Panasonic

Digital Proprietary Telephones
for Hybrid IP PBX

Operating Instructions

Model No. KX-T7625
KX-T7630
KX-T7633
KX-T7636

KX-T7636

Please read this Operating Instructions before using and save for future reference.
This manual is designed to be used with your Proprietary Telephone and a Panasonic KX-TDA200/100.

Before Initial Use

Thank you for purchasing a Panasonic Digital Proprietary Telephone. Please read IMPORTANT SAFETY INSTRUCTIONS on page XX before use. Read and understand all instructions.

◆ *When you ship the product*

Carefully pack and send it prepaid, adequately insured and preferably in the original carton. Attach a postage-paid letter, detailing the symptom to the outside of the carton. DO NOT send the product to the Executive or Regional Sales offices. They are NOT equipped to make repairs.

◆ *Product service*

Panasonic Servicenters for this product are listed in the servicenter directory. Consult your authorized Panasonic dealer for detailed instructions.

◆ *Helpful hints for the handsfree operation*

- **If the other party has difficulty hearing you:**
  Lower the speaker volume.
- **Absorbing echoes:**
  Use this unit in a room which has curtains and/or carpeting.
- **To avoid missing part of the conversation:**
  If you and the other party speak at the same time, parts of your conversation will be lost. To avoid this, speak alternately.

Accessories (included) For extra orders, call toll free **1-800-332-5368**

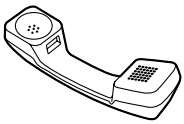
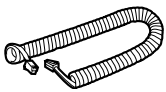
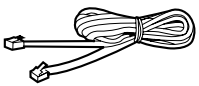
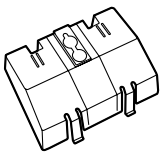
☐ Handset  One	☐ Handset Cord  One
☐ Telephone Line Cord  One	☐ Wall Mounting Plate  One

