Panasonic
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Hybrid IP PBX System

Quick Reference Guide

Models
KX-T7625
KX-T7630
KX-T7633
KX-T7636

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 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 ^{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.
- Never attempt to insert wires, pins, etc, into the vents or other holes of this unit.

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.
- This Class B digital apparatus complies with Canadian ICES-003.

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

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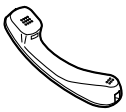
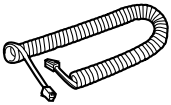
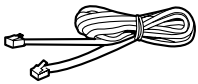
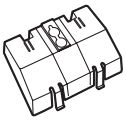
Before Initial Use

Thank you for purchasing the Panasonic 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 Digital Proprietary Telephone and a Panasonic KX-TDA series Business Telephone System.

Accessories (included)

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

* This telephone comes with the wall mounting adaptor already attached. To remove the adaptor for desktop operation, push the adaptor toward the top of the unit while pressing the two tabs.

Features for the Digital Proprietary Telephones

Model	Description
KX-T7636*	DPT with Speakerphone, 6-Line Display with Backlight (24-CO)
KX-T7633*	DPT with Speakerphone, 3-Line Display with Backlight (24-CO)
KX-T7630	DPT with Speakerphone, 3-Line Display (24-CO)
KX-T7625	DPT with Speakerphone (24-CO)

* Optional USB Module and Add-on Key Module are available.

(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

Feature	Operation
Making Calls	
Calling	**To an extension**: ▶ extension no. ▶ **To an outside party**: ▶ (CO) ▶ outside phone no. ▶
Redial	▶ REDIAL ▶
Quick Dialling	▶ quick dial no. ▶
One-touch Dialling	**To store**: PROG (OR) PROGRAM ▶ (CO) ▶ 2 ▶ desired no. (max. 32 digits) ▶ AUTO DIAL STORE ▶ EXIT (OR) PROGRAM **To dial**: ▶ — assigned as a One-touch Dialling button ▶
Operator Call	▶ 0 ▶
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 C. Tone **To cancel**: ▶ ✱ 4 6 C. Tone **To answer from an idle extension** *While hearing a callback ring*: R.B. Tone **To answer from an idle outside line** *While hearing a callback ring*: ▶ 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) ▶
Call Transfer	TRANSFER C. Tone [extension no. — To an extension ; (CO) ▶ outside phone no. — To an outside party] ▶ ▶

Features List

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 ♪ C. Tone ✱ 5 2 ▶ [**parking zone no. (2 digits)** Specified / ✱ Auto] ♪ C. Tone **To retrieve** ▶ ✱ 5 2 ▶ **stored parking zone no. (2 digits)** ♪ C. Tone
Multiple Party Conversation	**To add other parties during a conversation** CONF ♪ C. Tone **desired phone no.** ▶ Talk to the new party. ▶ CONF ♪ C. Tone Talk with multiple parties. **To leave a conference** CONF ♪ C. Tone
Call Pickup	▶ (DSS) [✱ 4 1 ▶ **extension no.** Directed / ✱ 4 0 ▶ **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. ♪ C. Tone **To answer** ▶ ✱ 4 3 ♪ C. Tone **To allow/deny a paged announcement** ▶ [✱ 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] ▶ [**ICD Group extension no.** Specified / ✱ All] ♪ C. Tone

- Consult your dealer for more details about the feature numbers.
- You can change the flexible CO buttons to feature buttons.
- "Location of Controls" is shown on page 11.

Using the Call Log or Directories

You can make a call with the call log or directories as follows:

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

Calling with a call log or directory

While on-hook

Press **Left** or **Right** until **desired log/ directory** appears. → Press **ENTER**. → Press **Up** or **Down** until **desired item** appears. → Off-hook.

• To cancel or exit, press CANCEL or EXIT.

Clearing the log information

While confirming the log information

Press **Up** or **Down** until **desired item** appears. → Press "**CLEAR**".

