Panasonic

Digital Proprietary Telephones

Quick Reference Guide

Model KX-T7625 KX-T7630
KX-T7633 KX-T7636

Important Information

When using the KX-T7600 series, keep the following conditions in mind.

- If there is any problem, unplug the extension line and connect a known working phone. If the known working phone operates properly, have the defective phone repaired by a specified Panasonic Factory Service Centre. If the known working phone does not operate properly, check the PBX System and the internal extension wiring.
- Keep the unit away from heating appliances and electrical noise generating devices such as fluorescent lamps, motors and televisions. These noise sources can interfere with the performance of the unit.
- This unit should be kept free of dust, moisture, high temperature (more than 40 ^{o}C) 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 a Panasonic handset.
- Do not disassemble this product. Dangerous electrical shock could result. The unit must only be disassembled and repaired by qualified service technicians.
- When a failure occurs which exposes any internal parts, disconnect the telephone line cord immediately and return this unit to service centre.
- This unit is designed to aid the visually handicapped to locate dial keys and buttons.

WARNING:

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

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

IMPORTANT NOTICE:

Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependent on local power, is available for use in an emergency.

Note: In this manual, the suffix of each model number is omitted.
"Installing the KX-T7601/KX-T7603" is shown on page 15.

Table of Contents

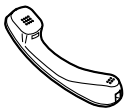
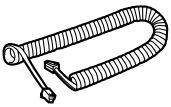
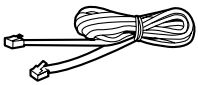
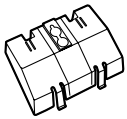
Features Liatures List 3
Using the Display Proprietary Telephone .. 5
Using the Directories 5
Accessing the System Features 6
Entering Characters 7
Settings on the Programming Mode 9
Setting Features 9
Location of Controls 11
Connection 13
Setting 13
Tilt Angle Adjustment 14
Wall Mounting 14
Installing the KX-T7601/KX-T7603 15

Before Initial Use

Thank you for purchasing the Panasonic model KX-T7600 series, Digital Proprietary Telephone. Please read this manual carefully before using this product and save this manual for future use.
This manual is designed to be used with your Proprietary Telephone and a Panasonic Hybrid IP PBX KX-TDA100 / KX-TDA200.

This unit is capable of being used in conjunction with hearing aids fitted with inductive coil pick-ups. The handset should be held as for normal conversation. For operation the hearing aid should be set to its “T” position or as directed in the operating instructions for the hearing aid.

Accessories (included)

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

Features for the Digital Proprietary Telephones

KX-T7636
- Model with Speakerphone, 6-Line Display with Backlight and 24-CO Keys
- Optional 12-CO Keys and USB port are available.

KX-T7633
- Model with Speakerphone, 3-Line Display with Backlight and 24-CO Keys
- Optional 12-CO Keys and USB port are available.

KX-T7630
- Model with Speakerphone, 3-Line Display with Backlight and 24-CO Keys

KX-T7625
- Model with Speakerphone and 24-CO Keys

Features List

(CO) Outside (CO) Line button · Off-hook · On-hook · Feature number · Talk
(ICD Group) Incoming Call Distribution Group button · (DSS) Direct Station Selection button
C. Tone Confirmation Tone · D. Tone Dial Tone · R.B. Tone Ringback Tone

