can be found inside the battery compartment or on the bottom of the unit.

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## Customer services

# **Shop Accessories!**

for all your Panasonic gear

Go to

<http://shop.panasonic.com/support>

Get everything you need to get the most out of your Panasonic products  
Accessories & Parts for your Camera, Phone, A/V products, TV, Computers & Networking, Personal Care, Home Appliances, Headphones, Batteries, Backup Chargers & more...

## **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



## 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.**

## Appendix

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### **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**

**IMPORTANT!**

**If your product is not working properly. . .**

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



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

- **FAQ and troubleshooting hints are available.**

**For your future reference**

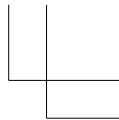
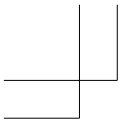
We recommend keeping a record of the following information to assist with any repair under warranty.

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

Attach your purchase receipt here.

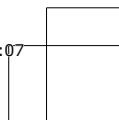
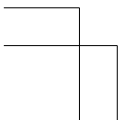
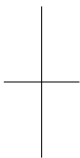
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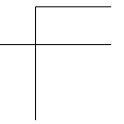
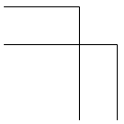
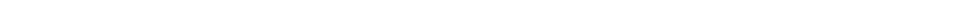
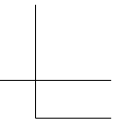
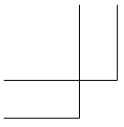
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**Notes**

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## Pasos Iniciales

corriente con orientación horizontal que mire hacia abajo, como una toma de corriente instalada en el techo o bajo una mesa, ya que el peso del adaptador puede hacer que se desconecte.

## Cómo registrar una unidad en la unidad base

1 KX-TGWA40:

Oprima [Reg]

2 KX-TGW420:

Oprima y mantenga oprimido [Marc rap], y después espere a que se emita un pitido largo.

## Configuración de idiomas

Puede seleccionar "Eng1sh", "Español", "Français" o "Português" como idioma de la pantalla. La configuración predefinida es de "Eng1sh".

1 [Menu]

2 [↔]: "Phone Settings" ("Ajustes tel") →

[Select]

3 [↔]: "Language" ("Idioma") → [Select]

4 [↔]: seleccione la configuración deseada. →

5 Oprima [Volv] o [Inic] repetidamente para volver al modo en espera.

## Instalación

### Conexión

① Conecte el cable del adaptador de corriente

oprimiendo firmemente el enchufe.

② Conecte el adaptador de corriente a la toma de

corriente.

③ Enganche el cable del adaptador de corriente para

sujetarlo.

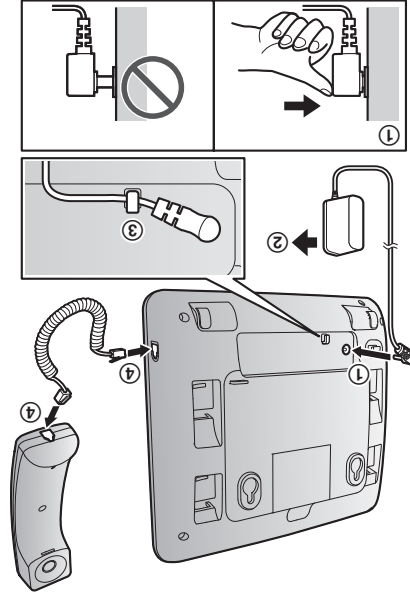
④ Conecte el cable del auricular al auricular

alámbrico y al teléfono de escritorio hasta que

### Nota:

● Use solo el adaptador de corriente

KSAS0050750080VUD que se suministra.



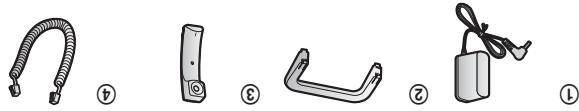
### Nota durante la instalación

#### Nota acerca de las conexiones

- El adaptador de corriente debe permanecer conectado en todo momento (es normal que el adaptador se caliente durante su uso).
- El adaptador de corriente orientado verticalmente o en una toma de corriente alterna colocada en el piso. No conecte el adaptador de corriente a una toma de

**Nota:**

- Lea las instrucciones de operación de la unidad base para obtener información sobre accesorios adicionales o de repuesto.
- Lea la sección "Símbolos gráficos para utilizar en el equipo y sus descripciones" de las instrucciones de operación de la unidad base.



Nº	Accesorio/Pieza número	Cantidad
①	Adaptador de corriente/PNLV254-0Z	1
②	Soporte de escritorio/PNKL1080Z1	1
③	Auricular alámbrico/PNLXU1017Z	1
④	Cable del auricular alámbrico/PQJA212V	1

**Accesorios que se suministran**

**Información de los accesorios**

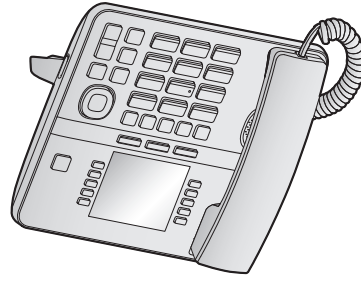
**Introducción**

**Panasonic**<sup>®</sup>

Manual de instalación

**Teléfono de 4 líneas Oficina en casa | Pequeños negocios**  
**Teléfono de escritorio adicional**  
Modelo N° **KX-TGWA40**

**4LINE**



**Gracias por adquirir un producto Panasonic.**

Esta unidad es un teléfono de escritorio adicional compatible con KX-TGW420. (Los modelos correspondientes están sujetos a cambio sin previo aviso.)  
Debe registrar el teléfono de escritorio en su unidad base (KX-TGW420) antes de poder usarlo. Este manual de instalación solo describe los pasos necesarios para registrar y comenzar a usar el teléfono de escritorio. Lea las instrucciones de operación de la unidad base para obtener más detalles.

Lea este manual de instalación antes de usar la unidad y guárdelo para consultarlo en el futuro.

Para obtener ayuda, visite nuestro sitio web: <http://shop.panasonic.com/support> para clientes en los EE. UU. (solo en inglés).