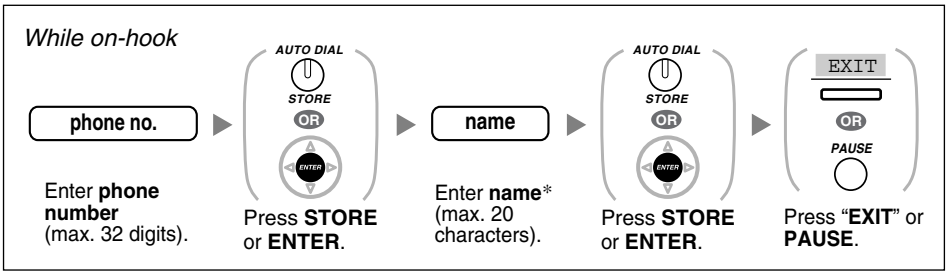
Storing the caller's information for the Personal Speed Dialling Directory

While confirming the log information

Press **Up** or **Down** until **desired item** appears. → Press **STORE** or **ENTER**. → Enter **name*** (max. 20 characters). → Press **STORE** or **ENTER**. → Press "**EXIT**" or **PAUSE**.

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

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



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

◆◆ *Accessing the System Features*

You can access these features with the "Feature Access" menu:

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

• For further information, refer to the Business Telephone System User Manual.

Entering Characters

You can enter alphabetic characters and digits using the dialling buttons. Pressing a dialling button repeatedly displays different characters, as shown in the following tables. While entering characters, you can move the cursor with the left and right Navigator keys and delete a character with the CLEAR soft key.
To toggle between Table 1 and Table 2, press the Soft button (S1) at any time while entering characters.

Table 1 (Standard mode)

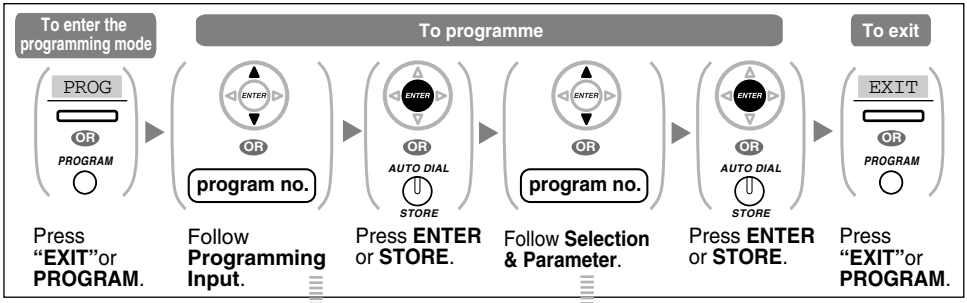
Times / Buttons	1	2	3	4	5	6	7	8	9
1	!	?	"	1					
2	A	B	C	a	b	c	2		
3	D	E	F	d	e	f	3		
4	G	H	I	g	h	i	4		
5	J	K	L	j	k	l	5		
6	M	N	O	m	n	o	6		
7	P	Q	R	S	p	q	r	s	7
8	T	U	V	t	u	v	8		
9	W	X	Y	Z	w	x	y	z	9
0	(space)	.	,	'	:	;	0		
*	/	+	−	=	<	>	*		
#	$	%	&	@	(	)	€	£	#

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 customize many features of your telephone as shown in the following tables. Original settings are shown in the grey boxes. For later reference, place a check mark in the boxes below to indicate your customized settings.



