Panasonic

Operating Instructions

Telephone Answering System

Model No. **KX-TS620FX**

Model shown is KX-TS620FXW

This unit is compatible with Caller ID. To use this feature, you must subscribe to the appropriate service offered by your service provider.

Please read these Operating Instructions before using the unit and save for future reference.

Table of Contents

Thank you for purchasing your new Panasonic telephone answering system.

For your future reference

Serial No. _____   Date of purchase _____

(found on the bottom of the unit)

Name and address of dealer _____

- -
Attach your purchase receipt here.
- -

Note:
• In the event of problems, you should contact your equipment supplier in the first instance.

Declaration of Conformity:
• Panasonic Communication Co., 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

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

Accessory Information

☐ AC Adaptor (p. 9) : one
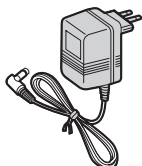
☐ Handset Cord (p. 9) : one
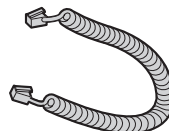
☐ Handset (p. 9) : one
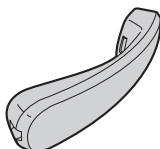
☐ Telephone Line Cord (p. 9) : one

Important Safety Instructions

When using the product, basic safety precautions should always be followed to reduce the risk of fire, electric shock, or personal injury.

1. Read all instructions carefully.
2. Follow all warnings and instructions marked on the product.
3. Unplug the product from power outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use the product near water, for example near a bathtub, wash bowl, kitchen sink, etc.
5. Place the product securely on a stable surface. Serious damage and/or injury may result if the product falls.
6. Do not cover slots and openings on the product. They are provided for ventilation and protection against overheating. Never place the product near radiators, or in a place where proper ventilation is not provided.
7. Use only the power source marked on the product. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
8. Do not place objects on the power cord. Install the product where no one can step or trip on the cord.
9. Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.
10. Never push any objects through slots in the product. This may result in the risk of fire or electric shock. Never spill any liquid on the product.
11. To reduce the risk of electric shock, do not disassemble the product. Take the product to an authorised service centre when service is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the product is subsequently used.
12. Unplug the product from the power outlet and refer servicing to an authorised service centre when the following conditions occur:
    A. When the power cord 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 work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorised service centre.
    E. If the product has been dropped or physically damaged.
    F. If the product exhibits a distinct change in performance.
13. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
14. Do not use the product to report a gas leak, when in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

CAUTION:
Installation
• Never install telephone wiring during a lightning storm.
• Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
• Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
• Use caution when installing or modifying telephone lines.
• Do not touch the plug with wet hands.

General
• Use only the AC adaptor included with this product noted on page 9.
• Do not connect the AC adaptor to any AC outlet other than a standard
AC 220 V − 240 V outlet.
• This product is unable to make calls when:
—— the key lock feature is turned on.
—— the call bar feature is turned on (only phone numbers stored in the product as emergency numbers can be called).
—— there is a power failure.
• Care should be taken so that objects do not fall onto, and liquids are not spilled into the product. Do not subject the product to excessive smoke, dust, mechanical vibration or shock.

Environment
• The product should be kept free from excessive smoke, dust, high temperature and vibration.
• The product should not be exposed to direct sunlight.
• Do not place heavy objects on top of the product.
• When you leave the product unused for a long period of time, unplug the product from the power outlet.
• The product should be kept away from heat sources such as heaters, kitchen stoves, etc. It should not be placed in rooms where the temperature is less than 5°C or greater than 40°C. Damp basements should also be avoided.
• The AC adaptor is used as the main disconnect device. Ensure that the AC outlet is installed near the product and is easily accessible.

Routine care
• Wipe the outer surface of the product with a soft moist cloth. Do not use benzine, thinner or any abrasive powder.

WARNING:
• To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.
• Unplug the product from power outlets if it 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.

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.

Location of Controls

Dial Lock 【‑o】 (p. 42)

Direct Dial (【M1】, 【M2】, 【M3】)
(p. 29, 36)

Headset Jack (p. 55)

Display (p. 8)

【✳】 (TONE) (p. 38)

RINGER Indicator
(p. 23, 24)

MIC (Microphone)
(p. 21, 23)

【MUTE】 (p. 38)

【SP-PHONE/HEADSET】
and Indicator (p. 21, 23, 55)

【REDIAL】 (p. 22)

Navigator Key
(【▼】, 【▲】, 【I◄◄】, 【►►I】
and 【OK】) (p. 11, 18, 33)

【HOLD/RINGER】 (p. 15, 23)

【PAUSE】 (p. 38)

【FLASH】 (p. 39, 40)
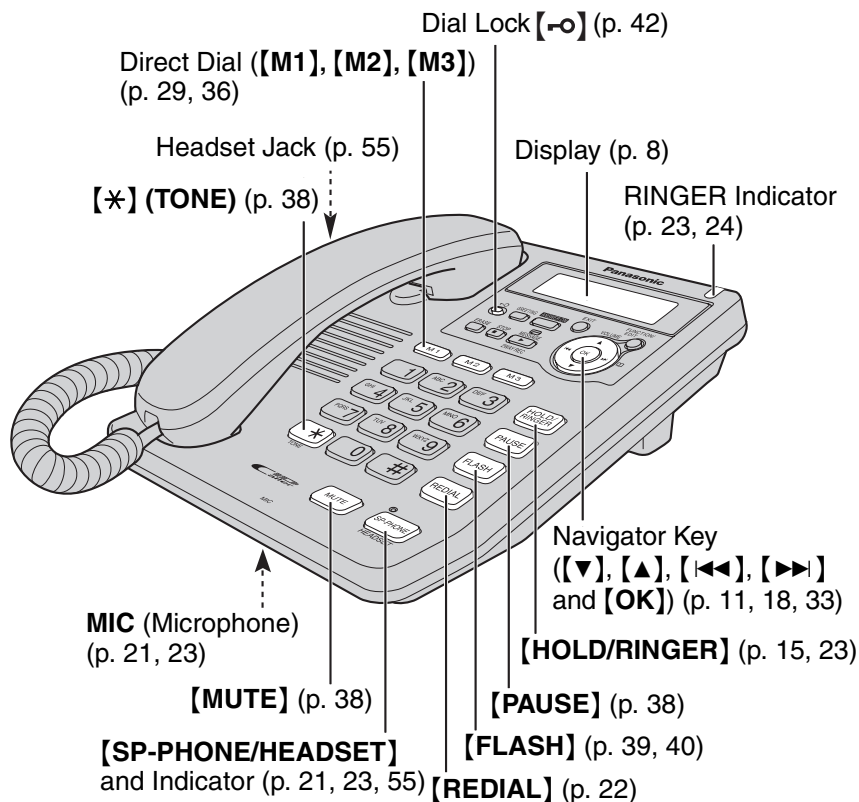
How to use the Navigator key and 【OK】 button
This key has five active areas that are indicated
by arrows and 【OK】.

- Pressing the 【▲】 and 【▼】 arrows allows you to enter
  the Caller List and scroll through the function menu, the
  Caller List and the Phonebook list.
- Pressing the 【I◄◄】 and 【►►I】 arrows allows you to:
  – enter the Phonebook list.
  – move the cursor when entering items.
  – to repeat and skip a message during playback.
- The 【OK】 button is used to select or confirm your menu
  choices.

Throughout these
Operating Instructions,
the navigator key is
indicated by the arrows
【▼】, 【▲】, 【I◄◄】, 【►►I】
and 【OK】.

【ANSWER ON】 (p. 44)

【GREETING】 (p. 16)

【ERASE】
(p. 17, 27, 30, 37, 47)

【EXIT】 (p. 11, 18, 25, 33)

【FUNCTION/EDIT】
(p. 11, 18, 27)

【MESSAGE/2WAY REC】
and Indicator (p. 45, 46)

【STOP】 (p. 17, 46)

Display

```
1234567890123456
ABCDEFGHIJKLMNOP
abcdefghijklmnop
⌐O ⌷⌸ ♫    ⊠ ⚠ ◖●    ⏲
```
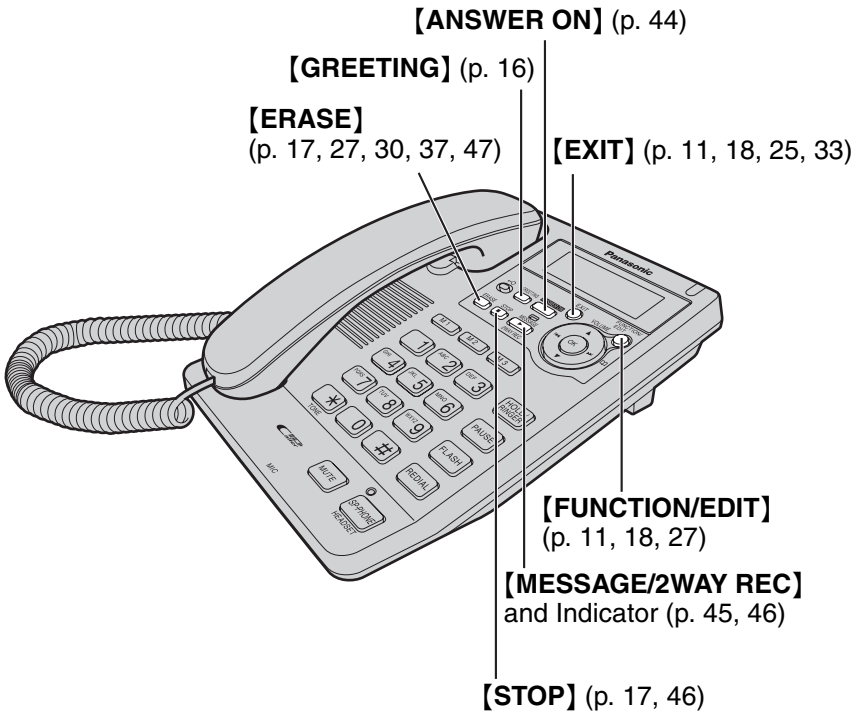
(This display shows all the possible configurations.)

```
12:34    31 DEC.
10 missed calls
   5 messages
```

When the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off, the display shows the current time and date, the number of new calls and the number of recorded messages.

```
0:00   31 DEC.
   0 message
         ⏲
```

If "⏲" flashes on the display, the clock needs adjustment (p. 12, 13).

```
12:34     15 DEC.
01-06-35
```

During a conversation, the display shows the length of the call (Example: 1 hour, 6 minutes and 35 seconds).

```
1114447777
11:50    24 NOV.
```

This is a display from the Caller List.
The display shows:
— the caller's number,
— the time and date of the call
  (Example: Nov. 24, 11:50 AM).

⌐O : The dial lock mode is set (p. 42).

⌷⌸ : The unit enters in the Phonebook (p. 31).

♫ : The unit plays music during the hold for a caller (p. 39).