Desired Feature	Operation
Making Calls	
Calling	**To an extension**: ▶ extension no. ▶ ; **To an outside party**: ▶ (CO) ▶ outside phone no. ▶
Redial	▶ REDIAL ▶
Quick Dial	▶ quick dial no. ▶
One-touch Dialling	**To store**: PROGRAM OR PAUSE ▶ (CO) ▶ 2 ▶ desired no. (max. 32 digits) ▶ AUTO DIAL STORE ▶ PROGRAM OR PAUSE **To dial**: ▶ — assigned as a One-touch Dialling button ▶
Operator Call	▶ 9 ▶
Personal Speed Dialling	**To store**: ▶ * 3 0 ▶ personal speed dial no. (2 digits) ▶ desired no. (max. 32 digits) ▶ # C. Tone **To dial**: ▶ AUTO DIAL STORE ▶ * ▶ personal speed dial no. (2 digits) ▶
System Speed Dialling	**To dial**: ▶ AUTO DIAL STORE ▶ system speed dial no. (3 digits) ▶
Doorphone Call	▶ * 3 1 ▶ doorphone no. (2 digits) C. Tone
Automatic Callback Busy	**To set** *While hearing a busy tone*: 6 ▶ ; **To cancel**: ▶ * 4 6 C. Tone **To answer (if set after dialling)** *While hearing a callback ringing*: R.B. Tone ; **To answer (if set when seizing an outside line)** *While hearing a callback ringing*: ▶ outside phone no. ▶
During a Conversation	
Call Hold	**To hold**: HOLD C. Tone ; **To retrieve a call at the holding extension**: ▶ (CO) / INTERCOM / (ICD Group) ▶ **To retrieve an outside call from another extension**: ▶ (CO) / (ICD Group) C. Tone
Call Transfer	TRANSFER D. Tone [extension no. To an extension ; (CO) ▶ outside phone no. To an outside party] ▶ ▶

Features List

Desired Feature	Operation
Useful Features	
Off-Hook Monitor	**To set/cancel** *During a conversation using the handset* SP-PHONE
Call Park	**To set** *During a conversation* TRANSFER ▶ ✱ 5 2 ▶ [**parking zone no. (2 digits)** Specified / ✱ Auto] C. Tone **To retrieve** ▶ ✱ 5 2 ▶ **stored parking zone no. (2 digits)** ▶
Multiple Party Conversation	**Conference** *During a conversation* CONF ▶ **desired phone no.** ▶ Talk to the new party. CONF C. Tone Talk with multiple parties. **To leave a conference** CONF ▶
Call Pickup	(DSS) ▶ [✱ 4 1 ▶ **extension no.** Directed / ✱ 4 0 ▶ **pickup group no. (2 digits)** Group] C. Tone
Sending a Call Waiting Tone	*While hearing a busy tone* 1 ▶ Wait for an answer. ▶
Paging	**To page** ▶ ✱ 3 3 ▶ **paging group no. (2 digits)** C. Tone Announce. ▶ Wait for an answer. ▶ **To answer** ▶ ✱ 4 3 C. Tone **To deny** ▶ [✱ 7 2 1 1 Deny / ✱ 7 2 1 0 Allow] C. Tone
Message Waiting	Caller: **To leave a message waiting indication** *When the called extension is busy or does not answer* MESSAGE C. Tone Called extension: **To call back** ▶ MESSAGE ▶
Log-in/Log-out	▶ [✱ 7 3 6 1 For Log-in / ✱ 7 3 6 0 For Log-out] ▶ [**ICDG extension no.** Specified / ✱ All] ▶

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

** You can change the flexible CO buttons to feature buttons.*

** "Location of Controls" is shown on page 11.*

Using the Directories

You can select and call with the directories as follows:

Incoming Call Log
Outgoing Call Log
Extension Number Directory
System Speed Dialling Directory
Personal Speed Dialling Directory

◆ Calling with the directory

While on-hook

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

Press **ENTER**.

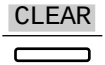
Press **Up** or **Down** until **desired item** appears.

Off-hook.

• To cancel or exit the current display, press CANCEL.

◆ Clearing the log information

When the desired party is displayed

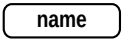


Press "**CLEAR**".

◆ Storing the log information for Personal Speed Dialling Directory

When the desired party is displayed

Press **STORE**.

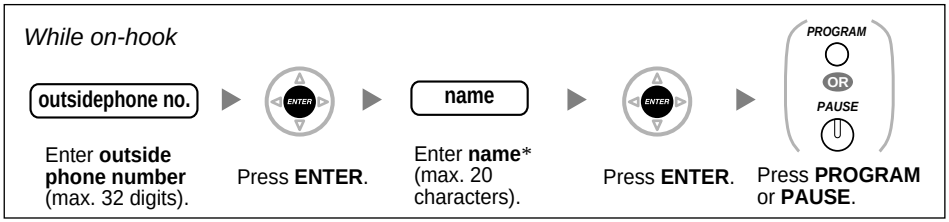


Enter **name*** (max. 20 characters).

