

Panasonic®

Operating Instructions

Digital Cordless Phone

Model No. **KX-TGC210**
 KX-TGC212
 KX-TGC213

Digital Cordless Answering System

Model No. **KX-TGC220**
 KX-TGC222



- Model shown is KX-TGC210.

***Before initial use, see “Getting Started”
on page 9.***

Thank you for purchasing a Panasonic product.

Please read these operating instructions before using the unit and save them for future reference.

Consulte “Guía Rápida Española”, página 45.

For assistance, visit our Web site: <http://www.panasonic.com/help> for customers in the U.S.A. or Puerto Rico.

Please register your product: <http://www.panasonic.com/prodreg>

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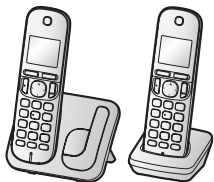
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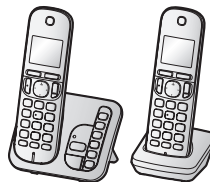
Model composition

■ KX-TGC210 series



- Model shown is KX-TGC212.

■ KX-TGC220 series



- Model shown is KX-TGC222.

Series	Model No.	Base unit	Handset	
		Part No.	Part No.	Quantity
KX-TGC210 series	KX-TGC210	KX-TGC210	KX-TGCA20	1
	KX-TGC212	KX-TGC210	KX-TGCA20	2
	KX-TGC213	KX-TGC210	KX-TGCA20	3
KX-TGC220 series	KX-TGC220	KX-TGC220	KX-TGCA20	1
	KX-TGC222	KX-TGC220	KX-TGCA20	2

Accessory information

Supplied accessories

No.	Accessory item/Order number	Quantity		
		KX-TGC210 KX-TGC220	KX-TGC212 KX-TGC222	KX-TGC213
①	AC adaptor/PNLV226Z	1	1	1
②	Telephone line cord/PQJA10075Z	1	1	1
③	Rechargeable batteries/HHR-4DPA	2	4	6
④	Handset cover*1/PNYNTGCA20SR	1	2	3
⑤	Charger*2	–	1	2

*1 The handset cover comes attached to the handset.

*2 PNLK1055ZS (Silver), PNLK1055ZR (Red)

Introduction



Additional/replacement accessories

Please contact your nearest Panasonic dealer for sales information (page 49).

Accessory item	Order number
Rechargeable batteries	HHR-4DPA*1 ● To order, please visit http://www.panasonic.com/batterystore
	Battery type: – Nickel metal hydride (Ni-MH) – 2 x AAA (R03) size for each handset
T-adaptor	KX-J66
Range extender	KX-TGA405*2

*1 Replacement batteries may have a different capacity from that of the supplied batteries.

*2 By installing this unit, you can extend the range of your phone system to include areas where reception was previously not available. This product can be purchased online. Please visit our Web site: <http://www.panasonic.com/RangeExtender>

Other information

- Design and specifications are subject to change without notice.
- The illustrations in these instructions may vary slightly from the actual product.

Expanding your phone system

Handset (optional): KX-TGDA20	
<p>You can expand your phone system by registering optional handsets (6 max.) to a single base unit.</p> <ul style="list-style-type: none">● Optional handset is a different design from that of the supplied handsets.● You cannot purchase the supplied handset (KX-TGCA20) separately.	

Important Information

For your safety

To prevent severe injury and loss of life/property, read this section carefully before using the product to ensure proper and safe operation of your product.

WARNING

Power connection

- Use only the power source marked on the product.
- Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.
- Completely insert the AC adaptor/power plug into the power outlet. Failure to do so may cause electric shock and/or excessive heat resulting in a fire.
- Regularly remove any dust, etc. from the AC adaptor/power plug by pulling it from the power outlet, then wiping with a dry cloth. Accumulated dust may cause an insulation defect from moisture, etc. resulting in a fire.
- Unplug the product from power outlets if it emits smoke, an abnormal smell, or makes an unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped emitting and contact us at <http://www.panasonic.com/contactinfo>
- Unplug from power outlets and never touch the inside of the product if its casing has been broken open.
- Never touch the plug with wet hands. Danger of electric shock exists.