⊠ : **[MUTE]** was pressed during a conversation (p. 38).

⚠ : The ringer is set to off (p. 15).

◖● : **[REDIAL]** was pressed while the handset is on the cradle and the SP-PHONE/HEADSET indicator is off (p. 22).

P : **[PAUSE]** was pressed while dialling or storing phone numbers.

F : **[FLASH]** was pressed while storing phone numbers.

Connecting the Handset/AC Adaptor/Telephone Line Cord

After line connection, lift the handset to check for a dial tone.

LINE

Handset

Handset Cord

To Power Outlet
(AC 220 V – 240 V, 50/60 Hz)

Telephone
Line Cord

AC Adaptor

To Single-Line
Telephone Jack

Hook

Fasten the AC adaptor cord to prevent it from being disconnected.
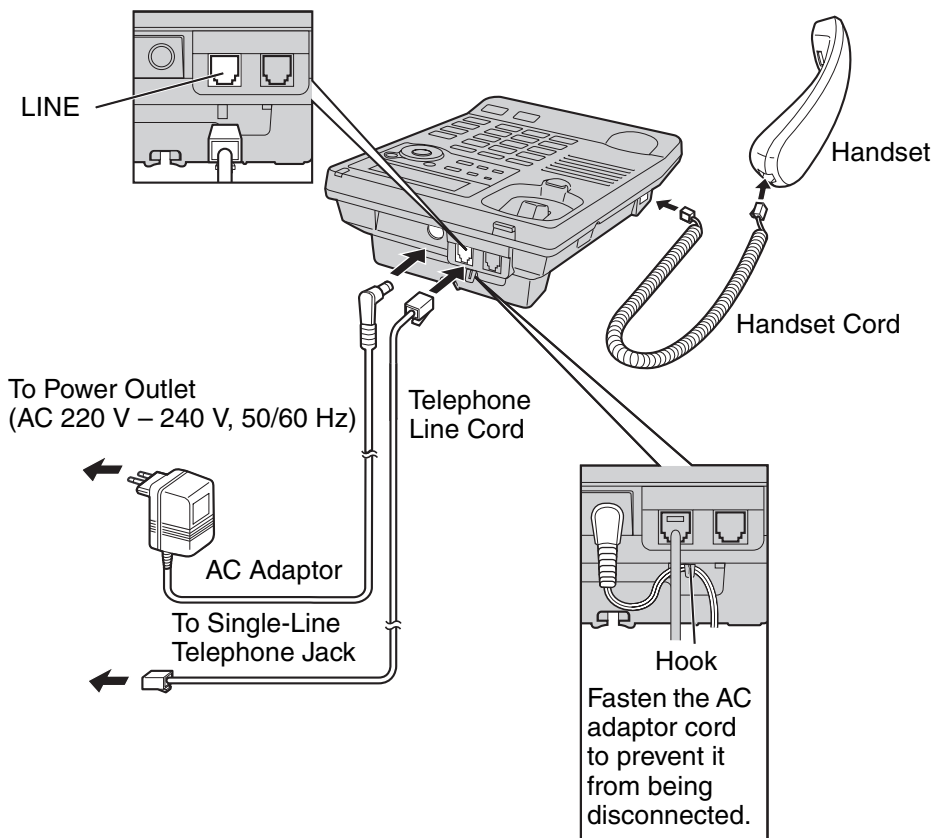
- Use only the included Panasonic AC adaptor PQLV207CE.
- Use only a Panasonic Handset for the KX-TS620FXW.
- The AC adaptor must remain connected at all times. (It is normal for the adaptor to feel warm during use.)
- If your unit is connected to a PBX which does not support Caller ID services, you cannot access those services.

If you subscribe to a DSL service:
• Please attach a noise filter (contact your DSL provider) to the telephone line between the unit and the telephone line jack in the event of the following:
   —— Noise is heard during conversations.
   —— Caller ID feature (p. 24) does not function properly.

Noise Filter
(For DSL Users)

Telephone
Line Cord

To Single-Line
Telephone Jack
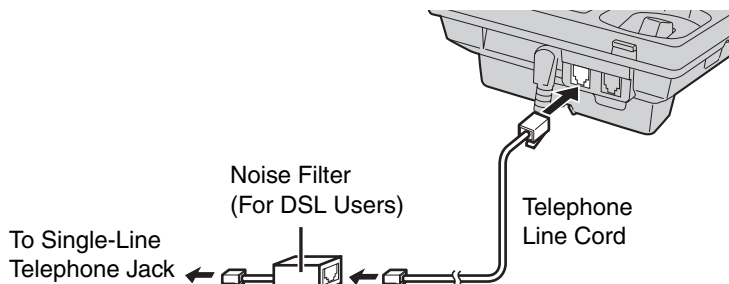
Connecting a Communication Device

If you connect a communication device (computer, modem, fax, etc.) to the telephone line, you can connect it through this unit using the DATA jack.

After connecting the handset, AC adaptor and telephone line cord (p. 9), connect the communication device telephone line cord to the DATA jack.

● Computer
● Modem
● Fax

DATA
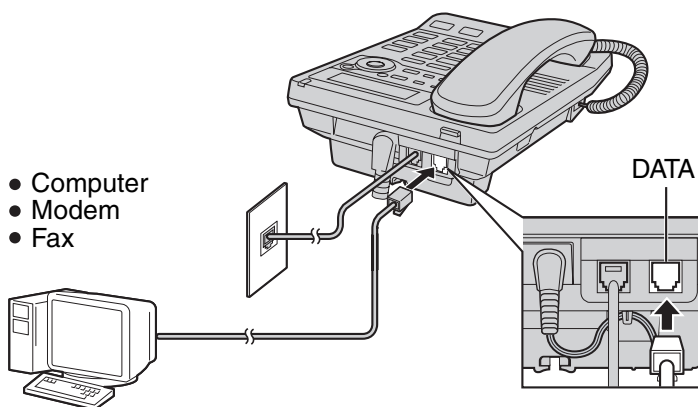
• Make sure the communication device is not in use before using this unit (making calls, storing phone numbers in memory etc.) or the communication device may not operate properly.

Programming Summary

You can program the following functions. The display shows the programming instructions. See the corresponding pages for function details.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

Press **[FUNCTION/EDIT]**.

<Function menu>*

Save phonebook ? **Save M1,M2,M3 ?**	To store names and phone numbers in memory (p. 31, 36).
Program ?	
TAD program ?....	To program answering system functions (p. 18).
Set clock ?......	To adjust the time and date (p. 12).
Change language?	To select the display language (p. 13).

Scroll to "**Program ?**" by pressing **[▼]** or **[▲]** and press **[OK]** (**Yes** key).

<Function menu>*

Change password?	To change the password for the dial lock and call restriction (p. 41).
Call restrict ?..	To set the call restriction feature (p. 43).
Set flash time ?	To select the flash time (p. 40).
Set dial mode ?..	To select the dialling mode (p. 14).
LCD contrast ?...	To select the LCD contrast (p. 14).
Set hold music ?	To set the music during hold (p. 39).
Time adjustment?	To set the auto time adjustment (p. 15).

During programming

* To select a desired function item, scroll through the items by pressing **[▼]** or **[▲]**. Then press **[OK]** to go to the next step.
• "**----------------**" indicates the end of the function menu.
• You can exit the programming mode any time by pressing **[EXIT]**.
• If you do not press any buttons for 60 seconds, the unit will exit the programming mode.

Time and Date

You can select AM/PM or 24-hour clock by programming.

Voice Time/Day Stamp:
During playback, a synthesized voice will announce the time and day that each message was recorded.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "**Set clock ?**" by pressing **[▼]** or **[▲]** and press **[OK]** (**Yes** key).

3 Press **[OK]** (**Next** key).
Enter the current year.
(Example: To set 2006, enter "06".)

• You can set the year 2000 to 2099.

```
Enter year
2006
▼▲        [OK]=Next
```

4 Press **[OK]** (**Next** key).

5 Enter the current time (hour and minute) using a 4-digit number.
(Example: To set 9:30, enter "0930".)

• For AM/PM setting: Enter numbers between 0100 and 1259.
• For 24-hour clock: Enter numbers between 0000 and 2359.

```
Enter time
09:30
▼▲        [OK]=Next
```

6 Press **[OK]** (**Next** key).

• If numbers between 0000 and 0059, or 1300 and 2359 are entered, the time will automatically be set using the 24-hour clock. Go to the step 9.

```
#=AM/PM/24H
24H
▼▲        [OK]=Next
```

7 Press **[#]** to select "AM", "PM" or 24-hour clock.

Display   Option

```
┌─→ AM  --------- AM
│     ↓
│    PM  --------- PM
│     ↓
│    24H --------- 24-hour clock
└──────┘
```
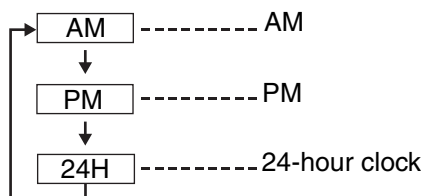
• Each time you press **[#]**, the selection will change on the display.

8 Press **[OK]** (**Next** key).

9 Enter the current day and month using a 4-digit number.
(Example: To set Dec. 27, enter "2712".)

```
Enter day.month
27.12
▲        [OK]=Save
```

10 Press **[OK]** (`Save` key).

- A long beep sounds.
- The clock starts working.
- The display will return to step 2. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

- You can go back to the previous screen by pressing **[▲]**, when setting the time and date (steps 3 through 9).
- If 3 beeps sound when entering the time and date, the time and date entered are not correct. Enter the correct time and date.

After recover from power failure, " ⏰ " will flash. Readjust the time and date.

For Caller ID service users (p. 24)
If a time display service is available with the Caller ID service:
The Caller ID information will re-set the clock after the ring if the adjusted time and/or date is incorrect and the Time Adjustment set to ON (p. 15). If the time/date has not previously been set, the Caller ID information will not adjust the clock.

Display Language

You can select "English", "Romanian", "Polish", "Czech" or "Hungarian" as the display language.
Your phone default setting is "English".

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`Change language?`" by pressing **[▼]** or **[▲]**.

3 Press **[OK]** (`Yes` key).

4 Select "`English`", "`Romana`", "`Polski`", "`Cestina`" or "`Magyar`" by pressing **[▼]** or **[▲]**.

```
Language
:English
▼▲      [OK]=Save
```

5 Press **[OK]** (`Save` key).

- A long beep sounds.
- The display will return to step 2. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

- You can exit the programming mode any time by pressing **[EXIT]**.