Press **ENTER**.

• * To enter characters, refer to “Entering Characters”.

◆ *Storing the names and numbers in the Personal Speed Dialling Directory*



• * To enter characters, refer to “Entering Characters”.

◆◆ *Accessing the System Features*

You can access features as follows with the “Feature Access” menu:

Automatic Callback Busy Cancel
Call Pickup, Direct
Call Pickup, Group
Doorphone Call
Door Open
External Background Music
Group Paging

• For further information, refer to the Main Unit/PBX User Manual.

Entering Characters

You can enter alphabetic characters using your telephone keypad. Pressing repeatedly a numeric key brings out different characters, as shown by the table below.
To toggle between Table 1 and Table 2, press the Soft button (S1) at any time while you are entering characters.

Table 1 (Standard mode)

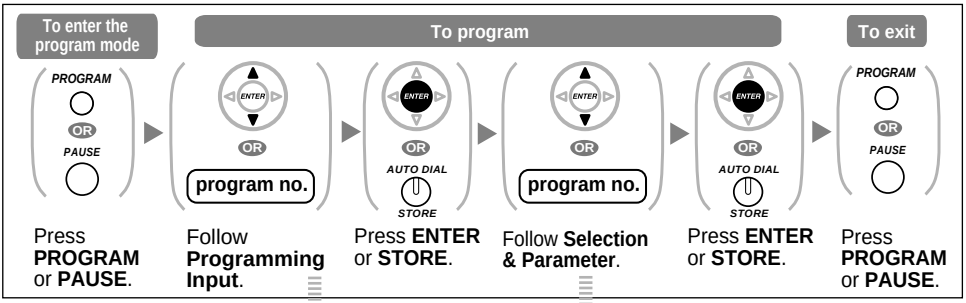
Times / Buttons	1	2	3	4	5	6	7	8	9
1	!	?	"	1					
2	A	B	C	a	b	c	2		
3	D	E	F	d	e	f	3		
4	G	H	I	g	h	i	4		
5	J	K	L	j	k	l	5		
6	M	N	O	m	n	o	6		
7	P	Q	R	S	p	q	r	s	7
8	T	U	V	t	u	v	8		
9	W	X	Y	Z	w	x	y	z	9
0	(space)	.	,	'	:	;	0		
*	/	+	–	=	<	>	*		
#	$	%	&	@	(	)	€	£	#

Table 2 (Option mode)

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	Ð	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	Z	w	x	y	z	ý	9					
0	(space)	.	,	'	:	;	0								
*	/	+	–	=	<	>	*								
#	$	%	&	@	(	)	€	£	#						

Setting Features

You can program features on the programming mode.
The original settings are shown in bold letters in the shaded boxes. Find and mark your desired selections for programming.