Table of Contents

Before Initial Use 2

Before Operating the Telephones 4

Location of Controls 4

Connection 6

Tilt Angle Adjustment 6

Setting 7

Making Calls 8

Calling Another Extension 8

Calling an Outside Party 8

Receiving Calls 9

Answering Calls 9

During a Conversation 10

Transferring a Call 10

Holding a Call 11

Using the Display Proprietary Telephone 12

Incoming Call Log 12

Outgoing Call Log 13

Using the Directories 14

Entering Characters 15

Accessing the System Features 15

Other Operations 16

Personal Programming 19

Wall Mounting 20

Installing the KX-T7601/KX-T7603 21

KX-T7601 21

KX-T7603 21

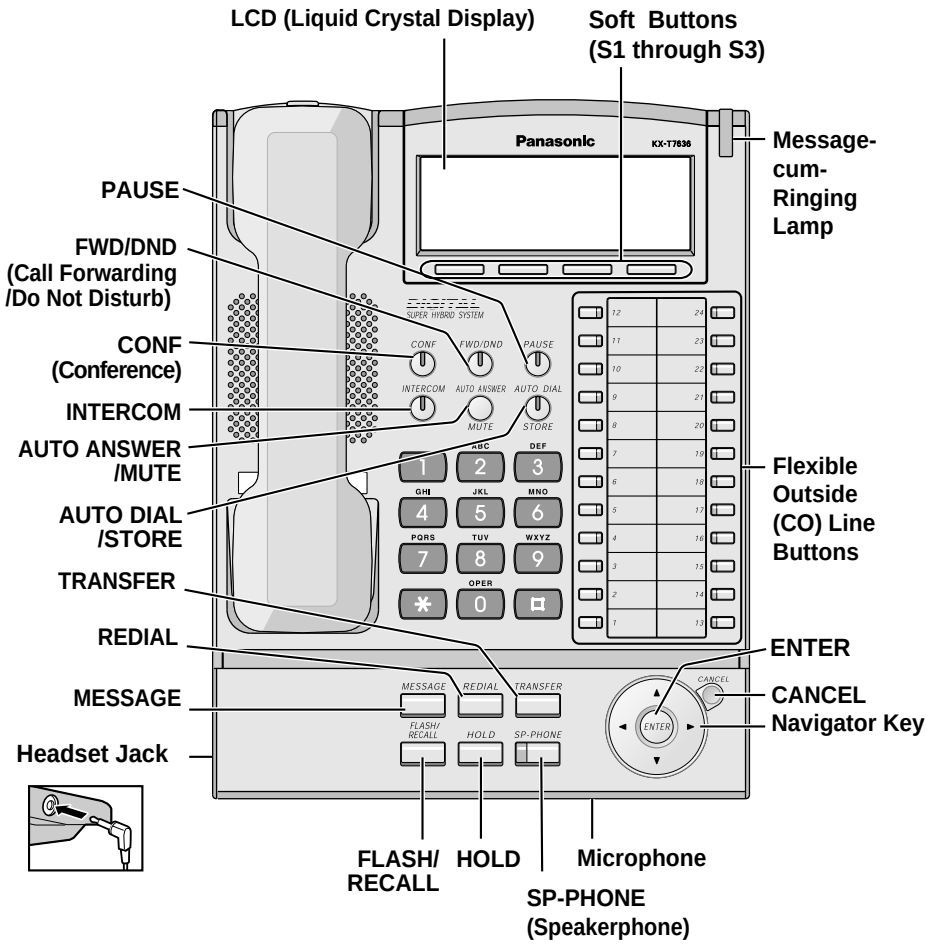
Important Safety Instructions 22

FCC and Other Information 23

Before Operating the Telephones

Location of Controls

KX-T7636



AUTO ANSWER/MUTE

Used to receive an incoming call in the hands-free mode or mute the microphone during a conversation.

AUTO DIAL/STORE

Used for System Speed Dialling or storing programme changes.

CANCEL

Used to cancel the selected item.

PROGRAM (KX-T7625 only)

Used to enter and exit the Personal Programming mode.

CONF (Conference)

Used to establish a multiple party conversation.

ENTER

Used to confirm the selected item.

FLASH/RECALL

Used to disconnect the current call and make another call without hanging up.

Flexible Outside (CO) Line Button

Used to make or receive an outside call. Pressing this button seizes an idle outside line automatically. (Button assignment is required.)
Also used as the desired function buttons. (Button assignment is required.)

FWD/DND (Call Forwarding/Do Not Disturb)

Used to perform Call Forwarding or Do Not Disturb.

HOLD

Used to place a call on hold.

INTERCOM

Used to make or receive an intercom call.

MESSAGE

Used to leave a message waiting indication or call back the party who left the message waiting indication.

Navigator Key

Used to adjust the volume and the display contrast or select desired items for each function.

MESSAGE-cum-RINGER LAMP:

When you receive a call or someone has left you a message, the lamp will flash.

Volume Key (KX-T7625 only)

Used to adjust the volume.

PAUSE

Used to insert a pause during dialling. Used as the PROGRAM button if it is not equipped.

REDIAL (ordinarily)

Used to redial.

Soft

Used to perform a function or operation appearing on the bottom line of the display.

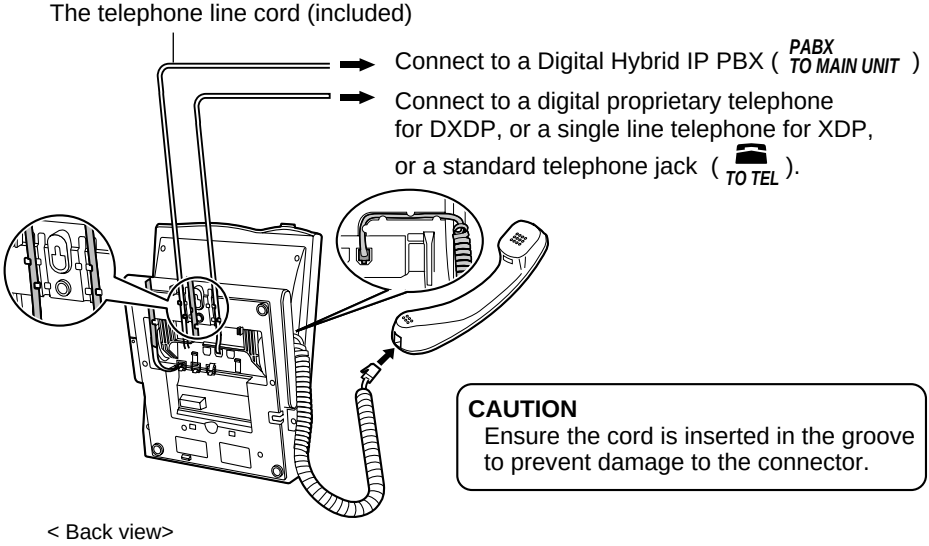
SP-PHONE

Used for the handsfree operation.