Dialling Mode

If you have touch tone service, set to Tone. If rotary or pulse service is used, set to Pulse. Your phone default setting is Tone.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`Program ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

3 Scroll to "`Set dial mode ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

4 Select "`Pulse`" or "`Tone`" by pressing **[▼]** or **[▲]**.
(Example: "`Tone`" is selected.)

```
Dial mode
:Tone
          [OK]=Save
```

5 Press **[OK]** (`Save` key).
• A long beep sounds.
• The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

• You can exit the programming mode any time by pressing **[EXIT]**.

LCD Contrast

You can select the LCD contrast level from 1 to 4 by programming. To make the display clearer, set to high level. Your phone default setting is 2.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`Program ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

3 Scroll to "`LCD contrast ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

• The current setting is displayed.

```
LCD contrast
 Low■■■■    High
▼▲       [OK]=Save
```

4 Select the desired contrast by pressing **[▼]** or **[▲]**, then press **[OK]** (`Save` key).

• A long beep sounds.
• The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

• You can exit the programming mode any time by pressing **[EXIT]**.

Ringer Volume

Make sure that the AC adaptor is connected and the unit is not being used.

To select HIGH (default), MIDDLE or LOW, press 【**HOLD/RINGER**】.
• Each time you press the button, the ringer volume will change and the selected volume will ring.

To turn the ringer OFF, press and hold 【**HOLD/RINGER**】 until 2 beeps sound.
• "☒" is displayed.

To turn the ringer ON, press 【**HOLD/RINGER**】.
• The ringer will sound at the HIGH level.

Time Adjustment (Caller ID subscribers only)

Using this feature, the unit's date and time setting will be automatically adjusted when caller information is received. You can set the auto time adjustment by programming. Your phone default setting is OFF.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press 【**FUNCTION/EDIT**】.

2 Scroll to "`Program ?`" by pressing 【▼】 or 【▲】 and press 【**OK**】 (`Yes` key).

3 Scroll to "`Time adjustment?`" by pressing 【▼】 or 【▲】 and press 【**OK**】 (`Yes` key).

4 Select "`On`" or "`Off`" by pressing 【▼】 or 【▲】.

5 Press 【**OK**】 (`Save` key).
   • A long beep sounds.
   • The display will return to step 3. To exit the programming mode, press 【**EXIT**】 or wait for 60 seconds.
   • To use this feature, set the date and time in advance (p. 12).

Greeting Message

You can record a personal greeting message of **up to 1 minute**. If a greeting message is not recorded, one of the two pre-recorded greetings will be played when a call is received (p. 17).

All messages (incoming, etc.) are stored in flash memory (p. 17). The **recording time is about 15 minutes.**
We recommend you record **a brief greeting message** (see sample on next page) in order to leave more time for recording new messages.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

【GREETING】
【STOP】
【ERASE】

MIC
【SP-PHONE/HEADSET】

To increase the volume, press **VOLUME 【▲】**.
To decrease, press **VOLUME 【▼】**.
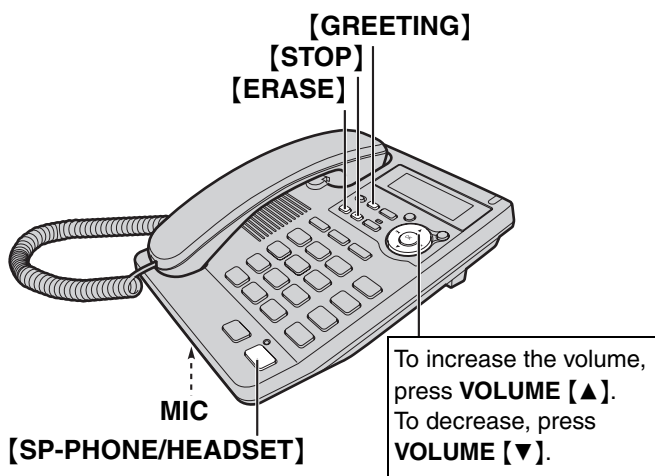
To record a greeting message

1 Press and hold 【GREETING】 until "Record greeting after the beep" is heard.
 • A long beep sounds.

2 After the long beep, talk clearly, about 20 cm away from the **MIC** (microphone).

 • The display will show the recording time.
 • If you record for over 1 minute, the unit will automatically stop recording.

```
Greeting record
            00-30
```

3 When finished, press **[GREETING]**.

- The unit will automatically play back the recorded greeting.
- You can also finish recording by pressing **[STOP]**.
- To change the message, start again from step 1.

```
Greeting check

         00-30
```

Greeting message sample
"Hello, this is (your name and/or number). Sorry I cannot take your call. Please leave a message after the beep. Thank you."

- If the unit starts to ring while recording a greeting message, press **[SP-PHONE/ HEADSET]** or lift the handset off the unit to answer the call. The recording will stop. Start again from the beginning after hanging up.

To check the recorded greeting message

Press **[GREETING]**.

- The greeting message will be played.

To erase the recorded greeting message

Press **[GREETING]**, and then press **[ERASE]** while the message is being played.

- The unit will answer a call with a pre-recorded greeting.

Pre-recorded greeting message

If you do not record a greeting message (p. 16), one of two messages will be played when a call is received, depending on the caller's recording time (p. 20).

To check the pre-recorded greeting, press **[GREETING]**.
A pre-recorded greeting will be played as follows:

■ When the recording time is set to "1 minute", "2 minutes" or "3 minutes":

"Hello, we are not available now. Please leave your name and phone number after the beep. We will return your call."

■ When the recording time is set to "Greeting only":

"Hello, we are not available now. Please call again. Thank you for your call."

Flash Memory Message Backup
Messages are stored indefinitely on a "flash memory" IC chip and will not be affected by power failures. All messages are saved until you erase them.

Programming Summary for the Answering System

You can program the following functions. The display shows the programming instructions. See the corresponding pages for function details.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

Press **[FUNCTION/EDIT]**.

↓

Scroll to "**TAD program ?**" by pressing **[▼]** or **[▲]** and press **[OK]** (**Yes** key).

↓

<Function menu>*

Remote code ? . . . . To set the remote code (p. 49).

Number of rings? . . . . To select the number of rings (p. 19).

Recording time ? . . . . To select the caller's recording time (p. 20).

Call screening ? . . . . To set the call screening feature (p. 20).

_____

During programming
* To select a desired function item, scroll through the items by pressing **[▼]** or **[▲]**. Then press **[OK]** (**Yes** key) to go to the next step.
• "**_____**" indicates the end of the function menu.
• You can exit the programming mode any time by pressing **[EXIT]**.
• If you do not press any buttons for 60 seconds, the unit will exit the programming mode.

Number of Rings

You can select the number of times the unit rings before the answering system answers a call, from "2" to "7" or "Toll saver*". Your phone default setting is "4".

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`TAD program ?`" by pressing **[▼]** or **[▲]**, then press **[OK]** (`Yes` key).

3 Scroll to "`Number of rings?`" by pressing **[▼]** or **[▲]**.

4 Press **[OK]** (`Yes` key).
   • The current setting is displayed.

```
Number of rings
:4
▼▲      [OK]=Save
```

5 Select the number of rings by pressing **[▼]** or **[▲]**.
   • You can also select the number of rings by pressing dialling buttons **[2]** to **[7]** or **[0]** (Toll saver*).

6 Press **[OK]** (`Save` key).
   • A long beep sounds.
   • The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

• You can exit the programming mode any time by pressing **[EXIT]**.

---

* Toll Saver
When you call the unit from a touch tone telephone:
If the unit answers on the 2nd ring, there is at least one new message.
If the unit answers on the 5th ring, there are no new messages.
Hang up when you hear the 4th ring. This will save you the toll charge for the call.

Caller's Recording Time

You can select "1 minute", "2 minutes", "3 minutes" or "Greeting only" for the caller's recording time. Your phone default setting is "3 minutes".

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "**TAD program ?**" by pressing **[▼]** or **[▲]** and press **[OK]** (**Yes** key).

3 Press **[▼]** or **[▲]** to select "**Recording time ?**" and press **[OK]** (**Yes** key).
   • The current setting is displayed.

```
Recording time
:3min.
▼▲        [OK]=Save
```

4 Select the recording time by pressing **[▼]** or **[▲]**.
   • You can also select the recording time by pressing dialling buttons **[1]** (1 minute), **[2]** (2 minutes), **[3]** (3 minutes) or **[0]** (Greeting only).

5 Press **[OK]** (**Save** key).
   • A long beep sounds.
   • The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

• You can exit the programming mode any time by pressing **[EXIT]**.

If you select "Greeting only", the unit will answer a call with the greeting message, and then hang up. The unit will not record any incoming messages.

Screening Calls

While a caller is leaving a message, you can listen to the call through the unit's speaker. Your phone default setting is ON.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "**TAD program ?**" by pressing **[▼]** or **[▲]** and press **[OK]** (**Yes** key).

3 Press **[▼]** or **[▲]** to select "**Call screening ?**" and press **[OK]** (**Yes** key).

4 Select "**On**" or "**Off**" by pressing **[▼]** or **[▲]** and press **[OK]** (**Save** key).
   • A long beep sounds.
   • The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

Making Calls

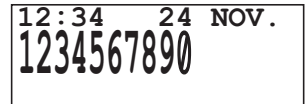You can make a call by simply lifting the handset. To hang up, place the handset on the cradle.

Using the speakerphone

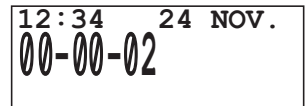*1* Press **[SP-PHONE/HEADSET]**, then dial a phone number.

OR

Dial a phone number, then press **[SP-PHONE/HEADSET]**.

```
12:34    24 NOV.
1234567890
```

- The indicator lights.
- The dialled number is displayed.
- After a few seconds, the display will show the length of the call.
- If you have misdialled, hang up and start again from step 1.

```
12:34    24 NOV.
00-00-02
```

2 When the other party answers, talk into the **MIC** (microphone).

3 To hang up, press **[SP-PHONE/HEADSET]**.

- The indicator light goes out.
- After a few seconds, the display will change.

During speakerphone operation

For best performance, please note the following:

- Talk alternately with the other party in a quiet room.
- If the other party has difficulty hearing you, press **VOLUME [▼]** to decrease the speaker volume.
- You can switch to the handset by lifting it up. To switch back to the speakerphone, press **[SP-PHONE/HEADSET]**.

To redial the last number dialled

Using the handset:	Lift the handset ➔ press **[REDIAL]**. **OR** Press **[REDIAL]** ➔ Lift the handset.
Using the speakerphone:	Press **[SP-PHONE/HEADSET]** ➔ press **[REDIAL]**. **OR** Press **[REDIAL]** ➔ press **[SP-PHONE/HEADSET]**.

Automatic Redial:
If you use the speakerphone or the headset when redial and the other party's line is engaged, the unit will automatically redial the number up to 15 times. While the unit is waiting to redial, "`Waiting redial`" will be displayed and SP-PHONE/HEADSET indicator light flashes. While the unit is redialling, mute is automatically turn on.
  • Automatic redial is cancelled when **[FLASH]** is pressed.
  • If mute does not turn off after the line is connected, press **[MUTE]**.

