

Panasonic

Digital Proprietary Telephone

Quick Reference Guide

Model No. KX-T7668

Important Information

When using the KX-T7668, 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 KX-TDA series Business Telephone Systems 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 °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.
- Never attempt to insert wires, pins, etc, into the vents or other holes of this unit.
- This unit is designed to be installed under controlled conditions of ambient temperature and a relative humidity.
- Avoid installing the unit in damp or humid environments, such as bathrooms or swimming pools.
- 999 or 112 can be dialled on the product after accessing the CO line for the purpose of making outgoing calls to the BT emergency (999) and (112) services.
- This unit is designed to aid the visually handicapped to locate dial keys and buttons.
- 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 conversations. For operation the hearing aid should be set to its "T" position or as directed in the operating instructions for the hearing aid.



WARNING:

TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE. THE HANDSET EARPIECE IS MAGNETISED AND MAY RETAIN SMALL FERROUS OBJECTS.

DISCONNECT THE TELEPHONE LINE CORD FROM THIS PRODUCT IF THIS PRODUCT EMITS SMOKE, AN ABNORMAL SMELL OR MAKES UNUSUAL NOISE. THESE CONDITIONS CAN CAUSE FIRE OR ELECTRIC SHOCK. CONFIRM THAT SMOKE HAS STOPPED AND CONTACT AN AUTHORISED SERVICE CENTRE.

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.

Features List

- Outside (CO) Line button
 Off-hook
 On-hook
 Feature number
 Talk
 Incoming Call Distribution Group button
 Direct Station Selection button
 Confirmation Tone
 Ringback Tone

Feature	Operation
Making Calls	
Calling	<p>To an extension ► ► </p> <p>To an outside party ► / ► ► </p>
Redial	► ►
Quick Dialling	► ►
One-touch Dialling	<p>To store PROGRAM ► ► ► ► ► PROGRAM </p> <p>To dial ► assigned as a One-touch Dialling button ► </p>
Operator Call	► ►
Personal Speed Dialling	<p>To store ► ► ► ► </p> <p>To dial AUTO DIAL STORE ► ► ► </p>
System Speed Dialling	To dial AUTO DIAL STORE ► ►
Doorphone Call	► ►
Automatic Callback Busy	<p>To set <i>While hearing a busy tone</i> </p> <p>To cancel ► </p> <p>To answer from an idle extension <i>While hearing a callback ring</i> </p> <p>To answer from an idle outside line <i>While hearing a callback ring</i> ► ► </p>
During a Conversation	
Call Hold	<p>To hold </p> <p>To retrieve a call at the holding extension ► / INTERCOM / ► </p> <p>To retrieve an outside call from another extension ► ► </p>

Features List

Feature	Operation
During a Conversation	
Call Transfer	<p>TRANSFER C. Tone</p> <p>[extension no. To an extension]</p> <p>[(CO) outside phone no. To an outside party]</p> <p></p>
Useful Features	
Off-hook Monitor	<p>To set/cancel <i>During a conversation using the handset</i></p> <p>SP-PHONE </p>
Call Park	<p>To set</p> <p>TRANSFER C. Tone</p> <p>[* 5 2] ▶ [parking zone no. (2 digits) Specified]</p> <p>[*] Auto</p> <p></p>
	<p>To retrieve</p> <p> ▶ [* 5 2] ▶ [stored parking zone no. (2 digits)]</p> <p>C. Tone </p>
Multiple Party Conversation	<p>To add other parties during a conversation</p> <p> assigned as a CONFERENCE button</p> <p>C. Tone [desired phone no.]</p> <p>Talk to the new party.</p> <p> assigned as a CONFERENCE button</p> <p>C. Tone </p> <p>Talk with multiple parties.</p>
	<p>To leave a conference</p> <p> assigned as a CONFERENCE button</p> <p>C. Tone </p>
Call Pickup	<p></p> <p>[(DSS)]</p> <p>[* 4 1] ▶ [extension no.] Directed</p> <p>[* 4 0] ▶ [group no. (2 digits)] Group</p> <p>C. Tone </p>
Sending a Call Waiting Tone	<p><i>While hearing a busy tone</i></p> <p>[1] ▶ Wait for an answer. ▶ </p>
Answering a Call Waiting	<p>To hold the current call then talk to the new party</p> <p> HOLD</p> <p>▶ [(CO)] / INTERCOM * ▶ </p>

* Disregard this step if both parties are extensions.

