Panasonic®

Quick Reference Guide

Model No. KX-T7667

Important Information

When using the KX-T7667, 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 ºC) 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 FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.
THE HANDSET EARPIECE IS MAGNETISED AND MAY RETAIN SMALL FERROUS OBJECTS.
DISCONNECT THE TELEPHONE LINE CORD FROM THIS PRODUCT IF THIS PRODUCT EMITS SMOKE, AN ABNORMAL SMELL OR MAKES UNUSUAL NOISE. THESE CONDITIONS CAN CAUSE FIRE OR ELECTRIC SHOCK. CONFIRM THAT SMOKE HAS STOPPED AND CONTACT AN AUTHORISED SERVICE CENTRE.

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

Note: • In this manual, the suffix of each model number is omitted.
- This Class B digital apparatus complies with Canadian ICES-003.

Important Safety Instructions

When using this unit, basic safety precautions, including those below, should always be followed to reduce the risk of fire, electric shock and injury to persons.

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from the main unit before cleaning. Do not use liquid or aerosol cleaners. Clean with a damp cloth.
4. Do not use the unit near water, for example, near a bathtub, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
5. Place this unit on a flat surface. Serious damage and/or injury may result if the unit falls.
6. The unit should never be placed near or over a radiator or other heat source.
7. Do not allow anything to rest on the extension cord. Do not locate this unit where the cord may be stepped on or tripped on.
8. To reduce the risk of fire or electric shock, do not overload wall outlets and extension cords.
9. Do not insert objects of any kind into this unit through openings, as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the unit.
10. To reduce the risk of electric shock, do not disassemble this unit. Only qualified personnel should service this unit. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock.
11. Unplug this unit from the main unit and have the unit serviced by qualified service personnel in the following cases:
    A. When the extension cord is damaged or frayed.
    B. If liquid has been spilled on the unit.
    C. If the unit has been exposed to rain or water.
    D. If the unit does not work normally by following the manual. Adjust only controls covered by the manual. Improper adjustment may require repair by an authorized service centre.
    E. If the unit has been dropped, or damaged.
    F. If the unit's performance deteriorates.
12. Avoid using a telephone (other than a cordless type) during an electrical storm. There is a remote risk of electric shock from lightning.
13. Do not use the telephone in the vicinity of a gas leak to report the leak.

SAVE THESE INSTRUCTIONS

Features List

Legend:
- (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
- R.B. Tone Ringback Tone

Feature	Operation
Making Calls	
Calling	**To an extension** Off-hook ▶ [extension no.] ▶ Talk **To an outside party** Off-hook ▶ (CO) ▶ [outside phone no.] ▶ Talk
Redial	Off-hook ▶ REDIAL ▶ Talk
Quick Dialling	Off-hook ▶ [quick dial no.] ▶ Talk
One-touch Dialling	**To store** PROGRAM ▶ (CO) ▶ [2] ▶ [desired no. (max. 32 digits)] AUTO DIAL STORE ▶ PROGRAM **To dial** Off-hook ▶ (CO) assigned as a One-touch Dialling button ▶ Talk
Operator Call	Off-hook ▶ [0] ▶ Talk
Personal Speed Dialling	**To store** Off-hook ▶ [✻][3][0] ▶ [personal speed dial no. (2 digits)] ▶ [desired no. (max. 32 digits)] ▶ [#] C. Tone On-hook **To dial** Off-hook ▶ AUTO DIAL STORE ▶ [✻] ▶ [personal speed dial no. (2 digits)] ▶ Talk
System Speed Dialling	**To dial** Off-hook ▶ AUTO DIAL STORE ▶ [system speed dial no. (3 digits)] ▶ Talk
Doorphone Call	Off-hook ▶ [✻][3][1] ▶ [doorphone no. (2 digits)] C. Tone Talk
Automatic Callback Busy	**To set** *While hearing a busy tone* [6] C. Tone On-hook **To cancel** Off-hook ▶ [✻][4][6] C. Tone On-hook **To answer from an idle extension** *While hearing a callback ring* Off-hook R.B. Tone Talk **To answer from an idle outside line** *While hearing a callback ring* Off-hook ▶ [outside phone no.] ▶ Talk
During a Conversation	
Call Hold	**To hold** HOLD C. Tone On-hook **To retrieve a call at the holding extension** Off-hook ▶ (CO) / INTERCOM / (ICD Group) ▶ Talk **To retrieve an outside call from another extension** Off-hook ▶ (CO) ▶ Talk