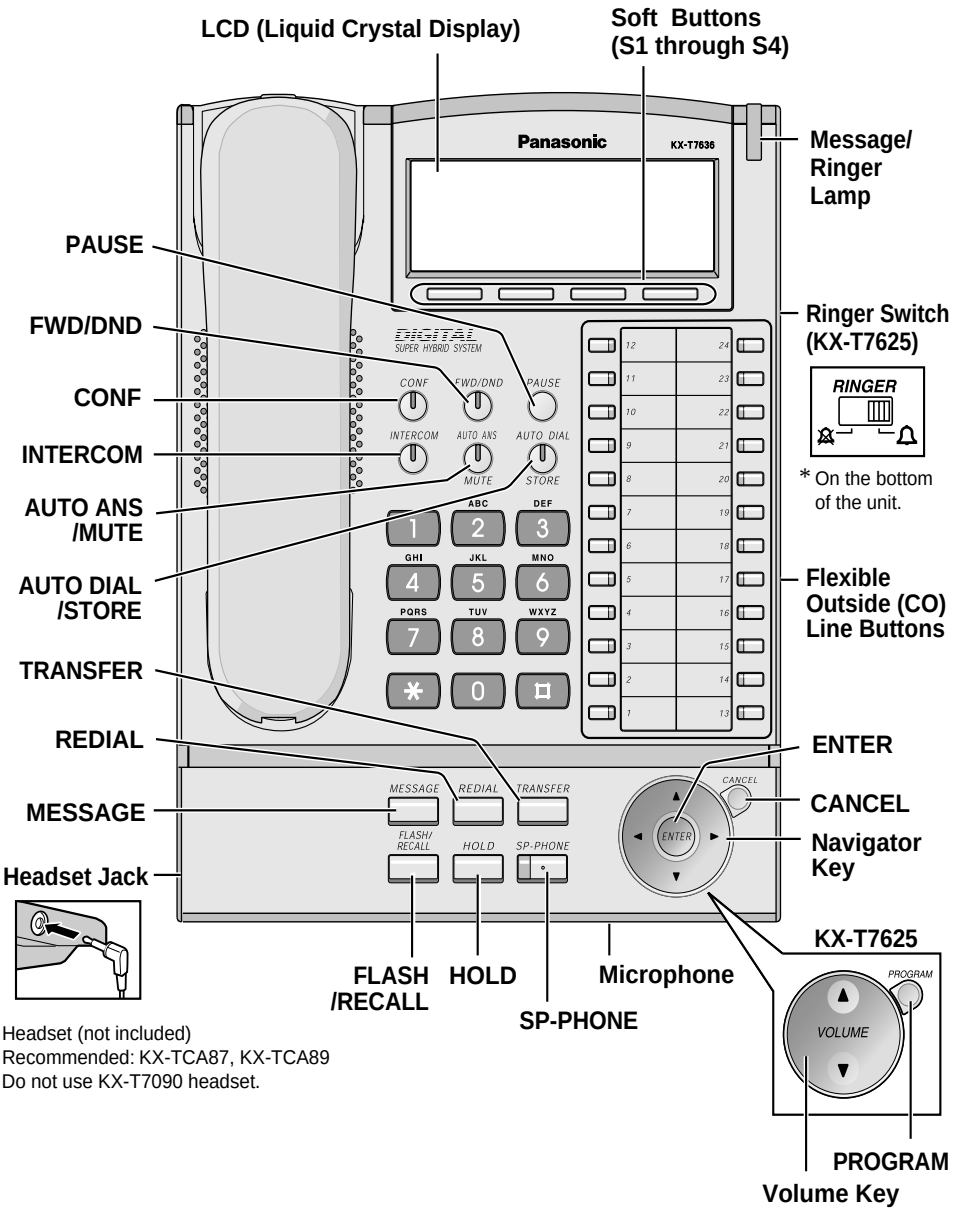
Item	Programming Input	Selection & Parameter	
Do you turn on the display backlight? (Display Backlight Selection for the KX-T7633/KX-T7636)	0 4 [Back Light]	0	☐ Yes–ON in use [Automatic]
		1	☐ **Yes–always ON** [Always On]
		2	☐ No–always OFF [Always Off]
How do you prefer to receive an intercom call? (Alternate Receiving–Ring/Voice)	2 1 [Voice Call]	0	☐ **Ringing** [Tone Call]
		1	☐ Directly–The party's voice is heard without ringing. [Voice Call Deny]
		2	☐ Ring only–Prohibiting the caller switching to the voice mode. [Voice Call]
Do you prefer to receive Call Waiting for outside calls?	3 0 [C.Wait CO]	0	☐ **No** [CW Tone Off]
		1	☐ Yes [CW Tone On]
Which type of Call Waiting for intercom calls do you prefer? (Call Waiting Selection)	3 1 [C.Wait Ext]	0	☐ **No Tone** [CW Tone Off]
		1	☐ Tone [CW Tone On]
		2	☐ Voice announcement through the built-in speaker (OHCA) [OHCA (Announce)]
		3	☐ Voice announcement through the handset without pre-information (Whisper OHCA) [Whisper OHCA]
Which type of Call Waiting tone do you prefer? (Call Waiting Tone Type Selection)	3 2 [C.Wait Tone]	0	☐ **Tone 1** [CW Tone 1]
		1	☐ Tone 2 [CW Tone 2]