Features List

Feature	Operation
Useful Features	
Paging	<p>To page</p>  ▶ * 3 3 ▶ paging group no. (2 digits) C. Tone  Announce.  ▶ Wait for an answer. C. Tone  
	<p>To answer</p>  ▶ * 4 3 C. Tone  
	<p>To allow/deny a paged announcement</p>  ▶ * 7 2 1 1 Deny * 7 2 1 0 Allow  
Message Waiting	<p>Caller</p> <p>To leave a message waiting indication <i>When the called extension is busy or does not answer</i></p> MESSAGE  
	<p>Called extension</p> <p>To call back</p>  ▶ MESSAGE ▶ 
Log-in/Log-out	 ▶ * 7 3 6 1 For Log-in * 7 3 6 0 For Log-out ▶ ICD Group extension no. Specified * All  
Before Leaving Your Desk	
Setting Absent Message	<p>To set</p>  ▶ * 7 5 0 ▶ message no. (1-9) ▶ parameter (if required) ▶ # ▶ 
<p>To cancel</p>  ▶ * 7 5 0 0 ▶ 	
Call Forwarding	 ▶ * 7 1 ▶ 0 Both Calls 1 Outside Calls 2 Intercom Calls ▶ <div style="border: 1px dashed black; padding: 10px; margin-top: 10px;">  ▶ 2 All calls 3 Busy 4 No answer 5 Busy/ No answer 0 Cancel ▶ extension no. OR CO line access no. ▶ outside phone no. ▶ #   </div>

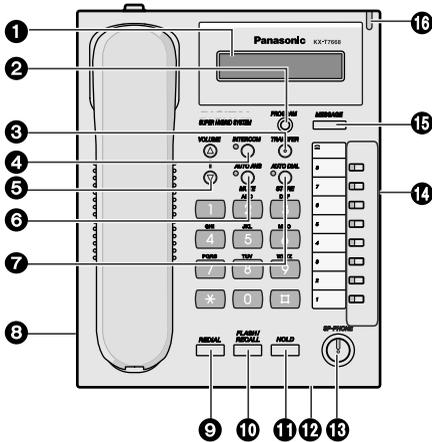
Features List

Feature	Operation																
Before Leaving Your Desk																	
Extension Dial Lock	To lock  ► * 7 7 1  																
	To unlock  ► * 7 7 0 ► extension PIN* (max. 10 digits)   <small>*PIN: Personal Identification Number</small>																
Setting the Telephone According to Your Needs																	
Do Not Disturb	 ► * 7 1 ► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>0</td><td>Both Calls</td></tr> <tr><td>1</td><td>Outside Calls</td></tr> <tr><td>2</td><td>Intercom Calls</td></tr> </table> ► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>1</td><td>Set</td></tr> <tr><td>0</td><td>Cancel</td></tr> </table>  	0	Both Calls	1	Outside Calls	2	Intercom Calls	1	Set	0	Cancel						
0	Both Calls																
1	Outside Calls																
2	Intercom Calls																
1	Set																
0	Cancel																
Extension Feature Clear	 ► * 7 9 0  																
Timed Reminder	To set  ► * 7 6 0 1 ► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>0</td><td>once</td></tr> <tr><td>1</td><td>daily</td></tr> </table>   <div style="border: 1px dashed black; padding: 5px; display: inline-block; margin-left: 20px;"> <table border="1" style="width: 100%;"> <tr><td colspan="2" style="text-align: center;">12 H</td></tr> <tr><td style="text-align: center;">hour/minute (4 digits)</td><td>► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>0</td><td>AM</td></tr> <tr><td>1</td><td>PM</td></tr> </table></td></tr> <tr><td colspan="2" style="text-align: center;">24 H</td></tr> <tr><td colspan="2" style="text-align: center;">hour/minute (4 digits)</td></tr> </table> </div>	0	once	1	daily	12 H		hour/minute (4 digits)	► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>0</td><td>AM</td></tr> <tr><td>1</td><td>PM</td></tr> </table>	0	AM	1	PM	24 H		hour/minute (4 digits)	
	0	once															
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12 H																	
hour/minute (4 digits)	► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>0</td><td>AM</td></tr> <tr><td>1</td><td>PM</td></tr> </table>	0	AM	1	PM												
0	AM																
1	PM																
24 H																	
hour/minute (4 digits)																	
	To cancel  ► * 7 6 0 0   To stop or answer the ring back  / 																
Receiving Call Waiting	To set/cancel for intercom calls  ► * 7 3 1 ► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>0</td><td>No Call</td></tr> <tr><td>1</td><td>Tone</td></tr> <tr><td>3</td><td>Whisper OHCA</td></tr> </table>  	0	No Call	1	Tone	3	Whisper OHCA										
	0	No Call															
1	Tone																
3	Whisper OHCA																
	To set/cancel for outside calls  ► * 7 3 2 ► <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>0</td><td>No tone</td></tr> <tr><td>1</td><td>Tone</td></tr> </table>  	0	No tone	1	Tone												
0	No tone																
1	Tone																