To redial using the redial list (Memory Redial)

The last 20 phone numbers dialled are stored in the redial list.

1 Press **[REDIAL]**.
  • The last dialled number and "◖●◗" are displayed.
  • When the number dialled has been stored in the Phonebook or Direct Dial memory, the name is also displayed.

2 Scroll to the desired number by pressing **[▼]** or **[▲]**.
  • You can also scroll through the list by pressing **[REDIAL]**.
  • To exit the list, press **[EXIT]**.

3 Lift the handset or press **[SP-PHONE/HEADSET]**.
  • To erase an item, repeat steps 1 and 2, and press **[ERASE]**.
  • If "`No items stored`" is displayed, the list is empty.

To adjust the handset volume (4 levels) or the speaker volume (8 levels) while talking

To increase, press **VOLUME [▲]**. To decrease, press **VOLUME [▼]**.

Example: Handset volume level: 2

```
Volume
 Low■■■■    High
```

"■■" shows one level.

Example: Speaker volume level: 3

```
Volume
 Low■■■      High
```

"■" shows one level.

• The display shows the volume level for a few seconds.

22

To put a call on hold

Press 【HOLD/RINGER】 during a conversation.
• The SP-PHONE/HEADSET indicator flashes.
• If using the handset, you can place it on the cradle.
• During the hold, the caller will hear music. For cancelling music, see page 39.

To release the hold

If the handset is on the cradle, lift the handset.
If the handset is off the cradle, press 【HOLD/RINGER】.
If using the speakerphone, press 【SP-PHONE/HEADSET】.

• If another phone is connected on the same line, you can also release the hold by lifting its handset.

Answering Calls

When a call is received, the unit rings, the RINGER indicator flashes quickly and "`Incoming call`" is displayed. You can answer a call by simply lifting the handset. If you subscribe to a Caller ID service, the calling party's information will be displayed when the unit is ringing (p. 24).

Using the speakerphone

1 Press 【SP-PHONE/HEADSET】.
  • The indicator lights.

2 Talk into the **MIC** (microphone).

3 To hang up, press 【SP-PHONE/HEADSET】.
  • The indicator light goes out.

• When the ringer volume is set to OFF (p. 15), the unit will not ring.
• The RINGER indicator will flash when
  — a telephone number is dialled in PULSE mode, or
  — someone picks up or hangs up another phone connected to the same phone line.
  This is normal.

This unit is compatible with a Caller ID service offered by your telephone company. If you subscribe to a Caller ID service, the calling party's information will be displayed when the unit is ringing.

The unit can record information of up to 50 incoming calls, including the time and date received in the Caller List. The Caller List information is sorted from the most recent to the oldest call. When the 51st call is received, the oldest call is deleted.

Using the list, you can automatically call back a caller. You can store the callers' numbers from the Caller List into the Phonebook or the Direct Dial memory.

When a second call is received while talking, the new caller's phone number will be displayed (p. 39).

How caller information is displayed when a call is received

The display shows the caller's phone number when the unit is ringing.*

• After you answer the call, the display will show the length of the call.

1114447777

The RINGER indicator will flash quickly when a call is being received.

*Private name display
If you receive a call from one of the same phone numbers stored in the Phonebook or Direct Dial memory, the caller's name will be displayed.

TINA ROBINSON
1114447777

• To use this function, names and phone numbers must be stored in the Phonebook or Direct Dial memory (p. 31, 36).

• Caller information will not be displayed in the following cases:
  — If the caller dialled from an area which does not provide a Caller ID service, the display will show "`Out of area`".
  — If the caller has requested not to display his/her information, the display will show "`Private caller`".
  — If a long distance call is identified and the caller's name and/or number cannot be received, the display will show "`Long distance`".
• If your unit is connected to a PBX which does not support Caller ID services, you cannot access those services.
• If you receive a call with the Caller ID information while viewing the Caller List, the redial list, the Phonebook list or the Direct Dial memory, while programming or while playing back the message, the caller's information may not be displayed.

• If the name and the time/date display service is available in your area, the display will show caller's names and the time/date the calls were received. For further information, please contact your telephone company.

Viewing the Caller List

If you have received 10 missed calls, the number of missed calls will be displayed as shown, while the unit is not in use.

```
12:34    21 MAY
10 missed calls
   0 message
```

To check who has called, follow the steps below.

1 Press **[▼]** or **[▲]** to enter the Caller List.

2 To search from the most recent call, press **[▼]**.
• To search from the oldest call, press **[▲]**.
• To scroll between callers, press **[▼]** or **[▲]**.

3 To exit the Caller List, press **[EXIT]**.

• If "**No items stored**" is displayed in step 1, the Caller List is empty.

Example: When you search from the most recent call:

Press **[▼]** or **[▲]** to enter the list.

```
     Caller list
    2 missed calls
  ▼▲
```

Press **[▼]**.

```
  1114447777
  11:50    24 NOV.
```

Press **[▼]**.

```
* JACK SMITH
  1234567890
  10:50    23 NOV.
```

Press **[▼]**.

```
** 456789012345678▶
   10:00    22 NOV.✓
```

Press **[◄◄]** or **[▶▶]**.

```
◀90123
10:00      22 NOV.✓
```

Press **[▼]**.

```
     Caller list
    0 missed call
  ▼▲
```
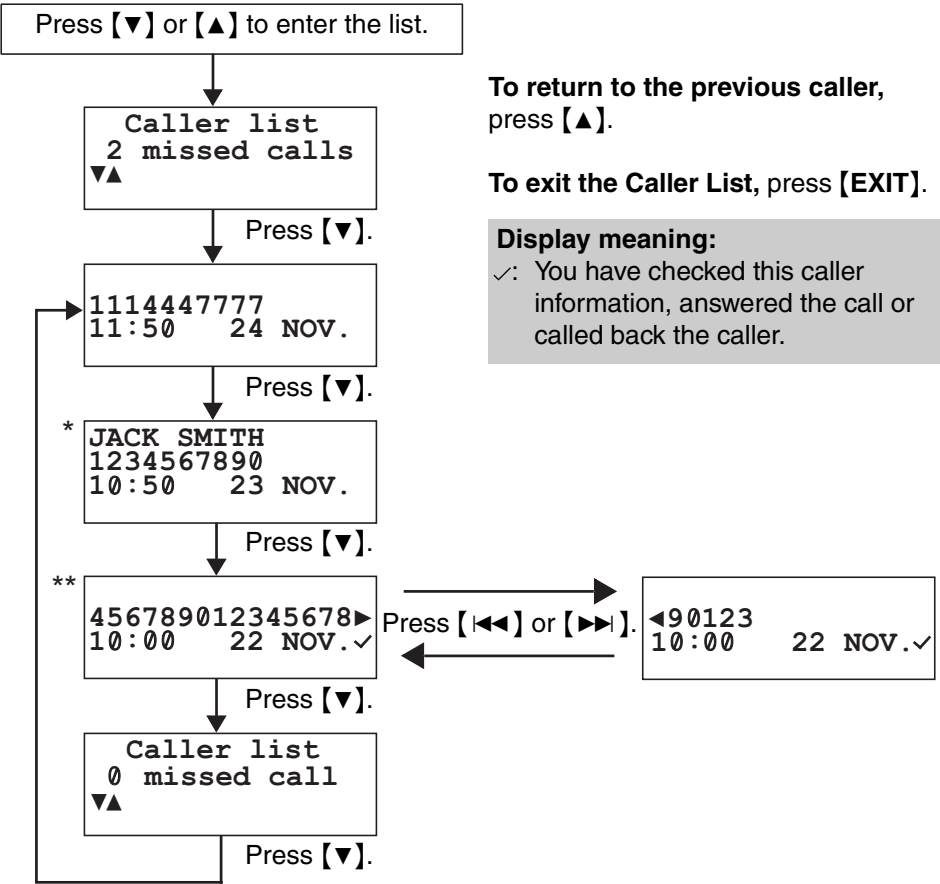
Press **[▼]**.

To return to the previous caller, press **[▲]**.

To exit the Caller List, press **[EXIT]**.

Display meaning:
✓: You have checked this caller information, answered the call or called back the caller.

* If you receive a call from one of the same phone numbers stored in the Phonebook or Direct Dial memory, the caller's name will be displayed **(Private name display)**.
** If an arrow (▶) or (◀) is displayed after the number, the whole phone number has not been shown. Press **[◄◄]** or **[▶▶]** to see the remaining numbers or to return to the previous display. Each time you press **[◄◄]** or **[▶▶]**, the display will change alternately.

Calling Back from the Caller List

1 Press 【▼】 or 【▲】 to enter the Caller List.

2 Scroll to the desired caller by pressing 【▼】 or 【▲】.
• To exit the Caller List, press 【EXIT】 or wait for 60 seconds.

3 Lift the handset or press 【SP-PHONE/HEADSET】.

> 12:34   25 NOV.
> 1234567890

• The displayed phone number is dialled automatically.
• After a few seconds, the display will show the length of the call.

• In some cases, you may have to edit the number before dialling (see below).
• If a phone number is not displayed in the caller information, you cannot call back that caller.

Editing a Caller List Information

You can edit a phone number recorded in the Caller List.

1 Press 【▼】 or 【▲】 to enter the Caller List.

2 Scroll to the desired caller by pressing 【▼】 or 【▲】.

3 Press 【FUNCTION/EDIT】.

To add a number
Add a number to the current number.

To erase the number
Press 【ERASE】 to erase the number.
• To move the cursor, press 【I◄◄】 or 【►►I】.
• You may also delete a number by pressing 【#】.

> 01234567890
>
> ▼▲   [OK]=Next

4 After editing, you can continue with calling back or storing procedures.
To call back, lift the handset or press 【SP-PHONE/HEADSET】.
To store the number in the Phonebook memory, follow steps 4 to 5 on page 28 to complete the operation.

To store the number in the Direct Dial memory, follow steps 4 to 6 on page 29 to complete the operation.

• To exit the Caller List during editing, press 【EXIT】 or wait for 60 seconds.
• The number edited in step 3 will not be maintained in the Caller List.

Storing Caller List Information in the Phonebook

You can store numbers that are in the Caller List in the Phonebook.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[▼]** or **[▲]** to enter the Caller List.

2 Scroll to the caller you want to store in the Phonebook by pressing **[▼]** or **[▲]**.

3 Press **[FUNCTION/EDIT]**.
 • If the number requires editing, see page 27.

```
1234567890

▼▲        [OK]=Next
```

4 Press **[OK]** (`Next` key).
 a) If a name is not required, press **[OK]** (`Next` key).

```
Enter name

▲         [OK]=Next
```

 b) If a name is required, enter the name (p. 32). When finished, press **[OK]** (`Next` key).

```
Enter name
JACK SMITH
▲         [OK]=Next
```

```
>Save phonebook
 Save M1,M2,M3
▼         [OK]=Save
```

5 Press **[OK]** (`Save` key).

```
JACK SMITH
1234567890
```

 • A long beep sounds.
 • The display will return to Caller List. You can continue storing other items. To exit the Caller List, press **[EXIT]** or wait for 60 seconds.