Installation

- To prevent the risk of fire or electrical shock, do not expose the product to rain or any type of moisture.
- Do not place or use this product near automatically controlled devices such as automatic doors and fire alarms. Radio waves emitted from this product may cause such devices to malfunction resulting in an accident.

- Do not allow the AC adaptor or telephone line cord to be excessively pulled, bent or placed under heavy objects.

Operating safeguards

- Unplug the product from power outlets before cleaning. Do not use liquid or aerosol cleaners.
- Do not disassemble the product.
- Do not spill liquids (detergents, cleansers, etc.) onto the telephone line cord plug, or allow it to become wet at all. This may cause a fire. If the telephone line cord plug becomes wet, immediately pull it from the telephone wall jack, and do not use.

Medical

- Consult the manufacturer of any personal medical devices, such as pacemakers or hearing aids, to determine if they are adequately shielded from external RF (radio frequency) energy. (The product operates in the frequency range of 1.92 GHz to 1.93 GHz, and the RF transmission power is 115 mW (max.).)
- Do not use the product in health care facilities if any regulations posted in the area instruct you not to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

CAUTION

Installation and location

- Never install telephone wiring during an electrical storm.
- Never install telephone line 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.
- The AC adaptor is used as the main disconnect device. Ensure that the AC outlet is installed near the product and is easily accessible.

For assistance, please visit <http://www.panasonic.com/help>

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Important Information

- This product is unable to make calls when:
 - the handset batteries need recharging or have failed.
 - there is a power failure.

Battery

- We recommend using the batteries noted on page 4. **USE ONLY rechargeable Ni-MH batteries AAA (R03) size.**
- Do not mix old and new batteries.
- Do not open or mutilate the batteries. Released electrolyte from the batteries is corrosive and may cause burns or injury to the eyes or skin. The electrolyte is toxic and may be harmful if swallowed.
- Exercise care when handling the batteries. Do not allow conductive materials such as rings, bracelets, or keys to touch the batteries, otherwise a short circuit may cause the batteries and/or the conductive material to overheat and cause burns.
- Charge the batteries provided with or identified for use with this product only, in accordance with the instructions and limitations specified in this manual.
- Only use a compatible base unit (or charger) to charge the batteries. Do not tamper with the base unit (or charger). Failure to follow these instructions may cause the batteries to swell or explode.

Attention:



A nickel metal hydride battery that is recyclable powers the product you have purchased.

Please call 1-800-8-BATTERY (1-800-822-8837) for information on how to recycle this battery.

Important safety instructions

When using your product, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Do not use this product near water for example, near a bathtub, washbowl, kitchen sink, or laundry tub, in a wet basement or near a swimming pool.
2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.
4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

For best performance

Base unit location/avoiding noise

The base unit and other compatible Panasonic units use radio waves to communicate with each other.

- For maximum coverage and noise-free communications, place your base unit:
 - at a convenient, high, and central location with no obstructions between the handset and base unit in an indoor environment.
 - away from electronic appliances such as TVs, radios, personal computers, wireless devices, or other phones.
 - facing away from radio frequency transmitters, such as external antennas of mobile phone cell stations. (Avoid putting the base unit on a bay window or near a window.)
- Coverage and voice quality depends on the local environmental conditions.

Important Information

- If the reception for a base unit location is not satisfactory, move the base unit to another location for better reception.

Environment

- Keep the product away from electrical noise generating devices, such as fluorescent lamps and motors.
- 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 0 °C (32 °F) or greater than 40 °C (104 °F). Damp basements should also be avoided.
- The maximum calling distance may be shortened when the product is used in the following places: Near obstacles such as hills, tunnels, underground, near metal objects such as wire fences, etc.
- Operating the product near electrical appliances may cause interference. Move away from the electrical appliances.

Routine care

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

Other information

CAUTION: Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.