Settings on the Programming Mode

Item	Programming Input	Selection & Parameter		
Would you like to show a message on the caller's telephone display? (Absent Message)	4 0 [Absent Msg]	0	☐ **No-Off** [Absent Msg Off]	
		message no. (1-8)	☐ Yes–Shows the selected message	
		9	☐ Yes–Shows your personal message	
Where are your incoming calls forwarded or refused? (Call Forwarding [FWD]/Do Not Disturb [DND])	5 0 OR FWD/DND (for both calls) [Fwd/DND Both]	0	☐ **Off** [Fwd/DND Off]	
		1	☐ Do Not Disturb (DND) [Do Not Disturb]	
		2 + desired no. (max. 32 digits)	☐ All–Forward all calls [Fwd All:]	
	5 1 (for outside calls) [Fwd/DND CO]	3 + desired no. (max. 32 digits)	☐ Busy–Forwarded when your extension is busy. [Fwd Busy:]	
		4 + desired no. (max. 32 digits)	☐ No Answer–Forwarded when you do not answer. [Fwd N/A:]	
	5 2 (for intercom calls) [Fwd/DND Ext]	5 + desired no. (max. 32 digits)	☐ Busy/No Answer–Forwarded when you do not answer or when your extension is busy. [Fwd B/A:]	
Which equipment will you use as a receiver? (Headset Mode Selection)	6 1 [Headset Mode]	0	☐ **Headset off** [Headset Mode Off]	
		1	☐ Headset on [Headset Mode On]	
Would you like to set your extension PIN or change a stored extension PIN to new one? (Extension PIN [Personal Identification Number])	9 0 [Extension PIN]	extension PIN (max. 10 digits) + ENTER/STORE + same PIN	To set an extension PIN	**WARNING** **When a third party discovers the password (extension PIN) of the PBX, there will be a risk that they will make fraudulent phone calls using the telephone line, and the cost will be charged to your own account. In order to avoid this problem, we strongly recommend the following points:** **a) Carefully maintain the secrecy of the PIN.** **b) Specify a complicated PIN as long and random as you can make it.** **c) Change the PIN frequently.**
		stored extension PIN + new PIN (max. 10 digits) + ENTER/STORE + same PIN	To change a stored extension PIN to new one	
To prevent others from seeing your personal directory and call log. (Directory and Call Log Lock)	9 2 [Display Lock]	**extension PIN (max. 10 digits)** + 0	☐ **To unlock**	
		extension PIN (max. 10 digits) + 1	☐ To lock	

- If nothing is entered within one minute in the programming mode, the mode returns to the normal status.
- To exit the mode at any time, lift the handset.
- For further information on "Settings on the Programming Mode", refer to the Main Unit/PBX User Manual.

◆ ***KX-T7636***



* Headset (not included)
Recommended: KX-TCA87, KX-TCA89
Do not use KX-T7090 headset.

Location of Controls

PAUSE:
Used to insert a pause when storing a telephone number. This button also functions as the PROGRAM button when there is no PROGRAM button on your telephone.

FWD/DND (Call Forwarding/Do Not Disturb):
Used to perform Call Forwarding or Do Not Disturb.

CONF (Conference):
Used to establish a multiple-party conversation.

INTERCOM:
Used to make or receive intercom calls.

AUTO ANS (Auto Answer)/ MUTE:
Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.

AUTO DIAL/STORE:
Used for System/Personal Speed Dialling or storing program changes.

TRANSFER:
Used to transfer a call to another party.

REDIAL:
Used to redial the last dialled number.

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

FLASH/RECALL:
Used to disconnect the current call and make another call without hanging up.

HOLD:
Used to place a call on hold.

SP-PHONE (Speakerphone):
Used for the hands-free operation.

Navigator Key (KX-T7630/7633/7636):
Used to adjust the volume and the display contrast or select desired items.

Volume Key (KX-T7625):
Used to adjust the volume.

CANCEL (KX-T7630/7633/7636):
Used to cancel the selected item.