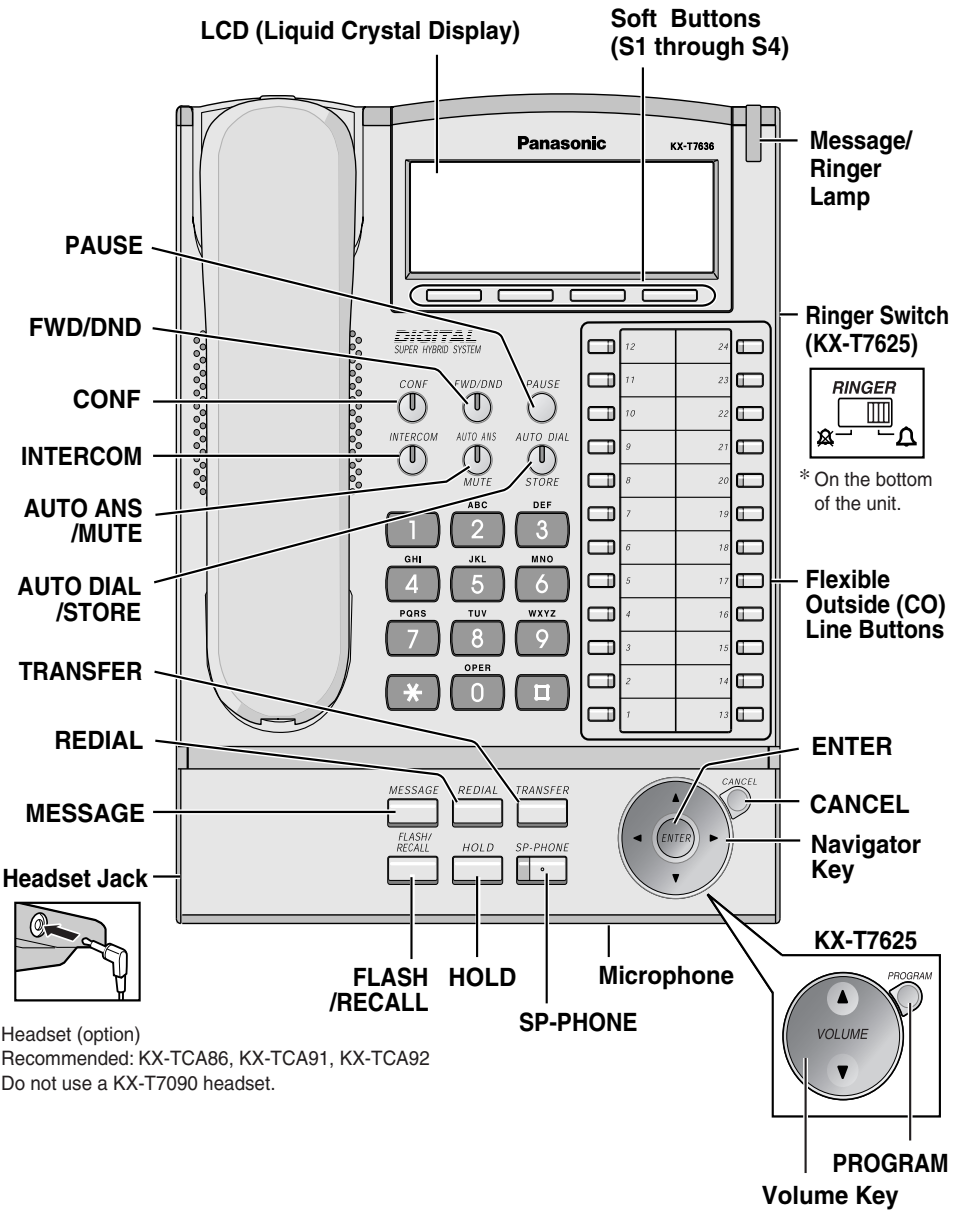
Item	Programming Input	Selection & Parameter	
Would you like to turn on the display backlight of the KX-T7633/KX-T7636? (Display Backlight Selection)	0 4 [Backlight]	0	☐ **Yes–ON in use** [Automatic]
		1	☐ Yes–always ON [Always On]
		2	☐ No–always OFF [Always Off]
How do you prefer to receive an intercom 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]
		2	☐ Ring only–Prohibiting the caller switching to the voice mode. [Voice Call Deny]
Do you prefer to receive call waiting for outside calls?	3 0 [C.Wait Extrnl]	0	☐ **No (No Tone)** [CW Tone Off]
		1	☐ Yes (Tone) [CW Tone On]
Which type of call waiting for intercom calls do you prefer? (Call Waiting Selection)	3 1 [C.Wait Intrnl]	0	☐ **No call** [CW Tone Off]
		1	☐ Tone [CW Tone On]
		2	☐ Voice announcement through the built-in speaker [OHCA (Announce)]
		3	☐ Voice announcement through the handset [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