Notice for product disposal, transfer, or return

- This product can store your private/confidential information. To protect your privacy/confidentiality, we recommend that you erase information such as phonebook or caller list entries from the memory before you dispose of, transfer, or return the product.

Notice

- This product is designed for use in the United States of America. Sale or use of this product in other countries may violate local laws.
- Cet appareil est conçu pour être utilisé aux États-Unis d'Amérique. La vente ou l'emploi de cet appareil dans certains autres pays peut constituer une infraction à la législation locale.
- Este producto está diseñado para usarse en los Estados Unidos de América. La venta o el empleo de este producto en ciertos países puede constituir violación de la legislación local.
- 本產品專為美國使用而設。若在其他國家銷售或使用，可能會違反當地法例。
- この製品は、日本国外での使用を目的として設計されており、日本国内での使用は法律違反となります。従って、当社では日本国内においては原則として修理などのサービスは致しかねます。

ENERGY STAR

As an ENERGY STAR® Partner, Panasonic has determined that this product meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR is a U.S. registered mark.



Important Information

Specifications

- **Standard:**
DECT 6.0 (Digital Enhanced
Cordless Telecommunications 6.0)
 - **Frequency range:**
1.92 GHz to 1.93 GHz
 - **RF transmission power:**
115 mW (max.)
 - **Power source:**
120 V AC, 60 Hz
 - **Power consumption:**
Base unit*1:
Standby: Approx. 0.6 W
Maximum: Approx. 3.2 W
Base unit*2:
Standby: Approx. 0.7 W
Maximum: Approx. 3.5 W
Charger:
Standby: Approx. 0.1 W
Maximum: Approx. 1.8 W
 - **Operating conditions:**
0 °C – 40 °C (32 °F – 104 °F), 20 % – 80 %
relative air humidity (dry)
- *1 KX-TGC210 series: page 3
*2 KX-TGC220 series: page 3

Setting up

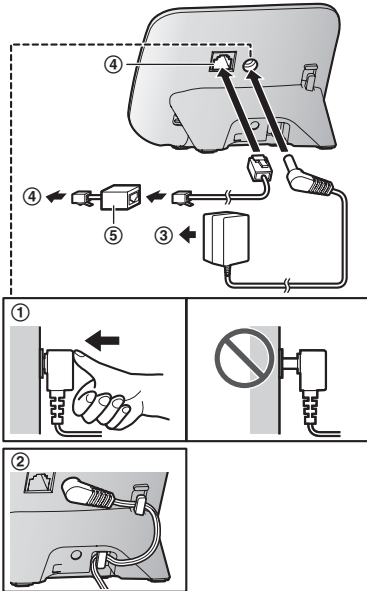
Connections

■ Base unit

- ① Connect the AC adaptor to the unit by pressing the plug firmly.
- ② Fasten the cord by hooking it.
- ③ Connect the AC adaptor to the power outlet.
- ④ Connect the telephone line cord to the unit, then to the single-line telephone jack (RJ11C) until you hear a click.
- ⑤ A DSL/ADSL filter (not supplied) is required if you have a DSL/ADSL service.

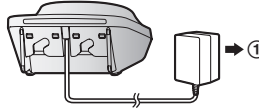
Note:

- Use only the supplied Panasonic AC adaptor PNLV226.



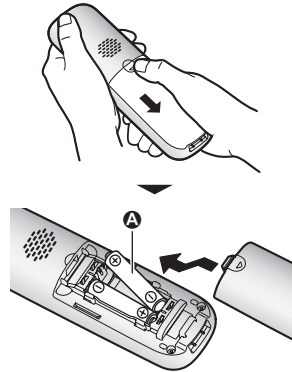
■ Charger

- ① Connect the AC adaptor to the power outlet.



Battery installation

- USE ONLY rechargeable Ni-MH batteries AAA (R03) size (A).
- Do NOT use Alkaline/Manganese/Ni-Cd batteries.
- Confirm correct polarities (+, -).