Features List

Feature	Operation
During a Conversation	
Call Transfer	TRANSFER ♪ C. Tone ▶ **extension no.** To an extension / **(CO)** ▶ **outside phone no.** To an outside party ▶ 📞 ▶ ☎
Useful Features	
Off-hook Monitor	**To set/cancel** *During a conversation using the handset* SP-PHONE
Call Park	**To set** 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. ▶ 📞
Answering a Call Waiting	**To hold the current call then talk to the new party** HOLD ▶ **(CO)** / INTERCOM * ▶ 📞

* Disregard this step if both parties are extensions.

Features List

Feature	Operation
	Useful Features
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 📵
	Before Leaving Your Desk
Setting Absent Message	**To set** ☎ ▶ [✳][7][5][0] ▶ [message no. (1-9)] ▶ [parameter (if required)] ▶ [#] ▶ 📵 **To cancel** ☎ ▶ [✳][7][5][0][0] ▶ 📵
Call Forwarding	☎ ▶ [✳][7][1] ▶ [0] Both Calls / [1] Outside Calls / [2] Intercom Calls ▶ ▶ [2] All calls / [3] Busy / [4] No answer / [5] Busy/No answer ▶ [extension no.] **OR** [CO line access no.] ▶ [outside phone no.] ▶ [#] ♪ C. Tone 📵 [0] Cancel

Features List

Feature	Operation
Before Leaving Your Desk	
Extension Dial Lock	**To lock** 📞 ▶ ✳ 7 7 1 ♪ C. Tone 📞 **To unlock** 📞 ▶ ✳ 7 7 0 ▶ **extension PIN* (max. 10 digits)** ♪ C. Tone 📞 *PIN: Personal Identification Number
Setting the Telephone According to Your Needs	
Do Not Disturb	📞 ▶ ✳ 7 1 ▶ ⎡ 0 Both Calls / 1 Outside Calls / 2 Intercom Calls ⎤ ▶ ⎡ 1 Set / 0 Cancel ⎤ ♪ C. Tone 📞
Extension Feature Clear	📞 ▶ ✳ 7 9 0 ♪ C. Tone 📞
Timed Reminder	**To set** 📞 ▶ ✳ 7 6 0 1 ▶ ⎡ **12 H** hour/minute (4 digits) ▶ ⎡ 0 AM / 1 PM ⎤ / **24 H** hour/minute (4 digits) ⎤ ▶ ▶ ⎡ 0 once / 1 daily ⎤ ♪ C. Tone 📞 **To cancel** 📞 ▶ ✳ 7 6 0 0 ♪ C. Tone 📞 **To stop or answer the ring back** INTERCOM 🔘 / 📞
Receiving Call Waiting	**To set/cancel for intercom calls** 📞 ▶ ✳ 7 3 1 ▶ ⎡ 0 No Call / 1 Tone / 3 Whisper OHCA ⎤ ♪ C. Tone 📞 **To set/cancel for outside calls** 📞 ▶ ✳ 7 3 2 ▶ ⎡ 0 No tone / 1 Tone ⎤ ♪ C. Tone 📞

- For more details, refer to the Business Telephone System User Manual or consult your dealer.
- You can change the flexible CO buttons to the feature buttons.
- "Location of Controls" is shown on page 7.

Location of Controls

LCD (Liquid Crystal Display)
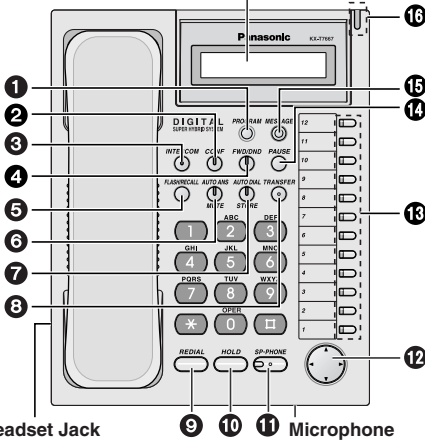
Headset Jack

❾ ❿ ⓫ **Microphone**

❶ **PROGRAM:** Used to enter and exit the personal programming mode.