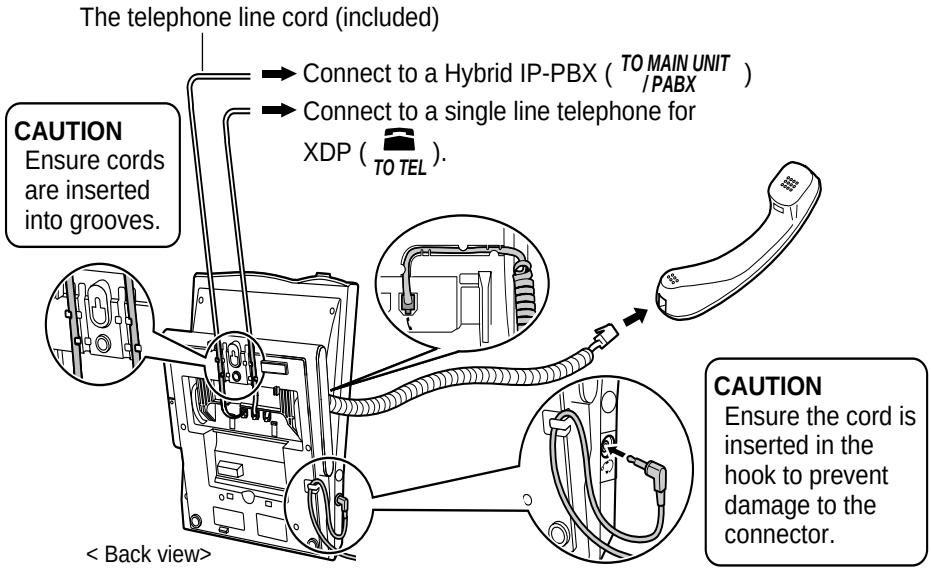
PROGRAM (KX-T7625):
Used to enter and exit the personal programming mode.

ENTER (KX-T7630/7633/7636):
Used to confirm the selected item.

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

Message/Ringer Lamp:
When you receive a call, the lamp flashes green. When someone has left you a message, the lamp stays on red.

Soft Buttons (KX-T7630/7633/7636):
Used to select the item displayed on the bottom line on the display.

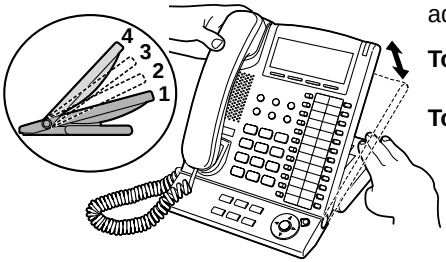


• Consult your dealer for more details about XDP.

Setting

Speaker volume **Handset/Headset volume**	*While hands-free conversation* *While using a handset or headset* ▶ VOLUME / ENTER Press **Up** or **Down**.
Ringer volume	**KX-T7625** *While on-hook or receiving a call* RINGER Slide the lever of the Ringer switch to (**Off/On**). ▶ VOLUME If **On** is selected, press **Up** or **Down**. **KX-T7630/7633/7636** ENTER Press **Up** or **Down**.
LCD Contrast	**KX-T7630/7633/7636** PAUSE ▶ 0 1 ▶ ENTER ▶ ENTER ▶ ENTER ▶ PAUSE
Ringing Tone	PROGRAM OR PAUSE ▶ (CO) OR INTERCOM ▶ 0 1 / 3 0 ▶ ENTER OR AUTO DIAL STORE ▶ PROGRAM OR PAUSE Press **Twice**.

Tilt Angle Adjustment



The tilt angle of the operation board can be adjusted to four step-angles.

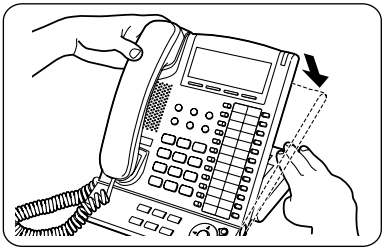
To lift: Lift up the operation board to the desired step-angle (1 →2 →3 →4).

To set down: Lift up the operation board to the highest angle and then press down to step-angle 1. **Please do not get your fingers caught between the base and the operation board.**

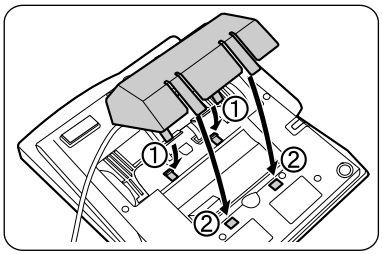
- Pull down the handset hook until it locks to prevent the handset from slipping down from the operation board when at step-angle 4.