TRANSFER

Used to transfer a call to another party.

Connection



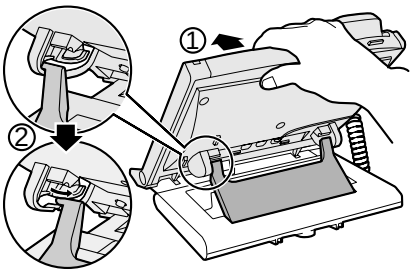
• Consult your dealer for more details about DXDP and XDP.

Tilt Angle Adjustment

The tilt angle of the operation board can be adjusted.

To lift : Lift up the operation board.

To set down : Lift up the operation board until the hook knobs click (①), then press down (②).



Setting

Speaker volume

While in on-hook or during a conversation

Press **SP-PHONE**. Press **Up** or **Down**.

Handset/Headset volume

While using a handset or headset

Press **Up** or **Down**.

Ringer volume

KX-T7625

While in on-hook or receiving a call

Slide the lever of the **RINGER** Volume Selector to the desired setting (**OFF/ON**).

If "**ON**" is selected, press **Up** or **Down**.

KX-T7630/33/36

While in on-hook or receiving a call

Press **"RING"**. Press **Up** or **Down**.

Display contrast

KX-T7630/33/36

While in on-hook or receiving a call

Press "**CONT**". Press **Up** or **Down**.

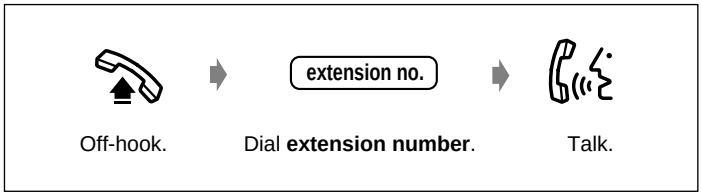
Icon Descriptions

The following icons show you the feature availability, note and action to use the features.

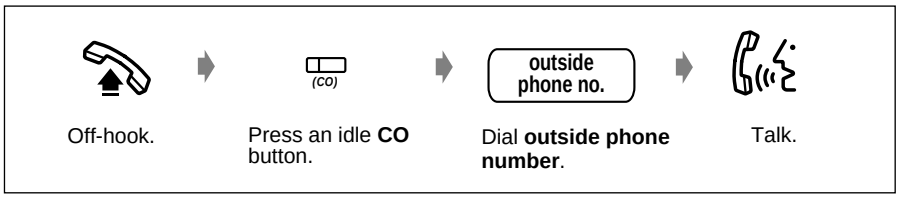
	Off-hook (One of the following): • Lift the handset. • Press the SP-PHONE button. • Press TALK button.		Press the desired number keys on the telephone.
	Off-hook (One of the following): • Hang up. • Press the SP-PHONE button. • Press CANCEL button.	 C.Tone	You will hear a confirmation tone.
			Note

Making Calls

Calling Another Extension



Calling an Outside Party



Answering Calls

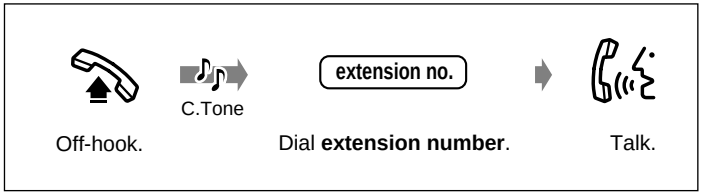
Off-hook. Talk.

Select one of the following methods:
· Lift the handset to receive the preferred line.
(Default: Ringing line is selected.)
· Press the SP-PHONE button.
· Press the flashing CO, INTERCOM or G-DN button directly.

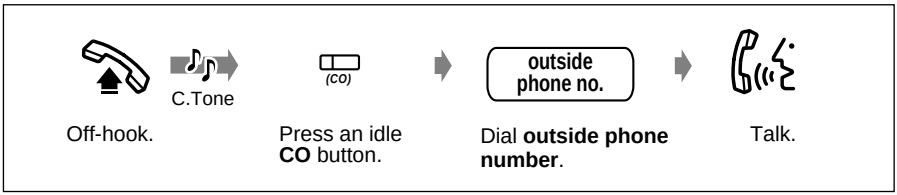
During a Conversation

Transferring a Call

Transferring to an extension



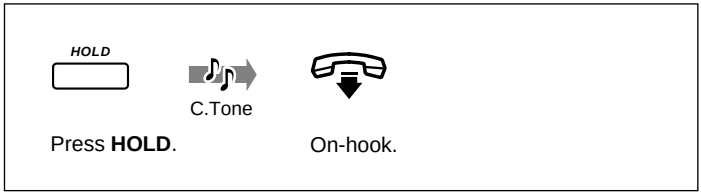
Transferring to an outside party



- You can transfer a held call without talking by going on-hook.
  If a call is not retrieved within a specified time, you will hear an alarm as a reminder.
- **To return to the held call before the destination answers,**
  press the TRANSFER button, corresponding CO, G-DN or INTERCOM button.