• If the display shows "`Phonebook full`" in step 5, press **[EXIT]** to exit the list. To erase other stored items from the Phonebook, see page 35.
• To cancel during programming, press **[EXIT]**. Start again from step 1.
• You cannot store caller information in the Phonebook if a phone number is not displayed.

To store an emergency number (#):
Emergency numbers are numbers stored in the Phonebook that can be dialled even when the Dial Lock (p. 42) or Call Restriction (p. 43) is set to ON.
To store a number as an emergency number, add # at the beginning of the name in step 4.

Storing Caller List Information in the Direct Dial Memory

You can store numbers in the Caller List to the Direct Dial memory (**【M1】**, **【M2】** and **【M3】**).

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **【▼】** or **【▲】** to enter the Caller List.

2 Scroll to the caller you want to store in the Direct Dial memory by pressing **【▼】** or **【▲】**.

3 Press **【FUNCTION/EDIT】**.
   • If the number requires editing, see page 27.

```
1234567890

▼▲      [OK]=Next
```

4 Press **【OK】** (**Next** key).
   a) If a name is not required, press **【OK】** (**Next** key).
   b) If a name is required, enter the name (p. 32). When finished, press **【OK】** (**Next** key).

```
Enter name
JACK SMITH
▲          [OK]=Next
```

```
>Save phonebook
 Save M1,M2,M3
▼          [OK]=Save
```

5 Press **【▼】**.

```
 Save phonebook
>Save M1,M2,M3
▲   M1,M2,M3=Save
```

6 Press one of the Direct Dial button (**【M1】**, **【M2】** or **【M3】**) (**Save** key).
(Example: **【M1】** is pressed.)

If the Direct Dial button selected is occupied, the display will be shown as below.

```
M1 is occupied
Overwrite ?
[▲]=No   [OK]=Yes
```

To overwrite, press **【OK】** (**Yes** key).
To select the other empty Direct Dial memory, press **【▲】** (**No** key) and press an empty Direct Dial button (**【M1】**, **【M2】** or **【M3】**).

   • A long beep sounds.
   • The display will return to Caller List. You can continue storing other items. To exit the programming mode, press **【EXIT】** or wait for 60 seconds.

• To erase other stored items from the Direct Dial memory see page 37.
• To cancel during programming, press **【EXIT】**. Start again from step 1.
• You cannot store caller information in the Direct Dial memory if a phone number is not displayed.

Erasing Caller List Information

After checking the Caller List, you can erase some or all of the entries.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

To erase a specific caller from the Caller List

1 Press **[▼]** or **[▲]** to enter the Caller List.

2 Scroll to the caller you want to erase from the Caller List by pressing **[▼]** or **[▲]**.

> ```
> 1234567890
> 10:50    23 NOV.✓
> ```

3 Press **[ERASE]**.

> ```
>         Erased
> ```

- A long beep sounds and the information is erased.
- After a few seconds, the display will show the previous caller information.
- To exit the Caller List, press **[EXIT]** or wait for 60 seconds.

To erase all entries in the Caller List

Before erasing all entries, make sure that "`0 missed call`" is displayed at step 1.

1 Press **[▼]** or **[▲]** to enter the Caller List.

2 Press **[ERASE]**.

3 Press **[OK]** (`Yes` key).

> ```
>       All erased
> ```

- A long beep sounds and all entries are erased.
- The unit will exit the Caller List.

Storing Names and Numbers in the Phonebook

You can store up to 50 names and phone numbers in the memory.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Press **[OK]** (`Yes` key) at "`Save phonebook ?`".
   • The number of stored items is also displayed.

3 Enter a name, up to 15 characters using the dialling buttons (p. 32).
   • To move the cursor, press **[I◄◄]** or **[►►I]**.
   • If a name is not required, go to step 4.

4 Press **[OK]** (`Next` key).

5 Enter a phone number up to 32 digits.
   • If you entered a wrong number, press **[ERASE]** and enter the correct number.
   • To erase all of the digits, press and hold **[ERASE]**.
   • If you want to change the storing name, press **[▲]** to reach the desired display.

```
0987654321▮

▲           [OK]=Save
📖
```

6 Press **[OK]** (`Save` key).
   • A long beep sounds.
   • To continue storing other items, repeat from step 2.

```
Tom Jones
0987654321
📖
```

• If the display shows "`Phonebook full`" in step 2, press **[EXIT]** to exit the list. To erase other stored items from the Phonebook, see page 35.
• You can exit the programming mode any time by pressing **[EXIT]**.
• If a pause is required for dialling, press **[PAUSE]** where needed. If required, you can also store **[FLASH]** in a phone number. Pressing **[PAUSE]** or **[FLASH]** counts as one digit (p. 38, 40).

To store an emergency number (#):
Emergency numbers are numbers stored in the Phonebook that can be dialled even when the Dial Lock (p. 42) or Call Restriction (p. 43) is set to ON.
To store a number as an emergency number, add # at the beginning of the name in step 3.

Selecting characters to enter names

The dialling buttons (**[0]** to **[9]**, **[*]** and **[#]**) can be used to enter letters and symbols. Pressing each button selects a character as shown below.

Key	Number of times key is pressed								
Key	**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]	0	Space							
[#]	#								
[|◄◄]	To move the cursor to the left								
[►►|]	To move the cursor to the right								

If you make a mistake while entering a name

Use **[|◄◄]** or **[►►|]** to move the cursor to the incorrect character, press **[ERASE]** to delete and enter the correct character. Each time you press **[ERASE]**, a character is erased.

For example, to enter "Tom Jones":

1 Press **[8]** four times.

`T`

2 Press **[6]** three times, then press **[►►|]**.

`To`

3 Press **[6]** once, then press **[►►|]** twice.

`Tom `

4 Press **[5]** four times, press **[6]** three times, then press **[►►|]**.

`Tom Jo`

5 Press **[6]** twice, press **[3]** twice, then press **[7]** four times.

`Tom Jones`

Dialling from the Phonebook

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.
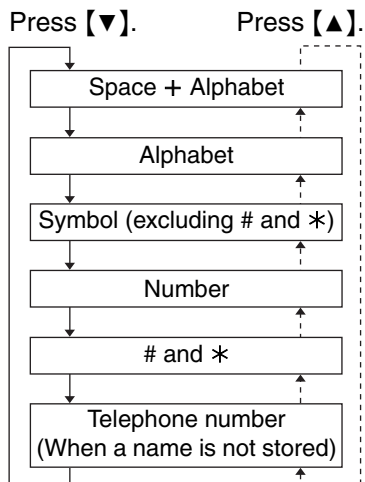
1 Press 【◄◄】 or 【►►】 to enter the Phonebook.

2 Scroll to the desired item by pressing 【▼】 or 【▲】.

- All Phonebook items are stored in the order shown on the right figure.
- Item with # at the beginning will be displayed with first priority if Dial Lock or Call Restriction is set to ON (p. 42, 43).

To search for a name by initial:

1. Press the dialling button for the first letter of the desired name until any name with the same initial is displayed (see the Index table on page 34).
   Example: To find "Frank", press 【3】 repeatedly until the first item under "F" is displayed.
2. Press 【▼】 repeatedly until the name is displayed.

Press 【▼】.   Press 【▲】.

Space + Alphabet

Alphabet

Symbol (excluding # and ✱)

Number

and ✱

Telephone number
(When a name is not stored)

3 Lift the handset or press 【**SP-PHONE/HEADSET**】.

4 To hang up, place the handset on the cradle or press 【**SP-PHONE/HEADSET**】.

- If "`No items stored`" is displayed in step 1, the Phonebook is empty.
- You can exit the Phonebook list any time by pressing 【EXIT】.
- You can also dial the stored number as follows:
  1. Lift the handset or press 【**SP-PHONE/HEADSET**】.
  2. Find the desired item (above steps 1 and 2).
  3. Press 【**OK**】 (`Send` key).

Index table

Keys	Index	Keys	Index
【1】	Symbols, 1	【7】	P, Q, R, S, 7
【2】	A, B, C, 2	【8】	T, U, V, 8
【3】	D, E, F, 3	【9】	W, X, Y, Z, 9
【4】	G, H, I, 4	【∗】	∗
【5】	J, K, L, 5	【0】	0, Space
【6】	M, N, O, 6	【#】	#

Chain Dial

You can dial a combination of Phonebook or manual key pad entries while making a call. This feature can be used, for example, to first automatically dial a calling card access number that you have stored in the Phonebook, then manually or automatically dial your PIN and then automatically dial the destination number from the Phonebook.

Example: Using a long distance calling card.

- To prevent misdialling, we recommend you add pauses where needed when storing numbers. For example, add pauses after a calling card access number and your PIN when storing in the Phonebook (p. 38).

1. Search and dial from Phonebook: 1800123456 (Calling card access number)
   - The Voice guidance may be announced.
2. Search and dial from Phonebook: 1234 (Calling card PIN)
3. Search and dial from Phonebook: 15550123456 (Destination number)

1 **While you are on a call;**
Press 【◄◄】 or 【►►】.

2 Search for the desired item by pressing 【▼】 or 【▲】.
- To search for an item by initial, see page 33.

3 Press 【OK】 (**Send** key).
- The phone number is dialled.
- If required, repeat steps 1 to 3 for any remaining number.
- When storing a calling card access number and your PIN in the Phonebook as one item, press 【PAUSE】 to add pauses after the number and PIN as necessary (p. 38).
- If you have rotary or pulse service, you need to press 【∗】 **(TONE)** before pressing 【◄◄】 or 【►►】 in step 1 to change the dialling mode temporarily to tone.

Editing

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press 【◄◄】 or 【►►】 to enter the Phonebook.

2 Scroll to the Phonebook item you want to change by pressing 【▼】 or 【▲】.
   • To search for the item by initial, see page 33.

3 Press 【**FUNCTION/EDIT**】.
   • If you do not need to change the name, go to step 5.

4 Edit the name using the dialling buttons 【**0**】 to 【**9**】, 【✳】 and 【**#**】 (p. 32).
   • To clear an incorrect character, move the cursor to the character by using 【◄◄】 or 【►►】, then press 【**ERASE**】.

5 Press 【**OK**】 (**Next** key).

6 Insert the required numbers.
   • If you entered a wrong number, press 【**ERASE**】 and enter the correct number.

7 Press 【**OK**】 (**Save** key).
   • A long beep sounds.
   • To exit the Phonebook, press 【**EXIT**】 or wait for 60 seconds.