<table>
<tr><th>Item</th><th>Programming Input</th><th colspan="3">Selection & Parameter</th></tr>
<tr><td rowspan="3">Would you like to show a message on the caller's telephone display? (Absent Message)</td><td rowspan="3">4 0
[Absent Msg]</td><td>0</td><td colspan="2">☐ No-Off [Absent Msg Off]</td></tr>
<tr><td>message no. (1-8)</td><td colspan="2">☐ Yes–Shows the selected message.</td></tr>
<tr><td>9</td><td colspan="2">☐ Yes–Shows your personal message.</td></tr>
<tr><td rowspan="5">Where are your incoming calls forwarded or refused? (Call Forwarding [FWD]/Do Not Disturb [DND])</td><td rowspan="5">5 0
OR
FWD/DND
(for both calls)
[Fwd/DND Both]
5 1
(for outside calls)
[Fwd/DND Extnl]
5 2
(for intercom calls)
[Fwd/DND Intnl]</td><td>0</td><td colspan="2">☐ Off [Fwd/DND Off]</td></tr>
<tr><td>1</td><td colspan="2">☐ Do Not Disturb (DND) [Do Not Disturb]</td></tr>
<tr><td>2 + desired no. (max. 32 digits)</td><td colspan="2">☐ All–Forward all calls [Fwd All:]</td></tr>
<tr><td>3 + desired no. (max. 32 digits)</td><td colspan="2">☐ Busy–Forwarded when your extension is busy. [Fwd Busy:]</td></tr>
<tr><td>4 + desired no. (max. 32 digits)</td><td colspan="2">☐ No Answer–Forwarded when you do not answer. [Fwd N/A:]</td></tr>
<tr><td>5 + desired no. (max. 32 digits)</td><td colspan="2">☐ Busy/No Answer–Forwarded when you do not answer or when your extension is busy. [Fwd B/NA:]</td></tr>
<tr><td rowspan="2">Do you use the headset? (Headset Operation)</td><td rowspan="2">6 1
[Headset Mode]</td><td>0</td><td colspan="2">☐ No–Headset off [Headset Mode Off]</td></tr>
<tr><td>1</td><td colspan="2">☐ Yes–Headset on [Headset Mode On]</td></tr>
<tr><td rowspan="3">Would you like to set your extension PIN or change a stored extension PIN to new one? (Extension PIN [Personal Identification Number])</td><td rowspan="3">9 0
[Extension PIN]</td><td>extension PIN (max. 10 digits) + ENTER/STORE + same PIN</td><td>To set an extension PIN</td><td rowspan="3">WARNING
When a third party discovers the password (extension PIN) of the Business Telephone System, 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.</td></tr>
<tr><td>stored extension PIN + new PIN (max. 10 digits) + ENTER/STORE + same PIN</td><td>To change a stored extension PIN to new one</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td rowspan="2">Would you like to prevent others from seeing your personal directory and call log? (Directory and Call Log Lock)</td><td rowspan="2">9 2
[Display Lock]</td><td>extension PIN (max. 10 digits) + 0</td><td>☐ To unlock
[Display Lock Off]</td></tr>
<tr><td>extension PIN (max. 10 digits) + 1</td><td>☐ To lock
[Display Lock On]</td></tr>
</table>

- If nothing is entered for one minute in the programming mode, the telephone returns to normal status.
- To exit the mode at any time, lift the handset.
- For further information on “Settings on the Programming Mode”, refer to the Business Telephone System User Manual.

◆ *KX-T7636*



* Headset (option)
Recommended: KX-TCA86, KX-TCA91, KX-TCA92
Do not use a 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.