Holding a Call

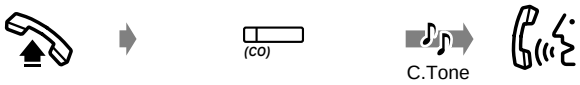
To hold



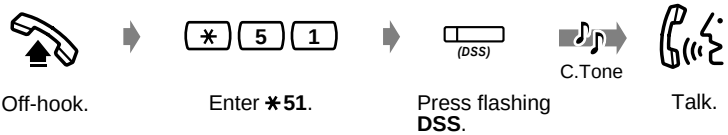
To retrieve

●At the holding extension

●For an outside call from another extension



●For an outside call from another extension

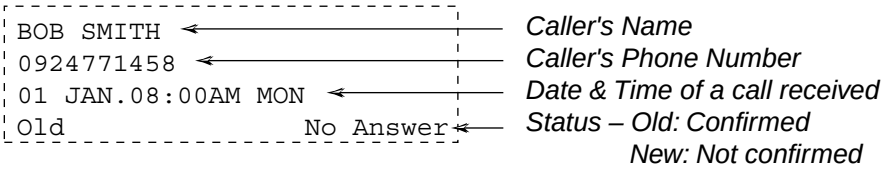


- If a call is not retrieved within a specified time, you will hear an alarm as a reminder.
- The CO, G-DN or INTERCOM button light shows the current status as follows:
  Flashing green slowly: Your held call
  Flashing red: Another extension's held call.

Incoming Call Log

When you receive an outside call, the caller's information is recorded automatically in the incoming call log.
When the Call Log button light turns on, there is a call which you do not answer.

The information shows as follows:
Information sample (KX-T7636)



To confirm the log information

With the Call Log button

Press **Call Log**.

With the Navigator key

While in on-hook

Press **Left**. Press **ENTER**.

To clear the log information

Press "**CLEAR**".

To call

When the desired party is displayed

Off-hook.

◆ *To store the caller's information for personal speed dialling*

When the desired party is displayed

Press "**STORE**".

- The Call Log button light shows the current status as follows:
  Off: No incoming calls. Or you have already confirmed/received the call log.
  Red on: You have never confirmed/received it yet.

◆◆ *Outgoing Call Log*

You can redial with the outgoing call log.

◆ *To call*

While in on-hook

Press **Left**. → Press **ENTER**. → Press **Up** or **Down** until **desired number** appears. → Off-hook.

- You can lock your call log by using a password, so that you can deny showing your call log information. Consult your dealer for more details.

Using the Display Proprietary Telephone

Using the Directories

You can select and call with the directories as follows:

Personal Speed Dialling Directory
System Speed Dialling Directory
Extension Number Directory

Calling with the directory

While in on-hook

Press **Right** until **desired directory** appears.*

Press **ENTER**.

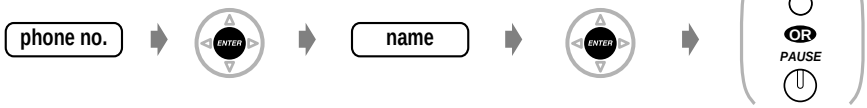
Press **Up** or **Down** until **desired party** appears.

Press **ENTER**.

- * The display order is as follows:
  One time: Personal Speed Dialling Directory
  Two times: System Speed Dialling Directory
  Three times: Extension Number Directory
- To cancel or exit the current display, press EXIT

Storing the names and numbers in the personal speed dialling directory

While in on-hook



Enter **phone number** (max. 32 digits).

Press **ENTER**.

Enter **name*** (max. 20 characters).

Press **ENTER**.

Press **PROGRAM** or **PAUSE**.

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

Entering Characters

To store a name or message, you can enter the following characters.
The tables show you the characters available for each button.