Erasing

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press 【◄◄】 or 【►►】 to enter the Phonebook.

2 Scroll to the Phonebook item that you want to erase by pressing 【▼】 or 【▲】.
   • To search for the item by initial, see page 33.

3 Press 【**ERASE**】.
   • To stop erasing, press 【▲】 (**No** key).

4 Press 【**OK**】 (**Yes** key).
   • A long beep sounds and the item is erased.
   • To erase other items, repeat from step 2.
   • To exit the Phonebook list, press 【**EXIT**】.

• Item with # at beginning cannot be deleted when the Dial Lock (p. 42) or Call Restriction (p. 43) is set to ON.
• You can exit the programming mode any time by pressing 【**EXIT**】.

Storing Names and Numbers in the Direct Dial Memory

You can store up to 3 names and phone numbers in the memory.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **【FUNCTION/EDIT】**.

2 Scroll to "`Save M1,M2,M3 ?`" by pressing **【▼】** or **【▲】** and press **【OK】** (`Yes` key).

3 Enter a name, up to 15 characters with the dialling buttons **【0】** to **【9】**, **【✳】** and **【#】** (p. 32).
   • To move the cursor, press **【I◄◄】** or **【►►I】**.
   • If a name is not required, go to step 4.

4 Press **【OK】** (`Next` key).

5 Enter a phone number up to 32 digits.
   • If you enter a wrong number, press **【ERASE】** and enter the correct number.
   • To erase all of the digits, press and hold **【ERASE】**.
   • If you want to change the storing name, press **【▲】** to reach the desired display.

```
1234567890▉

▲   M1,M2,M3=Save
```

6 Press one of the Direct Dial button (**【M1】**, **【M2】** or **【M3】**) (`Save` key). (Example: **【M1】** is pressed.)
   • A long beep sounds.
   • The entered name and phone number are displayed.
   • After a few seconds, the display will return to step 2. To exit the programming mode, press **【EXIT】** or wait for 60 seconds.
   • When using the Dial Lock (p. 42) or Call Restriction feature (p. 43), you cannot store a phone number in the Direct Dial memory (**【M1】**, **【M2】** or **【M3】**).

If the Direct Dial button selected manually is occupied, the display will be shown as below.
To overwrite, press **【OK】** (`Yes` key).

```
M1 is occupied
Overwrite ?
[▲]=No   [OK]=Yes
```

To select the other empty Direct Dial memory, press **【▲】** (`No` key) and press an empty Direct Dial button (**【M1】**, **【M2】** or **【M3】**).
   • A long beep sounds.
   • The display will return to step 2. To exit the programming mode, press **【EXIT】** or wait for 60 seconds.
   • To continue storing other items, repeat from step 2.

To erase a stored number

1 Press the required Direct Dial button (**【M1】**, **【M2】** or **【M3】**).

2 Press **【ERASE】**.

• To stop erasing, press **【▲】** (**No** key).

3 Press **【OK】** (**Yes** key).

• A long beep sounds, the information is erased, then "**Memory Empty**" is displayed.

• To exit the programming mode, press **【EXIT】** or wait for 60 seconds.

• When using the Dial Lock (p. 42) or Call Restriction feature (p. 43), you cannot erase a phone number in the Direct Dial memory (**【M1】**, **【M2】** or **【M3】**).

• If a pause is required for dialling, press **【PAUSE】** where needed. If required, you can also store **【FLASH】** in a phone number. Pressing **【PAUSE】** or **【FLASH】** counts as one digit (p. 38, 40).

Dialling a Stored Number from the Direct Dial Memory

1 Lift the handset or press **【SP-PHONE/HEADSET】**.

2 Press the required Direct Dial button (**【M1】**, **【M2】** or **【M3】**).

• The stored number is displayed and dialled.

OR

1 Press the required Direct Dial button (**【M1】**, **【M2】** or **【M3】**).

• The stored number is displayed.

2 Lift the handset or press **【SP-PHONE/HEADSET】**.

• When you press the Direct Dial buttons continuously, confirm that the first dialling out have complete, then press the next button.

• You can dial numbers stored in the Direct Dial memory (**【M1】**, **【M2】** or **【M3】**) even if the Dial Lock (p. 42) or Call Restriction feature (p. 43) is set.

【⌐o】

【ERASE】 【EXIT】

【✳】(TONE) 【FUNCTION/EDIT】

【▼】, 【▲】, 【OK】

【PAUSE】

【FLASH】

【MUTE】
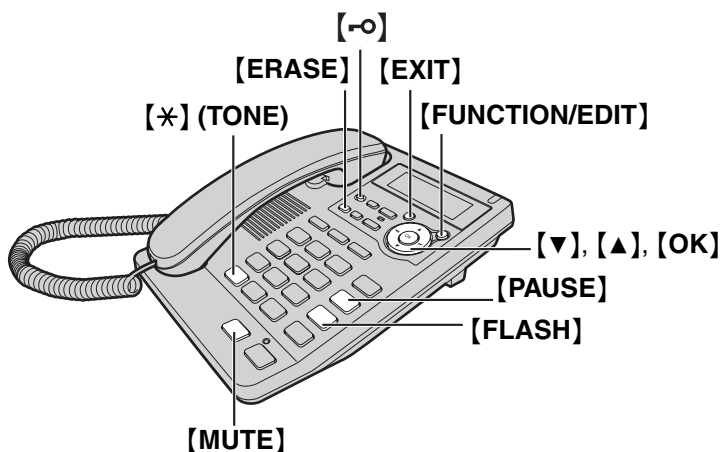
Temporary Tone Dialling
(For Rotary or Pulse Service Users)

Press 【✳】 **(TONE)** before entering access numbers which require tone dialling.
• The dialling mode changes to tone. You can enter numbers to access an answering service, electronic banking service, etc. When you hang up, the mode will return to pulse.

How to Use the PAUSE Button
(For PBX Line/Long Distance Calls)

We recommend you press 【PAUSE】 if a pause is required for dialling with a PBX or to make a long distance call.

Example: Line access number 【9】 (PBX)

【9】 ➜ 【PAUSE】 ➜ Phone number

• Pressing 【PAUSE】 once creates a 3.5 second pause.
  This prevents misdialling when you redial or dial a stored number.
• Pressing 【PAUSE】 more than once increases the length of the pause between numbers.

Muting Your Conversation

Press 【MUTE】 while talking. " ⊠ " is displayed.
• The other party cannot hear you but you can hear them.
• To resume the conversation, press 【MUTE】 again.

For Call Waiting Service Users

Press **[FLASH]** if you hear a call-waiting tone while talking.

- The first call is put on hold and you can answer the second call.
- To return to the first caller, press **[FLASH]** again.
- The call waiting service cannot be used when a parallel connected telephone is in use.
- If this function does not operate properly, consult your telephone company for details.

Setting Hold Music to ON/OFF

You can set music play during the hold as follows. Your phone default setting is ON.

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`Program ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

3 Scroll to "`Set hold music ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

- " ♫ " is displayed.

```
Hold music
:On
▼▲      [OK]=Save
    ♫
```

4 Select "`On`" or "`Off`" by pressing **[▼]** or **[▲]**.

5 Press **[OK]** (`Save` key).

- A long beep sounds.
- The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

FLASH Button

Pressing **[FLASH]** allows you to use special features of your host PBX such as transferring an extension call or accessing special telephone services (optional) such as call waiting.

Selecting the flash time

The flash time depends on your telephone exchange or host PBX. You can select the following flash times: "80, 90, 100, 110, 160, 200, 250, 300, 400, 600, 700, 900 ms (milliseconds)". Your phone default setting is "100 ms".

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`Program ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

3 Scroll to "`Set flash time ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

```
Flash time
:100ms
▼▲      [OK]=Save
```

4 Select the desired time by pressing **[▼]** or **[▲]**.

5 Press **[OK]** (`Save` key).
  • A long beep sounds.
  • The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

• You can exit the programming mode any time by pressing **[EXIT]**.
• If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.

Setting the Password

You can change the password for the dial lock and call restriction. The default password is "1111".

To set the password

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`Program ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

3 Scroll to "`Change password?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

4 Enter the current password.

```
Current password
:****
        [OK]=Next
```

5 Press **[OK]** (`Next` key).
   • If the wrong password was entered, 3 beeps will sound. Enter the correct password.

```
New password
:----
        [OK]=Save
```

6 Enter a new password using a 4-digit number. (Example: "1234" is entered.)

```
New password
:1234
        [OK]=Save
```

7 Press **[OK]** (`Save` key).
   • A long beep sounds.
   • The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

• You can exit the programming mode any time by pressing **[EXIT]**.

Please write down your password. If you forget your password, consult your nearest Panasonic service centre.

Dial Lock

The Dial Lock feature allows you to prevent others from making calls. To use this, set the feature to ON. Your phone default setting is OFF.

Before using the Dial Lock or Call Restriction feature (p. 43), we recommend storing emergency numbers in the memory of Direct Dial buttons (p. 36) and Phonebook (p. 31) as emergency numbers (#). Even if the dialling buttons are locked, the numbers stored in these buttons can be dialled.

To set the dial lock

1 Press **【⚊o】**.
• "⚊O" flashes on the display.

2 Enter the password (p. 41).

```
Enter password
:****
          [OK]=Save
⚊o
```

3 Press **【OK】** (**Save** key).
• A long beep sounds and "⚊O" displays.
• If the wrong password was entered, 3 beeps will sound. Enter the correct password.

If the dial buttons are pressed before/after lifting the handset or pressing **【SP-PHONE/HEADSET】**, "**DIAL LOCKED**" will be displayed.

You can use the following features while the dialling buttons are locked.
• Dialling a number you programmed into the memory of Direct Dial buttons (p. 36) and emergency numbers (#) (p. 28)
• Selecting the ringer volume (p. 15)
• Adjusting the handset, speakerphone and headset volume (p. 22, 55)
• Putting a call on hold (p. 23)
• Muting the conversation (p. 38)
• Answering the second call by pressing **【FLASH】** (p. 39)
• Programming (except storing/editing the Direct Dial memory and emergency numbers (#))
• Finding an item in the following lists
— Caller list (p. 25)
— Redial list (p. 22)
— Phonebook (p. 33)
• Automatic Answering Operation (p. 44)

To cancel the dial lock

Follow above steps 1 through 3. In step 3, "⚊O" will disappear.

Call Restriction

You can prevent the unit from dialling phone numbers beginning with specified digit(s) (1 digit or 2 digits). Phone numbers with the restricted leading digits cannot be dialled out, except the emergency numbers (#) stored in the Phonebook and Direct Dial memory (**[M1]**, **[M2]** or **[M3]**).

To set the call restriction

Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "**Program ?**" by pressing **[▼]** or **[▲]** and press **[OK]** (**Yes** key).