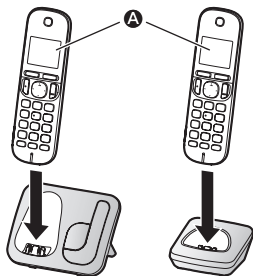
- Follow the directions on the display to set up the unit.

Getting Started

Battery charging

Charge for about 7 hours.

- Confirm “Charging” is displayed (A).
- When the batteries are fully charged, “Fully charged” is displayed.



Note when setting up

Note for connections

- The AC adaptor must remain connected at all times. (It is normal for the adaptor to feel warm during use.)
- The AC adaptor should be connected to a vertically oriented or floor-mounted AC outlet. Do not connect the AC adaptor to a ceiling-mounted AC outlet, as the weight of the adaptor may cause it to become disconnected.

During a power failure

The unit will not work during a power failure. We recommend connecting a corded-type telephone (without AC adaptor) to the same telephone line or to the same telephone line jack using a Panasonic T-adaptor (page 4).

Note for battery installation

- Use the supplied rechargeable batteries. For replacement, we recommend using the Panasonic rechargeable batteries noted on page 4, 6.

Note for battery charging

- It is normal for the handset to feel warm during charging.
- Clean the charge contacts of the handset, base unit, and charger with a soft and dry cloth once a month. Before cleaning the unit, disconnect from power outlets and any telephone line cords. Clean more often if the unit is exposed to grease, dust, or high humidity.

Battery level

Icon	Battery level
	High
	Medium
	Low
	Needs charging.
	Empty

Panasonic Ni-MH battery performance (supplied batteries)

Operation	Operating time
In continuous use	10 hours max.*1
Not in use (standby)	6 days max.*1

*1 If eco mode is on.

Note:

- Actual battery performance depends on usage and ambient environment.

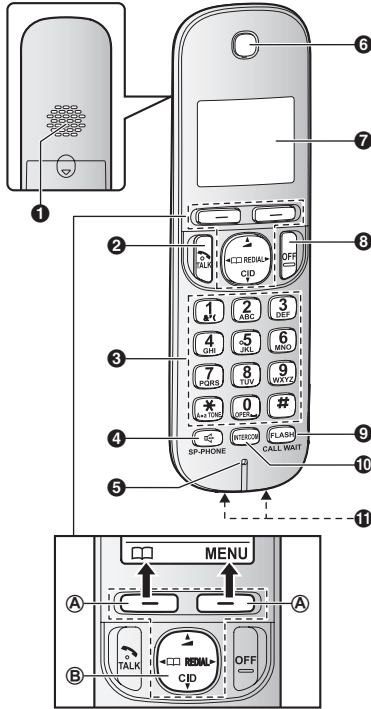
Intelligent eco mode

This feature automatically reduces handset power consumption by suppressing handset transmission power when the handset is close to the base unit.

- When this feature is activated, **ECO** is displayed.
- Eco mode is turned off when the clarity booster is activated (page 15).

Controls

Handset



- 1 Speaker
- 2 [TALK]
- 3 Dial keypad (☒): TONE
- 4 [SP-PHONE: Speakerphone]
- 5 Microphone
- 6 Receiver
- 7 Display
- 8 [OFF]
- 9 [FLASH][CALL WAIT]
- 10 [INTERCOM]
- 11 Charge contacts

Control type

A Soft keys

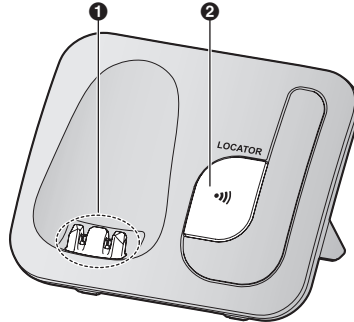
The handset features 2 soft keys. By pressing a soft key, you can select the feature shown directly above it on the display.

B Navigator key

- [▲], [▼], [◀], or [▶]: Scroll through various lists and items.
- ◀ (Volume: [▲] or [▼]): Adjust the receiver or speaker volume while talking.
- [◀] [☐]: View the phonebook entry.
- [▶] REDIAL: View the redial list.
- [▼] CID (Caller ID): View the caller list.