- For more details, refer to the Business Telephone System User Manual or consult your dealer.
- You can change the flexible CO buttons to the feature buttons.
- "Location of Controls" is shown on page 6.

Location of Controls

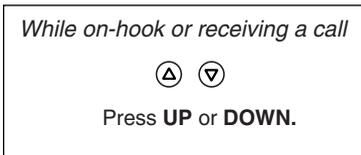


- ❶ **LCD (Liquid Crystal Display)**
- ❷ **PROGRAM:** Used to enter and exit the personal programming mode.
- ❸ **TRANSFER:** Used to transfer a call to another party.
- ❹ **INTERCOM:** Used to make or receive intercom calls.
- ❺ **VOLUME Control Button:** Used to adjust the volume.
- ❻ **AUTO ANS (Auto Answer)/MUTE:** Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.

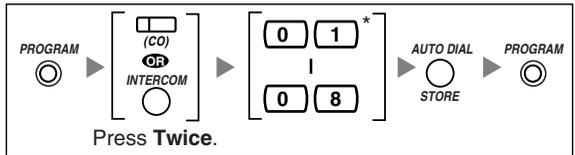
- ❼ **AUTO DIAL/STORE:** Used for System/Personal Speed Dialling or storing programme changes.
- ❽ **Headset Jack**
- ❾ **REDIAL:** Used to redial the last dialled number.
- ❿ **FLASH/RECALL:** Used to disconnect the current call and make another call without hanging up.
- ⓫ **HOLD:** Used to place a call on hold.
- ⓬ **Microphone:** Used for the hands-free conversation.
- ⓭ **SP-PHONE (Speakerphone):** Used for the hands-free operation.
- ⓮ **Flexible Outside (CO) Line Buttons:** 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.)
- ⓯ **MESSAGE:** Used to leave a message waiting indication or call back the party who left the message waiting indication.
- ⓰ **Message/Ringer Lamp:** When you receive a call, the lamp flashes red. When someone has left you a message, the lamp stays on red.

◆◆ Setting

◆ Ringer volume

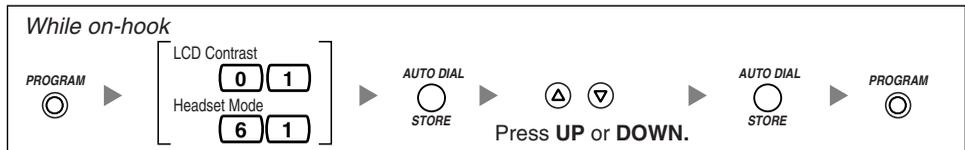


◆ Ring Tone



* The ring tone pattern of patterns 09 to 30 is the same as pattern 01.