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

❸ **INTERCOM:** Used to make or receive intercom calls.

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

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

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

❼ **AUTO DIAL/STORE:** Used for System/Personal Speed Dialling or storing programme changes.

❽ **TRANSFER:** Used to transfer a call to another party.

❾ **REDIAL:** Used to redial the last dialled number.

❿ **HOLD:** Used to place a call on hold.

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

⓬ **Navigator Key:** Used to adjust the volume and select desired items for each function.

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

⓮ **PAUSE:** Used to insert a pause during dialling.

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

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

◆◆ Setting

◆Speaker/Ringer/Handset/Headset Volume

Speaker Volume	While in hands-free conversation	
Ringer Volume	While on-hook or receiving a call	Press **UP** or **DOWN.**
Handset/Headset Volume	While using the handset or headset	

◆LCD Contrast/Headset Mode
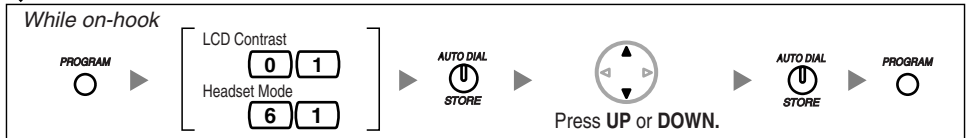
◆Ring Tone
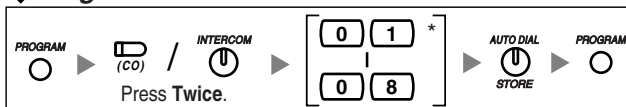
* The ring tone pattern of patterns 09 to 30 is the same as pattern 01.

Settings on the Programming Mode

To enter the programme mode	To exit
PROGRAM ○	PROGRAM ○

Operation

Loop-CO (L-CO)	▭ (CO) ▶ [✳] ▶ AUTO DIAL ⊙ STORE	FWD/DND - Both calls ▭ (CO) ▶ [4][1] ▶ AUTO DIAL ⊙ STORE
Single-CO (S-CO)	▭ (CO) ▶ [0] [CO line no.] ▶ AUTO DIAL ⊙ STORE	FWD/DND - Outside calls ▭ (CO) ▶ [4][2] ▶ AUTO DIAL ⊙ STORE
Direct Station Selection	▭ (CO) ▶ [1] [extension no.] ▶ AUTO DIAL ⊙ STORE	FWD/DND - Intercom calls ▭ (CO) ▶ [4][3] ▶ AUTO DIAL ⊙ STORE
One-touch Dialling	▭ (CO) ▶ [2] [desired no.] ▶ AUTO DIAL ⊙ STORE	Account ▭ (CO) ▶ [4][8] ▶ AUTO DIAL ⊙ STORE
Incoming Call Distribution Group (ICD Group)	▭ (CO) ▶ [3][0] ▶ ▶ [ICD Group no.] ▶ AUTO DIAL ⊙ STORE	Conference ▭ (CO) ▶ [4][9] ▶ AUTO DIAL ⊙ STORE
		Log in/ Log-out ▭ (CO) ▶ [5][5] ▶ AUTO DIAL ⊙ STORE

Preferred Line Assignment-Outgoing
[1][9] ▶ AUTO DIAL ⊙ STORE ▶
[0] No line
[1] An idle outside line
[2] + [CO button no.] / ▭ (CO) A CO/ICD Group button
[3] / INTERCOM ⊙ Intercom
▶ AUTO DIAL ⊙ STORE

Preferred Line Assignment-Incoming
[2][0] ▶ AUTO DIAL ⊙ STORE ▶
[0] No line
[1] The longest ringing line
[2] + [CO button no.] / ▭ (CO) An assigned outside button
▶ AUTO DIAL ⊙ STORE

Alternate Receiving-Ring/Voice
[2][1] ▶ AUTO DIAL ⊙ STORE ▶
[0] Ringing (Tone Call)
[1] Directly (Voice Call)
[2] Ring only
▶ AUTO DIAL ⊙ STORE