Wall Mounting

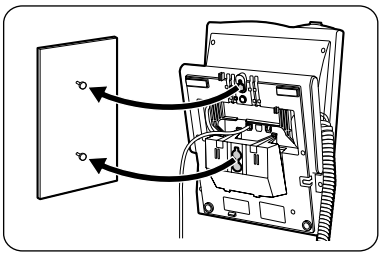
1 Fold up the operation board to step-angle 1.



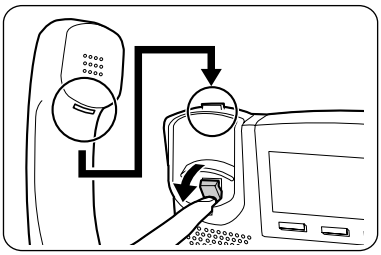
2 Connect the telephone line cord, and then attach ① first and then ② of the wall mounting adaptor.



3 Mount the unit on the wall.



4 Pull down the handset hook until it locks, so the tab holds the handset.
To temporarily place the handset down during a conversation, hook it over the top edge of the phone as shown.



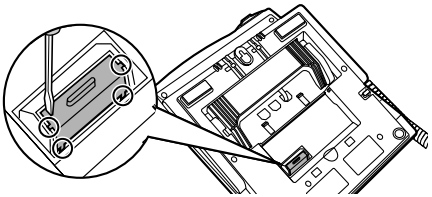
**The illustrations used in this page are a KX-T7636.*

Unplug the extension line before you set up the USB Module and the Add-on Key Module to the unit.

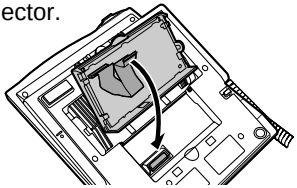
KX-T7601 (For KX-T7633/7636) includes USB cable

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

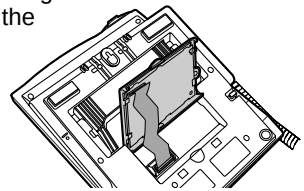
1 Remove the connector cover using a screwdriver.



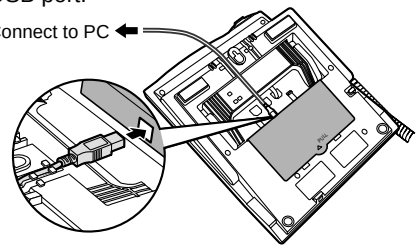
2 Insert the flat cable into the connector.



3 Couple both hinges and slide in the unit.



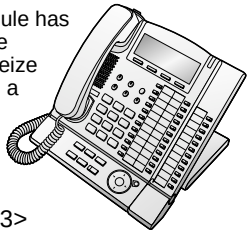
4 Push down the cover until it locks, and connect the USB cable to USB port.



* Please use a USB cable shorter than 3 m.

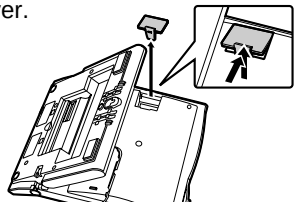
KX-T7603 (For KX-T7633/7636)

The Add-on Key Module has 12 CO buttons. These buttons are used to seize an outside line, make a call using One-touch Dialling, or access certain features.

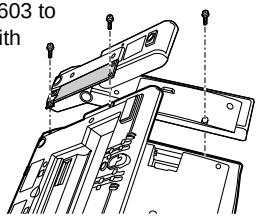


<with a KX-T7603>

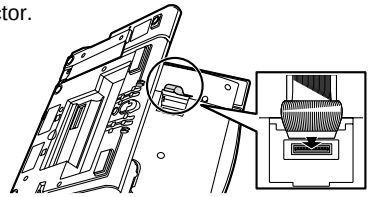
1 Open the cover.



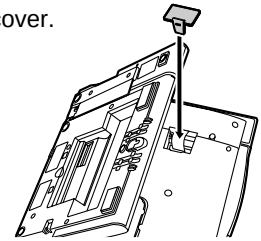
2 Attach the KX-T7603 to your telephone with screws.



3 Insert the flat cable into the connector.



4 Close the cover.



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