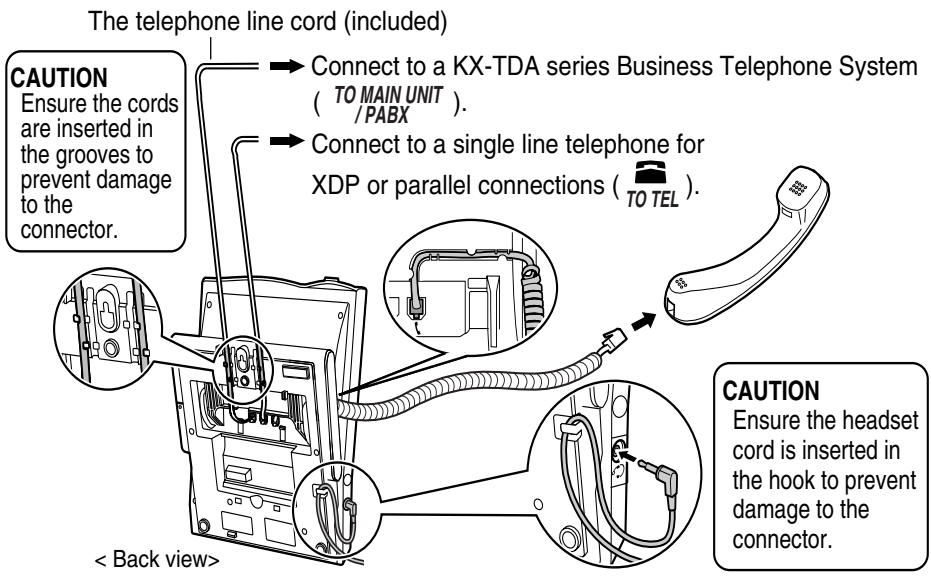
PROGRAM (KX-T7625):
Used to enter and exit the personal programming mode.

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 an intercom call, the lamp flashes green, and on an outside call, the lamp flashes red. 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.



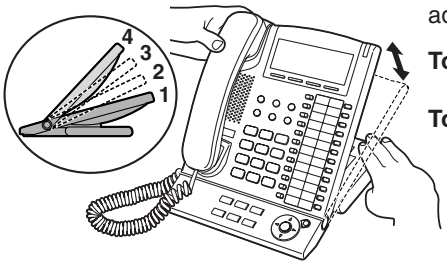
• Consult your dealer for more details about XDP.

Setting

Speaker volume	*While in hands-free conversation*	VOLUME / ENTER Press **Up** or **Down**.
Handset/Headset volume*	*While using the handset or headset*	
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** *While on-hook or receiving a call* ENTER Press **Up** or **Down**.	
LCD Contrast	**KX-T7630/7633/7636** *While on-hook* PROG ▶ 0 1 ▶ ENTER ▶ ENTER ▶ ENTER ▶ EXIT	
Ring Tone	PROG (OR PROGRAM) ▶ (CO) (OR INTERCOM) Press **Twice**. ▶ 0 1 | 3 0 ▶ ENTER (OR AUTO DIAL / STORE) ▶ EXIT (OR PROGRAM)	

* If you hear your own voice through the handset or headset, decrease the volume.

Tilt Angle Adjustment



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

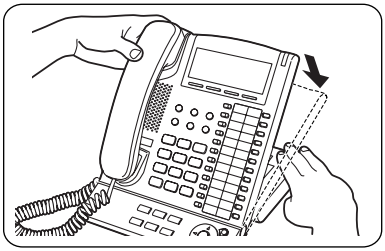
To lift: Lift up the operation board to the desired step-angle (1 →2 →3 →4).

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

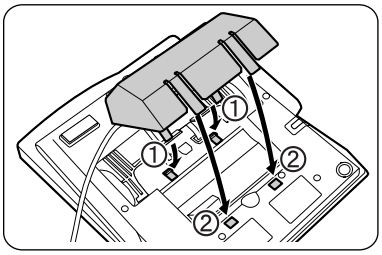
- Pull down the handset hook until it locks to prevent the handset from slipping down from the operation board when at step-angle 4.