3 Scroll to "**Call restrict ?**" by pressing **[▼]** or **[▲]**.

```
Call restrict ?
▼▲        [OK]=Yes
```

4 Press **[OK]** (**Yes** key).

```
Restrict No.
:--
          [OK]=Save
```

If you changed the password "1111" (default), the display on the right will be shown. Follow the following steps 1 and 2.

1. Enter the password (p. 41).

```
Enter password
:----
          [OK]=Next
```

2. Press **[OK]** (**Next** key). Go to step 5.
   • If the wrong password was entered, 3 beeps will sound. Enter the correct password.

```
Enter password
:****
          [OK]=Next
```

5 Enter the number(s) (1 digit or 2 digits) you want to restrict (**[0]** to **[9]**).
   • If the wrong number was entered, press **[ERASE]** and enter the correct number.

   Example: "9" is entered.
```
Restrict No.
:9-
          [OK]=Save
```

6 Press **[OK]** (**Save** key).
   • A long beep sounds.
   • The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

When dialling a phone number with the restricted leading digit(s), "**CALL RESTRICTED**" is displayed.

To cancel the call restriction

Follow steps 1 through 4. In step 5, press **[ERASE]** to clear the restricted digits, and press **[OK]** (**Save** key).

Automatic Answering Operation

When the unit answers a call, a greeting message is played and the caller's message is recorded. When recording, "**– Answering –**" will flash on the display.

• The recording time is about 15 minutes.
  If messages are recorded in noisy rooms, the time may be shortened by up to 3 minutes.
• A maximum of 64 messages can be recorded.

Setting the Unit to Answer Calls

MESSAGE Indicator

【ANSWER ON】

【SP-PHONE/HEADSET】
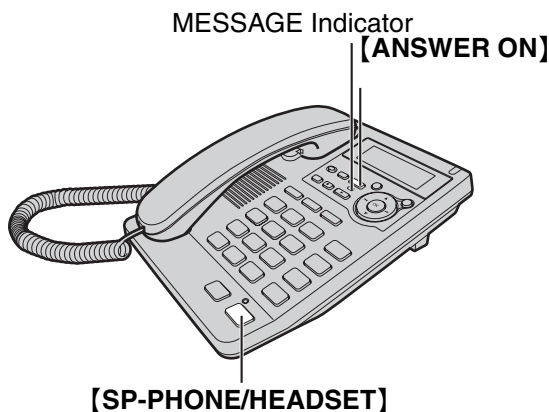
Press **【ANSWER ON】** to turn on the answering system.

• The MESSAGE indicator lights and the unit announces "Answer set" and the current day and time.
• The unit will announce the remaining recording time if it is less than 3 minutes.
• If you hear "Memory full" and "**Message full**" is displayed, erase some, or all, of the messages (p. 47).
• If you do not want the unit to answer calls, press **【ANSWER ON】** again to turn off the answering system. The indicator light goes out and "Answer off" is heard.
• You can also turn on the answering system remotely using any other phone (p. 53).

Monitoring incoming calls

While a call is being recorded, you can monitor it through the speaker.
• To increase the speaker volume, press **VOLUME 【▲】**. To decrease, press **VOLUME 【▼】**.

To answer the call, lift the handset or press **【SP-PHONE/HEADSET】**. The unit stops recording.

Listening to Messages

You can see the total number of recorded messages on the display.
If the MESSAGE indicator flashes (only when the Answering System is ON), new messages have been recorded.

To play back messages, press 【MESSAGE/2WAY REC】.

When you have new messages:
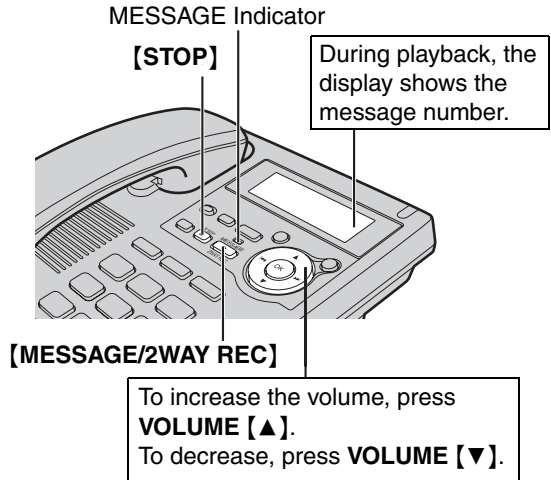The unit announces the number of new messages and only new messages are played back.

When you have no new message:
The unit announces "No new message. All message playback" and plays back all messages.

When you have no message:
The unit announces "No message".

• At the end of the last message, "End of final message" is heard. The unit will announce the remaining recording time if it is less than 3 minutes.

MESSAGE Indicator

【STOP】

During playback, the display shows the message number.

【MESSAGE/2WAY REC】

To increase the volume, press **VOLUME 【▲】**.
To decrease, press **VOLUME 【▼】**.

During playback

To **repeat** message	**To repeat from the beginning of the message** Press 【I◄◄】. • If you press within 5 seconds of playback, the previous message will be played.
To **skip** message	**To skip to the next message** Press 【►►I】.
To **stop** operation	Press 【STOP】. • To resume playback, press 【MESSAGE/2WAY REC】. • If you do not press any button for 60 seconds or if you press 【STOP】 again, the playback mode will be cancelled.

For Caller ID service users (p. 24)

During playback, the display will show the name and/or number of the caller whose message is being played.

```
2223334444
 - Message  3 -
```

To call back the displayed number:

During playback, lift the handset or press 【SP-PHONE/HEADSET】.
• The unit stops playback and automatically dials the displayed phone number.

Recording Your Telephone Conversation

You can record your conversation while talking using the handset or 【SP-PHONE/HEADSET】.

1 During a conversation, press 【MESSAGE/2WAY REC】.
• "`Recording`" is displayed.

2 Continue your conversation.

3 To stop recording the conversation, press 【MESSAGE/2WAY REC】 or 【STOP】.
• The MESSAGE indicator flashes (only when the Answering System is ON).

• When you record your 2-way telephone conversation, you should inform the other party that the conversation is being recorded.

Erasing Messages

The unit will announce the remaining recording time after playback, if it is less than 3 minutes. New messages cannot be recorded when:

— "Memory full" is heard.

— "**Message full**" is displayed.

— The MESSAGE indicator flashes rapidly (only when the Answering System is ON).

Erase some, or all, of the messages. We recommend you erase unnecessary messages after each playback.

Erasing a specific message

Press 【ERASE】 while the message you want to erase is being played.

• The unit erases the message.

• A short beep will sound and the unit will continue to play the next message.

Erasing all messages

All recorded messages, except the greeting message, can be erased at one time.

1 Press 【ERASE】.
   • "To erase all messages press ERASE again" is heard.

MESSAGE Indicator

【ERASE】

2 Within 10 seconds, press 【ERASE】 again.
   • A long beep sounds and "No message" is heard. The display shows "**0 message**".
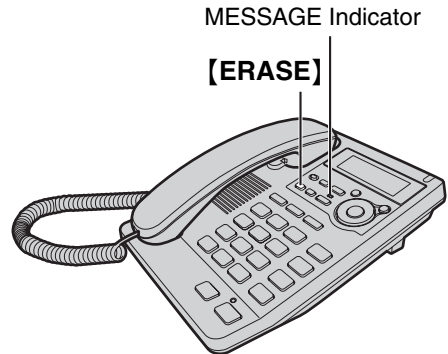
• The information in the Caller List will not be erased. To erase Caller List information, see page 30.

Remote Operation from a Touch Tone Phone

You can operate the answering system from any touch tone phone. A synthesized voice menu will guide you on how to operate the unit (p. 50).

• To skip the voice menu and operate the unit directly, see page 52.
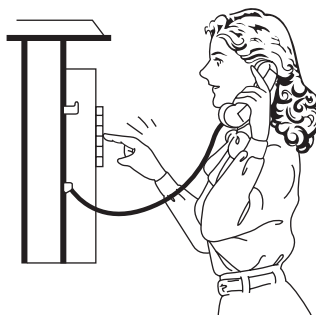
Summary of remote operation

Call your unit from a touch phone.

Enter your remote code (p. 49) during or after the greeting message.
• The number of new messages is heard.

After 3 seconds, the voice menu will start (p. 50).
Follow the menu or enter the direct commands (p. 52).

To end the remote operation, hang up.
• The messages are saved.

• The unit will announce the remaining recording time after playback, if it is less than 3 minutes.

Remote Code

The remote code prevents unauthorised people from accessing your unit and listening to your messages. Choose any 2-digit number (00–99).
Your phone default remote code is "11". If you do not program your own remote code, you can use "11".
Make sure that the handset is on the cradle, the AC adaptor is connected and the SP-PHONE/HEADSET indicator light is off.

1 Press **[FUNCTION/EDIT]**.

2 Scroll to "`TAD program ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

3 Scroll to "`Remote code ?`" by pressing **[▼]** or **[▲]** and press **[OK]** (`Yes` key).

4 Enter a new code using a 2-digit number. (Example: "23" is entered.)

```
Remote code
:23
        [OK]=Save
```

5 Press **[OK]** (`Save` key).
   • A long beep sounds.
   • The display will return to step 3. To exit the programming mode, press **[EXIT]** or wait for 60 seconds.

• You can exit the programming mode any time by pressing **[EXIT]**.

To check the remote code

Repeat steps 1 to 3.
• The current remote code is displayed. When finished, press **[EXIT]**.

Voice Menu

The shaded boxes are voice prompts.

Press 1 to play back all messages. Press 2 for other functions.	→ Press 【1】.	All message playback.
Press 1 to play back new messages. Press 2 for other functions.	→ Press 【1】.	New message playback.
Press 1 to record your message. Press 2 for other functions.	→ Press 【1】.	Please leave your message.
Press 1 to erase all messages. Press 2 for other functions.	→ Press 【1】.	
Press 1 to record your greeting. Press 2 for other functions.	→ Press 【1】.	Press 7 to record your greeting. Press 9 to end recording.

Press 【2】. (between each step)

All Messages Playback
All recorded messages are played back. At the end of the last message, "End of final message" is heard. The unit will announce the remaining recording time if it is less than 3 minutes.

New Message Playback
Only new messages are played back. At the end of the last message, "End of final message" is heard. The unit will announce the remaining recording time if it is less than 3 minutes.

Recording a Memo Message
You can leave a personal message.
1. Talk after you hear "Please leave your message".
2. When you finish recording, hang up.

Erasing All Messages
A long beep sounds and "No message" is heard.

Recording a Greeting Message
You can re-record your greeting message.
1. Press **[7]**.
   You hear a voice prompt followed by a long beep.
2. After the beep, talk for up to 1 minute.
3. When you finish recording, press **[9]**.
4. Your greeting will be played back for confirmation.