Times / Buttons	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	!	?	"	ä	ö	ü	1								
2	A	B	C	a	b	c	À	Á	Â	Ã	Ä	Å	Æ	Ç	2
3	D	E	F	d	e	f	•	È	É	Ê	Ë	3			
4	G	H	I	g	h	i	Ì	Í	Î	Ï	4				
5	J	K	L	j	k	l	5								
6	M	N	O	m	n	o	Ñ	Ò	Ó	Ô	Õ	Ö	Ø	Œ	6
7	P	Q	R	S	p	q	r	s	ß	7					
8	T	U	V	t	u	v	Ù	Ú	Û	Ü	8				
9	W	X	Y	w	x	y	Ý	9							
0		.	,	'	:	;	0								
*	/	+	–	=	<	>	*								
#	$	%	&	@	(	)	•	•	#						

Accessing the System Features

You can access a desired feature with the "Feature Access" menu.

While in on-hook

Press "**MENU**".

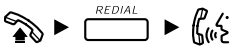
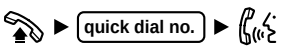
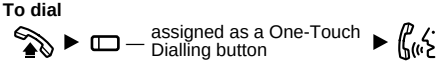
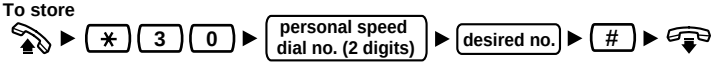
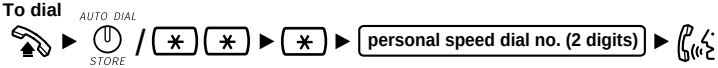
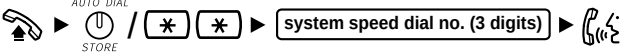
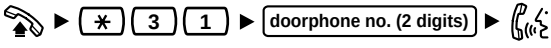
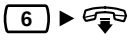
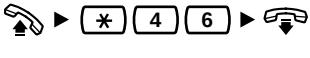
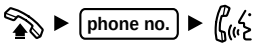
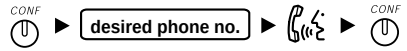
Press **Up** one time.

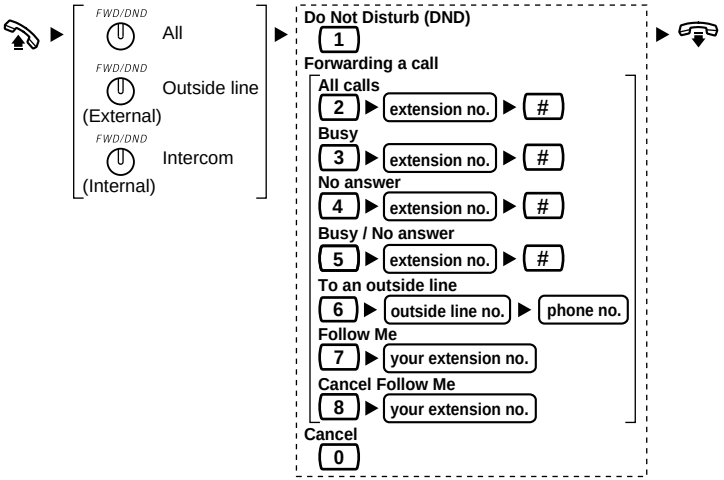
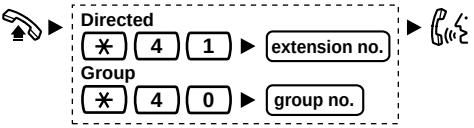
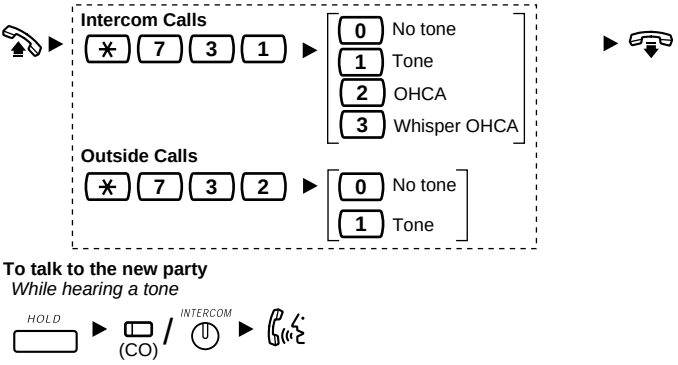
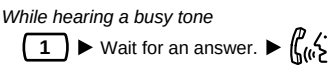
Press **ENTER**.