Wall Mounting

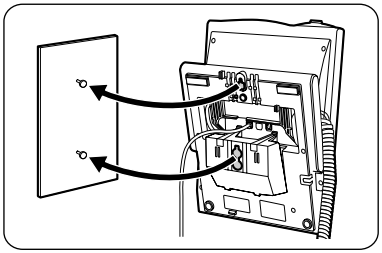
1 Set the operation board to step-angle 1.



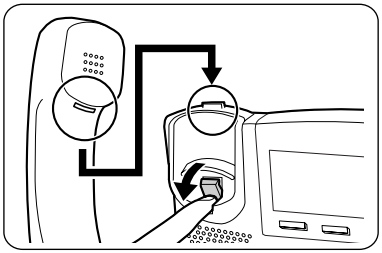
2 Connect the telephone line cord, and then attach ① first and then ② of the wall mounting adaptor.



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.



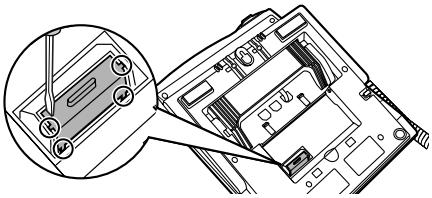
**Model shown is KX-T7636.*

To prevent damage to the telephone, be sure to unplug the extension line before you set up or remove the USB Module or the Add-on Key Module.

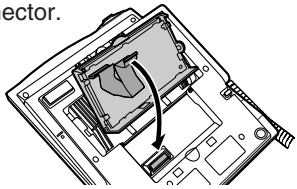
KX-T7601 (For KX-T7633/7636) includes USB cable

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).

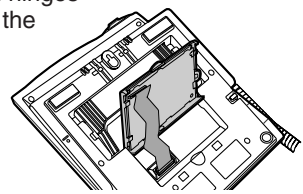
1 Remove the connector cover using a screwdriver.



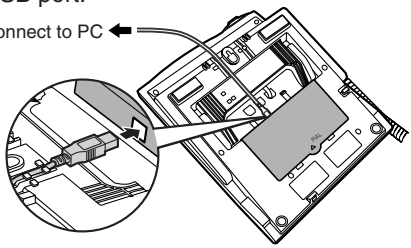
2 Insert the flat cable into the connector.



3 Couple both hinges and slide in the unit.



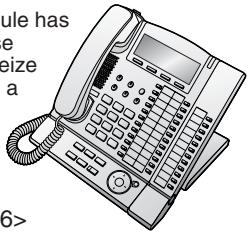
4 Push down the cover until it locks, and connect the USB cable to USB port.



** Please use a USB cable shorter than 3 m.*

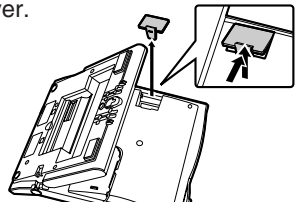
KX-T7603 (For KX-T7633/7636)

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.

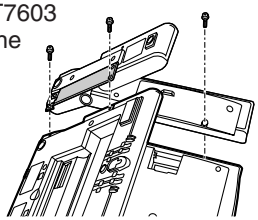


<with a KX-T7636>

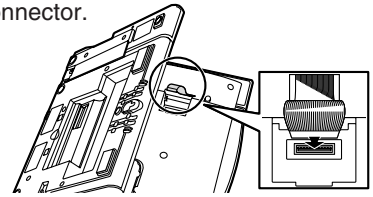
1 Open the cover.



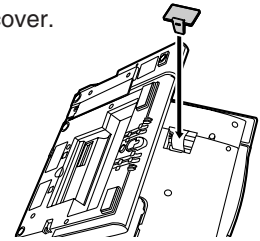
2 Attach the KX-T7603 to your telephone with screws.



3 Insert the flat cable into the connector.



4 Close the cover.



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