◆ LCD Contrast/Headset Mode



Settings on the Programming Mode

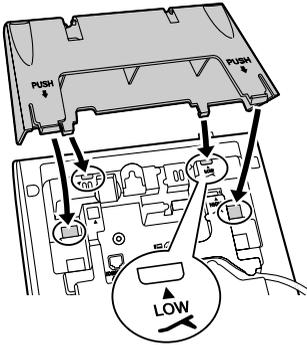
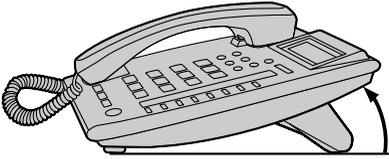
To enter the programme mode		To exit	
PROGRAM ⊙		PROGRAM ⊙	
Operation			
Loop-CO (L-CO)	CO ⊙ ▶ * ▶ AUTO DIAL STORE ⊙	FWD/DND - Both calls	CO ⊙ ▶ 4 1 ▶ AUTO DIAL STORE ⊙
Single-CO (S-CO)	CO ⊙ ▶ 0 CO line no. ▶ AUTO DIAL STORE ⊙	FWD/DND - Outside calls	CO ⊙ ▶ 4 2 ▶ AUTO DIAL STORE ⊙
Direct Station Selection	CO ⊙ ▶ 1 extension no. ▶ AUTO DIAL STORE ⊙	FWD/DND - Intercom calls	CO ⊙ ▶ 4 3 ▶ AUTO DIAL STORE ⊙
One-touch Dialling	CO ⊙ ▶ 2 desired no. ▶ AUTO DIAL STORE ⊙	Account	CO ⊙ ▶ 4 8 ▶ AUTO DIAL STORE ⊙
Incoming Call Distribution Group (ICD Group)	CO ⊙ ▶ 3 0 ▶ ICD Group no. ▶ AUTO DIAL STORE ⊙	Conference	CO ⊙ ▶ 4 9 ▶ AUTO DIAL STORE ⊙
		Log in/Log-out	CO ⊙ ▶ 5 5 ▶ AUTO DIAL STORE ⊙
Preferred Line Assignment-Outgoing	1 9 ▶ AUTO DIAL STORE ⊙	0 No line 1 An idle outside line 2 + CO button no. / CO A CO/ICD Group button 3 / INTERCOM ⊙ Intercom	AUTO DIAL STORE ⊙
Preferred Line Assignment-Incoming	2 0 ▶ AUTO DIAL STORE ⊙	0 No line 1 The longest ringing line 2 + CO button no. / CO An assigned outside button	AUTO DIAL STORE ⊙
Alternate Receiving-Ring/Voice	2 1 ▶ AUTO DIAL STORE ⊙	0 Ringing (Tone Call) 1 Directly (Voice Call) 2 Ring only	AUTO DIAL STORE ⊙
Call Waiting for Outside calls	3 0 ▶ AUTO DIAL STORE ⊙	0 No (No tone) / 1 Yes (Tone)	AUTO DIAL STORE ⊙
Call Waiting Selection	3 1 ▶ AUTO DIAL STORE ⊙	0 No Call / 1 Tone / 3 Whisper OHCA	AUTO DIAL STORE ⊙
Call Waiting Tone Type Selection	3 2 ▶ AUTO DIAL STORE ⊙	0 Tone 1 / 1 Tone 2	AUTO DIAL STORE ⊙
Extension PIN [Personal Identification Number] (PIN-max. 10 digits)	9 0 ▶ AUTO DIAL STORE ⊙	To set an extension PIN [extension PIN ▶ AUTO DIAL STORE ⊙ ▶ same PIN] To change a stored extension PIN to new one [stored extension PIN ▶ AUTO DIAL STORE ⊙ ▶ new PIN ▶ AUTO DIAL STORE ⊙ ▶ same PIN]	AUTO DIAL STORE ⊙
Station Programming Data Default Set	# # ▶ AUTO DIAL STORE ⊙		AUTO DIAL STORE ⊙

Tilt Angle

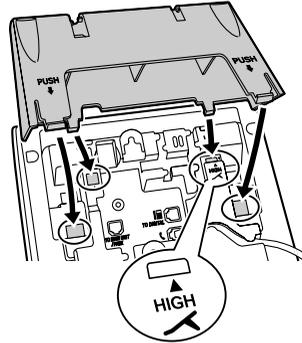
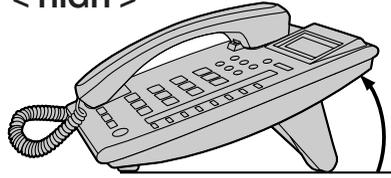
The tilt angle of the unit can be adjusted.