Press **Up** or **Down** until **desired feature** appears.

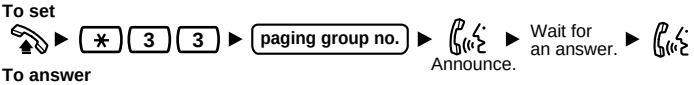
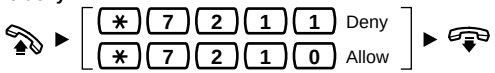
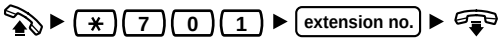
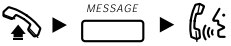
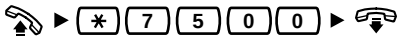
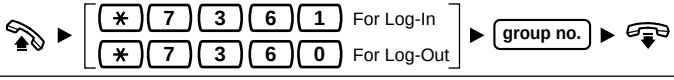
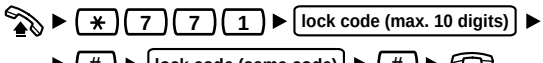
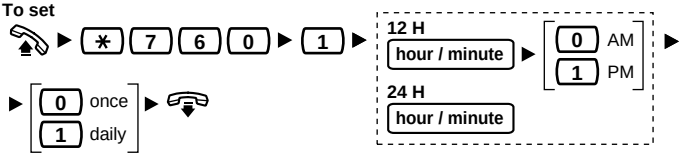
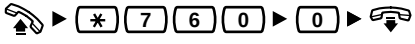
• Consult your dealer for more details about the accessible features.

Other Operations

Desired Function	Operation
Making Calls	
Redial	
Quick Dialling	
One-Touch Dialling	**To dial** 
Calling an operator	
Speed Dialling (Personal)	**To store**  **To dial** 
Speed Dialling (System)	**To dial** 
Doorphone Call	
Automatic Callback Busy	**To set** *While hearing a busy tone*  **To answer the extension** **To cancel**  **To answer the outside line** 
During a Conversation	
Multiple Parties conversation	**To add other parties**  **To talk to one party by terminating the other** **To leave a conference**
Mute (Microphone/ Handset)	**To set / cancel** *During a conversation*
Off-hook Monitor	**To set / cancel** *During a conversation using the handset*

Desired Function	Operation
Useful Features	
Forwarding a call and Do Not Disturb (DND)	
Picking up a call	
Receiving a Call Waiting	
Sending a Call Waiting tone	

Other Operations

Desired Function	Operation
Useful Features	
Paging	**To set**  Announce. Wait for an answer. **To answer** **To deny**  Deny / Allow
Message Waiting — Sender	**To leave a notification** *When the called extension is busy or does not answer* **To cancel a notification** 
Message Waiting — Receiver	**To call back** 
Setting Absent Message	**To set** **To cancel** 
Log-In/Log-Out	 For Log-In / For Log-Out
Locking your extension	**To lock**  **To unlock**
Clearing the Feature Settings	
Timed Reminder	**To set**  12 H / 24 H **To cancel**  **To stop or answer the ringback**

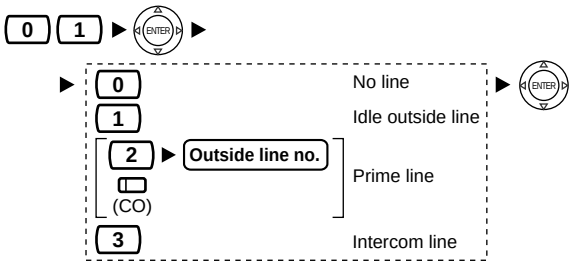
** Consult with your dealer for more details about the feature access numbers.*

To enter the programming mode	To exit the programming mode
PROG. / PAUSE	PROG. / PAUSE