Call Waiting for Outside calls
[3][0] ▶ AUTO DIAL ⊙ STORE ▶ [0] No (No tone) / [1] Yes (Tone) ▶ AUTO DIAL ⊙ STORE

Call Waiting Selection
[3][1] ▶ AUTO DIAL ⊙ STORE ▶ [0] No Call / [1] Tone / [3] Whisper OHCA ▶ AUTO DIAL ⊙ STORE

Call Waiting Tone Type Selection
[3][2] ▶ AUTO DIAL ⊙ STORE ▶ [0] Tone 1 / [1] Tone 2 ▶ AUTO DIAL ⊙ STORE

Extension PIN [Personal Identification Number] (PIN-max.10 digits)
[9][0] ▶ AUTO DIAL ⊙ STORE ▶
To set an extension PIN
[extension PIN ▶ AUTO DIAL ⊙ STORE ▶ same PIN]
To change a stored extension PIN to new one
[stored extension PIN ▶ new PIN ▶ AUTO DIAL ⊙ STORE ▶ same PIN]
▶ AUTO DIAL ⊙ STORE

Station Programming Data Default Set
[#][#] ▶ AUTO DIAL ⊙ STORE ▶ AUTO DIAL ⊙ STORE

Connection

The telephone line cord (included)

To the main unit (*TO MAIN UNIT* */PABX*)
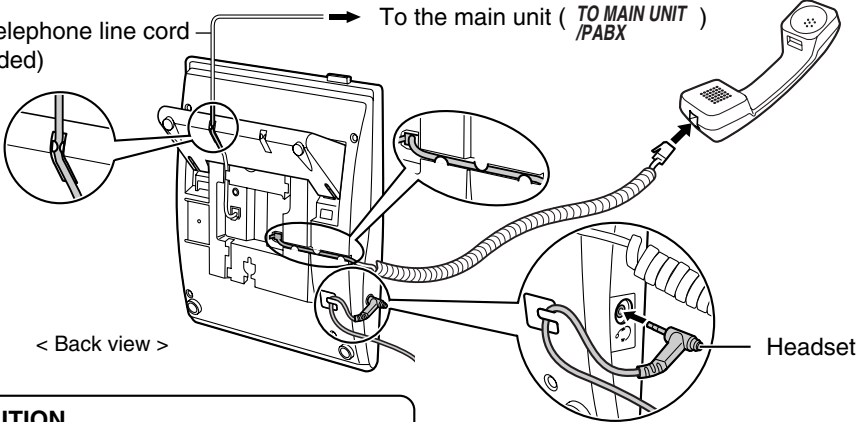
< Back view >

Headset

CAUTION
Ensure the cord is inserted in the groove to prevent damage to the connector.
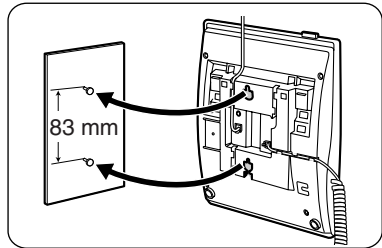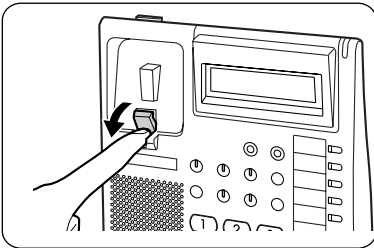
Headset (not included)
Recommendable: KX-TCA86, KX-TCA91, KX-TCA92
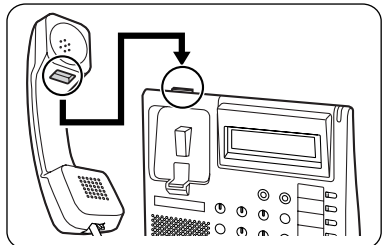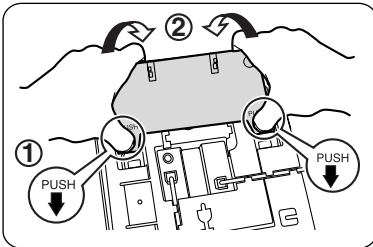Not compatible: KX-T7090

Wall Mounting

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

3 Mount the unit on the wall.

83 mm

2 Remove the attached stand.

PUSH

PUSH

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

Note

Note

PSQX3932ZA KK0306SY0