To adjust the angle, insert the stand into the desired holes as shown below.

< LOW >



< HIGH >



Connection

Connect to a KX-TDA series Business Telephone System (TO MAIN UNIT) /PABX

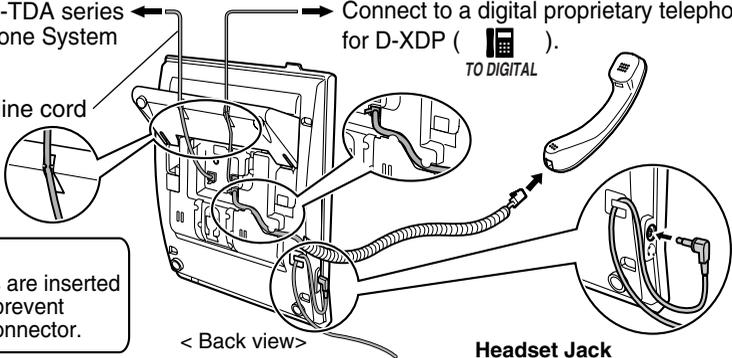
The telephone line cord (included)

Connect to a digital proprietary telephone for D-XDP ().

TO DIGITAL

CAUTION

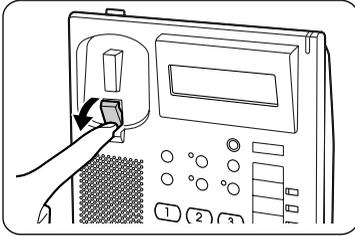
Ensure the cords are inserted in the groove to prevent damage to the connector.



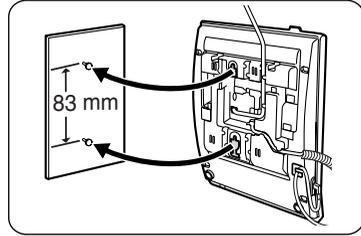
The availability of D-XDP function depends on the software version of the connected Business Telephone System. Consult your dealer for more details about D-XDP.

Wall Mounting

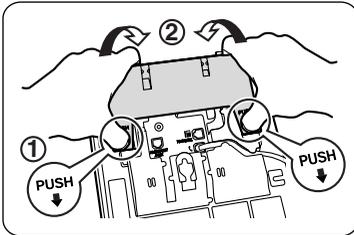
1 Pull down the handset hook until it locks, so the tab holds the handset.



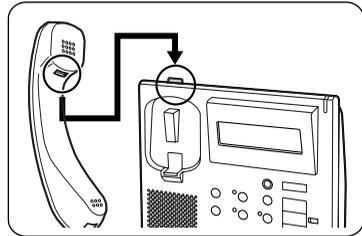
3 Mount the unit on the wall.



2 Remove the attached stand.



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



Note

Note

Information

Information on Disposal for Users of Waste Electrical & Electronic Equipment (private households)



This symbol on the products and/or accompanying documents means that used electrical and electronic products should not be mixed with general household waste.

For proper treatment, recovery and recycling, please take these products to designated collection points, where they will be accepted on a free of charge basis. Alternatively, in some countries you may be able to return your products to your local retailer upon the purchase of an equivalent new product.

Disposing of this product correctly will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. Please contact your local authority for further details of your nearest designated collection point.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on Disposal in other Countries outside the European Union

This symbol is only valid in the European Union.

If you wish to discard this product, please contact your local authorities or dealer and ask for the correct method of disposal.



This product is intended to be connected to a Panasonic KX-TDA series Business Telephone Systems only. Panasonic Communications Company (U.K.) Ltd. declares that this equipment is in compliance with the essential requirements and other relevant provisions of Radio & Telecommunications Terminal Equipment (R&TTE) Directive 1999/5/EC. Declarations of Conformity for the relevant Panasonic products described in this manual are available for download by visiting: <http://www.doc.panasonic.de>

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a Division of Panasonic Marketing Europe GmbH
Panasonic Testing Centre
Winsbergring 15, 22525 Hamburg, Germany

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