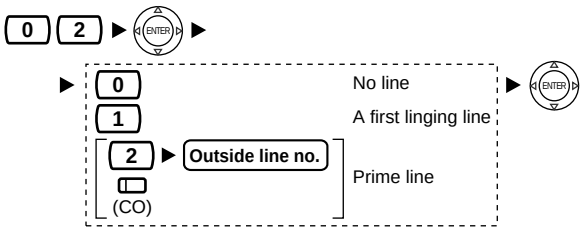
Operation

Direct Station Selection	(CO) ▶ 1 extension no. ▶ AUTO DIAL STORE	FWD/DND — Internal	(CO) ▶ 4 3 ▶ AUTO DIAL STORE
Group Direct Station Selection	(CO) ▶ 1 receiving group extension no. ▶ AUTO DIAL STORE	SAVE	(CO) ▶ 4 7 ▶ AUTO DIAL STORE
One-touch Dialling	(CO) ▶ 2 desired no. ▶ AUTO DIAL STORE	Account	(CO) ▶ 4 8 ▶ AUTO DIAL STORE
Group Directory Number	(CO) ▶ 3 receiving group extension no. ▶ AUTO DIAL STORE	Log-In/ Log-Out	(CO) ▶ 5 5 ▶ ▶ receiving group extension no. ▶ AUTO DIAL STORE
FWD/DND — External	(CO) ▶ 4 2 ▶ AUTO DIAL STORE		

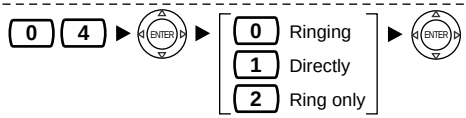
Preferred Line Assignment, Outgoing



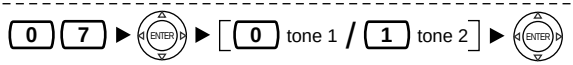
Preferred Line Assignment, Incoming



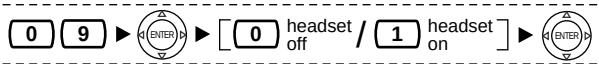
Intercom Alerm Assignment



Call Waiting Tone Type Selection



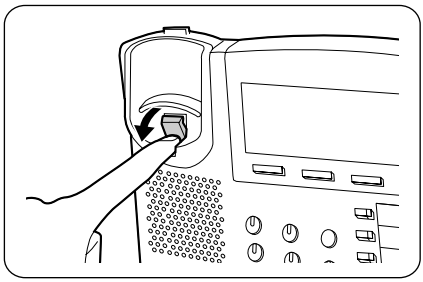
Handset/Headset Selection



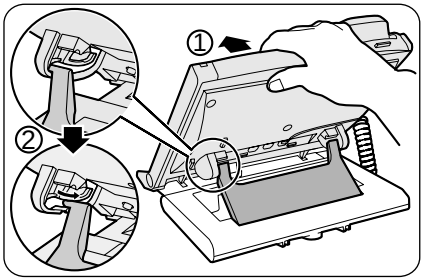
Personal Programming Data Default Set

Wall Mounting

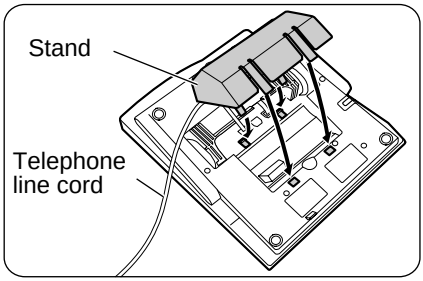
1 Pull down the handset hook until it locks, so the tab holds the handset.



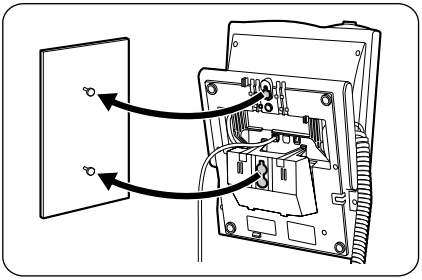
2 Lift up the operation board until the hook knob clicks (①), then press down (②).



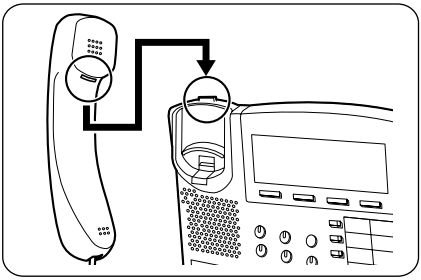
3 Attach the wall mounting plate.



4 Mount the unit on the wall.



To temporarily place the handset down during a conversation,
hook it over the top edge of the phone as shown.

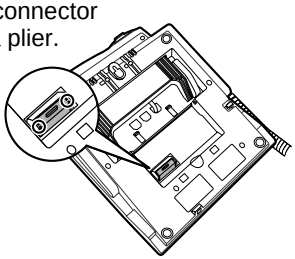


* *The illustrations used in this page are a KX-T7636.*

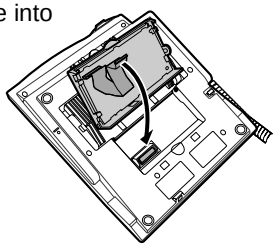
KX-T7601

The USB unit can be connected between the digital proprietary telephone and the personal computer through USB interface to implement personal CTI (Computer Telephony Integration).