• 3 seconds after playback, the voice menu will start again from the beginning.
• If you hear "Memory full" after playback, erase some, or all, of the messages (p. 52).

Direct Remote Operation

Once you have entered the remote code, you can also control your unit by direct commands instead of using the voice menu. To end the remote operation, hang up anytime.

Direct commands

NEW MESSAGE PLAYBACK	**[4]**	• Only new messages are played back.
ALL MESSAGES PLAYBACK	**[5]**	• All messages are played back.
REPEAT (During playback)	**[1]**	• The current message is repeated.
SKIP (During playback)	**[2]**	• The current message is skipped. The next message is played.
STOP (During playback)	**[9]**	• Operation is stopped temporarily. • To resume operation, enter a direct command within 15 seconds, or the voice menu will start (p. 50).
GREETING MESSAGE RECORDING	**[7]** ↓ RECORD ↓ **[9]**	• A long beep sounds. • After the beep, talk immediately for up to 1 minute. • The recording is stopped. • The recorded message is played.
ERASING A SPECIFIC MESSAGE (During playback)	**[✳] [4]**	• The current message is erased. • A short beep will sound and the next message will be played.
ERASING ALL MESSAGES	**[✳] [5]**	• All recorded messages are erased. • A long beep sounds and "No message" is heard.
ANSWERING SYSTEM OFF	**[0]**	• When you press **[0]**, "Answer off. Thank you for your call" is heard, the unit hangs up and will not answer calls until turned on again.

Turning on the answering system

Call your unit and wait for 10 rings.
- The unit will answer and the greeting message will be played.
- The answering system will turn on. Hang up or enter the remote code for other options.
- When turning on the answering system using a rotary or pulse service telephone, you cannot enter the remote code for other options.
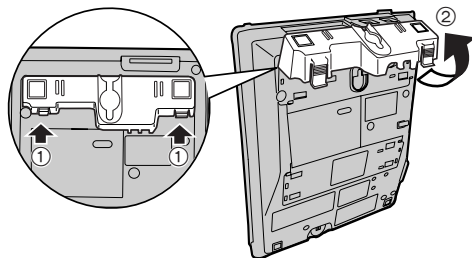
Skipping the greeting message

After calling your unit, press **(⋆) (TONE)** during the greeting message.
- The unit skips the rest of the greeting message and you can start recording your message after the long beep.

Wall Mounting

This unit can be mounted on a wall.

1 Press the tabs in the direction of the arrows (①), then remove the wall mounting adaptor (②).

2 Connect the AC adaptor. Tuck the telephone line cord inside the wall mounting adaptor, and push it in the direction of the arrow.

• "UP WALL" should be facing upward.

To power Outlet
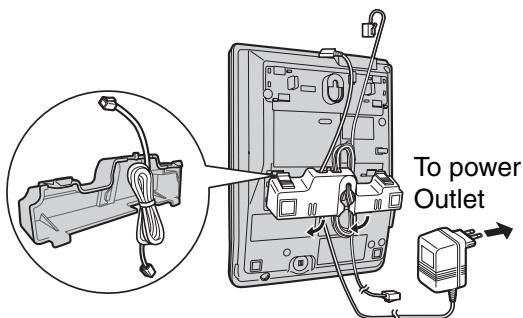
3 Drive screws (not included) into the wall using the wall template below. Connect the telephone line cord. Mount the unit, and slide it down.

Screws

8.3 cm

To Single-Line Telephone Jack

To temporarily set the handset down during a conversation, place it as shown in this picture.

Wall Template

8.3 cm
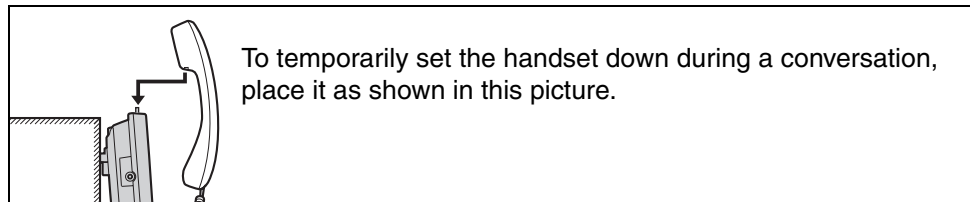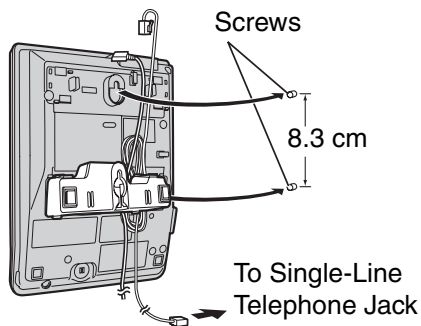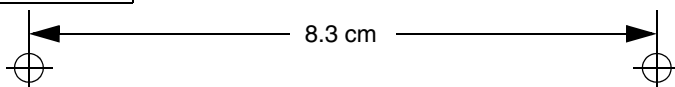
Optional Headset

Plugging the optional headset into the unit allows a hands-free phone conversation. Please use only a Panasonic KX-TCA89EX.

Connecting the optional headset to the unit

Connect the optional headset to the headset jack as shown below.

Headset Jack | Hook
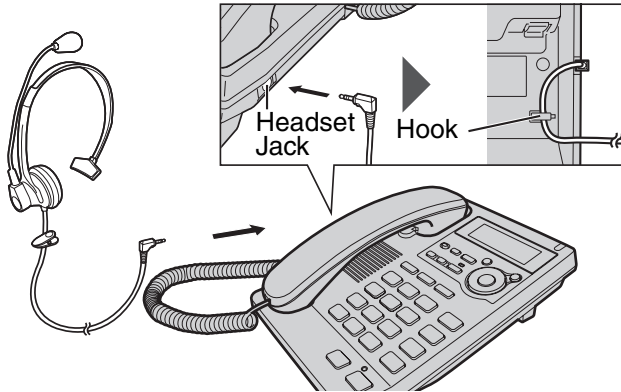
If you want to have a conversation without hands-free feature, disconnect the headset.

Making/Answering calls

1 Press **【SP-PHONE/HEADSET】** to make or answer a call.
   • The SP-PHONE/HEADSET indicator lights.
   • If you misdial when making a call, press **【SP-PHONE/HEADSET】** twice and dial again.

2 To hang up, press **【SP-PHONE/HEADSET】**.
   • The indicator light goes out.

To adjust the headset receiver volume (4 levels):
While using the headset, press **VOLUME 【▲】** or **【▼】**.

• "▮▮" shows one level.
• During a conversation using the headset, you cannot switch the call to using the handset by simply lifting it off the cradle.
• If you disconnect the optional headset during a conversation with the handset on the cradle, the call will be switched to the speakerphone.
• During a conversation using the speakerphone, you can switch the call to the headset by connecting the headset.

Troubleshooting

Problem	Cause and Remedy
The unit does not work.	• Check the settings (p. 9 – 15). • Unplug the AC adaptor to reset. Plug in, and try again.
The unit does not ring.	• The ringer volume is set to OFF and "✗" is displayed. Select the ringer volume to HIGH, MIDDLE or LOW by pressing **[HOLD/RINGER]** (p. 15).
You cannot dial.	• Check that the dialling mode selection is correct (p. 14). • Dial lock mode is set. To cancel the mode, see page 42. • The dialled number is restricted. To cancel, see page 43.
The other party suddenly cannot hear your voice during a conversation.	• **[MUTE]** may have been pressed during the conversation. If "✗" is displayed, press **[MUTE]**.
You cannot program items such as the dialling mode.	• Programming is not possible when the handset is off the cradle, the SP-PHONE/HEADSET indicator lights, or when viewing caller information. • Do not pause for over 60 seconds while programming.
You cannot store a name and phone number in memory.	• Programming is not possible when the handset is off the cradle or the SP-PHONE/HEADSET indicator lights. • Check the AC adaptor is connected to the unit. • Do not pause for over 60 seconds while storing. • Do not enter a phone number more than 32 digits long. • When using the Dial Lock (p. 42) or Call Restriction feature (p. 43), you cannot store a phone number in the Direct Dial memory (**[M1]**, **[M2]** or **[M3]**) and emergency numbers (#). • If "**Phonebook full**" is displayed, erase other stored items from the Phonebook memory (p. 35).
While programming or searching, the unit starts to ring and stops the program/search.	• To answer the call, lift the handset or press **[SP-PHONE/HEADSET]**. Start again from the beginning after hanging up.

Problem	Cause and Remedy
The unit does not display the caller's phone number.	• You need to subscribe to a Caller ID service. • Check the AC adaptor is connected to the unit. • If you receive a call with the Caller ID information while viewing the Caller List, the redial list, the Phonebook list or the Direct Dial Memory, while programming or while playing back the message, the caller's information may not be displayed. • Other telephone equipment may be interfering with your phone. Disconnect it and try again. • Other electrical appliances connected to the same outlet may be interfering with the Caller ID information. • Telephone line noise may be interfering with the Caller ID information. Consult your telephone company. • If your unit is connected to a telephone line with DSL service, we recommend connecting a noise filter between the base unit and the telephone line jack. Contact your DSL provider for details.
The display exits the Caller List.	• Do not pause for over 60 seconds while searching.
You cannot redial by pressing **【REDIAL】**.	• If the last number dialled was more than 32 digits long, the number will not be redialled correctly.

Answering System

Problem	Cause and Remedy
The answering system is on, but incoming messages are not recorded.	• The recording time is set to "Greeting only". Select "1 minute", "2 minutes" or "3 minutes" (p. 20). • Memory is full. Erase some, or all, of the messages (p. 47).
The MESSAGE indicator flashes rapidly, "**Message full**" is displayed, and no new messages are recorded.	• Memory is full. Erase some, or all, of the messages (p. 47).
You cannot operate the answering system from a touch tone phone.	• Make sure you enter the correct remote code. • The answering system may not respond if the tones are too short to activate the unit. Press each button firmly. • The answering system is off. Turn it on (p. 53).
You cannot operate the answering system.	• Someone is operating the answering system. • The unit is recording a message. To answer the call, lift the handset or press **【SP-PHONE/HEADSET】**.
Caller ID information is not displayed during message playback (p. 46).	• The caller information will not be displayed if the Caller List is renewed and the caller information is erased (p. 24).

Specifications

Power Supply: AC adaptor (AC 220 V – 240 V, 50/60 Hz)
Power Consumption: Standby: Approx. 2.4 W
Maximum: Approx. 3.0 W
Dimensions (H x W x D): Approx. 91 mm x 165 mm x 220 mm
Mass (Weight): Approx. 670 g
Dialling Mode: Tone (DTMF)/Pulse
Operating Environment: 5°C – 40°C

• Specifications are subject to change without notice.
• The illustrations in these operating instructions may vary slightly from the actual product.

Notes

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