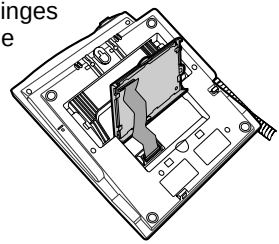
1 Remove the connector cover using a plier.



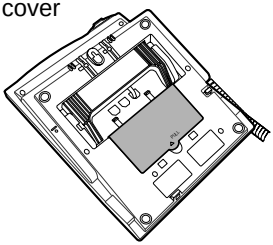
2 Insert the cable into the connector.



3 Couple both hinges and slide in the unit.

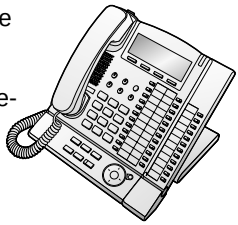


4 Push down the cover until it locks.



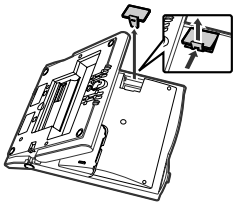
KX-T7603

The function key unit has 12 CO buttons. These buttons are used to seize an outside line, make a call using one-touch dialling, or access certain features.

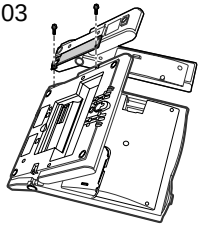


<KX-T7636 with a KX-T7603>

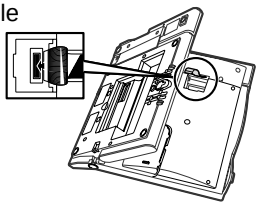
1 Open the cover.



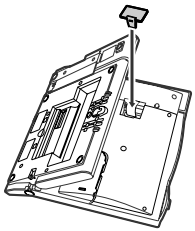
2 Attach the KX-T7603 to your telephone with screws.



3 Insert the cable into the connector.



4 Close the cover.



Important Safety Instructions

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

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
7. Do not allow anything to rest on the telephone cord. Do not locate this product where the cord will be abused by persons walking on it.
8. Do not overload wall outlets and extension cord as this can result in the risk of fire or electric shock.
9. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
10. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
11. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power supply cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not operate normally by following the operating instructions. Adjust only those controls, that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance.
12. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
13. Do not use the telephone to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

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.

WARNING:
TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

CAUTION:
To assure continued compliance with FCC rules, do not make any unauthorized modifications. 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 before hanging up.
2) Perform such activities in the off-peak hours, such as early morning hours or late evenings.

If there is any trouble, disconnect the unit from the extension line and connect a known working phone. If the known working phone operates properly, have it repaired by one of the specified Panasonic Factory Service Centers. If the known working phone does not operate properly, check the Electronic Modular Switching System and the internal extension wiring.

- Keep the unit away form heating appliances and electrical noise generating devices such as fluorescent lamps and motors.
- The unit should be kept free of dust, moisture and vibration, and should not be exposed to direct sunlight.
- Do not use benzine, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.
- Do not use any handset other than Panasonic handset.

This telephone provides magnetic coupling for hearing aids.

For your future reference

SERIAL NO. _____
(found on the bottom of the unit)

DATE OF PURCHASE_____

NAME OF DEALER _____

DEALER'S ADDRESS_____

_____

_____

_____

DEALER'S TEL. NO. _____

Copyright:
This manual is copyrighted by Kyushu Matsushita Electric Co., Ltd. (KME). Under the applicable copyright laws, this manual may not be reproduced in any form, in whole or part, without the prior written consent of KME and its licensee.

© 2001 Kyushu Matsushita Electric Co., Ltd. All Rights Reserved.

Panasonic Consumer Electronics Company, Division of Matsushita Electric Corporation of America
One Panasonic Way, Secaucus, New Jersey 07094

Panasonic Sales Company ("PSC"), Division of Matsushita Electric of Puerto Rico, Inc.
Ave. 65 de Infantería, Km. 9.5, San Gabriel Industrial Park, Carolina, Puerto Rico 00985

www.panasonic.com

PRINTED WITH SOY INK™

Printed in Japan

PSQX2607A KK1101TT0