Base unit

KX-TGC210 series: page 3



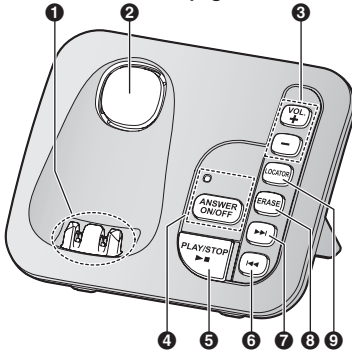
1 Charge contacts

2 [LOCATOR]

- You can locate a misplaced handset by pressing [LOCATOR].

Getting Started

■ KX-TGC220 series: page 3



- 1 Charge contacts
- 2 Speaker
- 3 **[+]/[-] VOL.:** (Volume up/down)
- 4 **[ANSWER ON/OFF]**
ANSWER ON/OFF indicator
- 5 **[▶■]** (PLAY/STOP)
Message indicator
- 6 **[◀◀]** (Repeat)
- 7 **[▶▶]** (Skip)
- 8 **[ERASE]**
- 9 **[LOCATOR]**
 - You can locate a misplaced handset by pressing **[LOCATOR]**.

Display icons

Handset display items

Item	Meaning
	Within base unit range
	Out of base unit range
	The line is in use. <ul style="list-style-type: none"> • When flashing: The call is put on hold. • When flashing rapidly: An incoming call is now being received.
ECO	Eco mode is on. (page 10)

Item	Meaning
	Speakerphone is on. (page 14)
	Ringer volume is off. (page 14)
	Silent mode is on. (page 24)
PRIV	Call sharing mode is off. (page 23)
	Alarm is on. (page 24)
1	Handset number
	Battery level
	Blocked call (page 25)
BOOST	Clarity booster is on. (page 15)
In use	Answering system is being used by another handset or the base unit.*1
Line in use	Someone is using the line.

*1 KX-TGC220 series: page 3

Language settings

Display language

You can select either “English” or “Español” as the display language. The default setting is “English”.

- 1 **[MENU]#[1][1]0**
- 2 **[+]**: Select the desired setting. → **[SAVE]**
- 3 **[OFF]**

Voice guidance language

Available for:
KX-TGC220 series (page 3)

You can select either “English” or “Español” as the voice guidance language

of the answering system. The default setting is "English".

- 1 **[MENU]** **#** **1** **1** **2**
- 2 **[↓]**: Select the desired setting.
- 3 **[SAVE]** → **[OFF]**

Date and time

- 1 **[MENU]** **#** **1** **0** **1**
- 2 Enter the current month, date, and year by selecting 2 digits for each.
Example: July 15, 2014
0 **7** **1** **5** **1** **4**
- 3 **[OK]**
- 4 Enter the current hour and minute (12-hour clock format) by selecting 2 digits for each.
Example: 9:30
0 **9** **3** **0**
- 5 **[X]**: Select "AM" or "PM".
- 6 **[SAVE]** → **[OFF]**

Note:

- When English is selected as the display language, 12-hour clock format is used. When Spanish is selected, 24-hour clock format is used.

Recording your greeting message

Available for:
KX-TGC220 series (page 3)

You can record your own greeting message instead of using a pre-recorded greeting message. See page 29 for details.

- 1 **[MENU]** **#** **3** **0** **2**
- 2 **[↓]**: "Yes" → **[SELECT]**
- 3 Record a greeting message. → **[STOP]**
→ **[OFF]**

Other settings

Dialing mode

If you cannot make calls, change this setting according to your telephone line service. The default setting is "Tone".

"Tone": For tone dial service.

"Pulse": For rotary/pulse dial service.

- 1 **[MENU]** **#** **1** **2** **0**
- 2 **[↓]**: Select the desired setting.
- 3 **[SAVE]** → **[OFF]**

Making/Answering Calls

Making calls

- 1 Lift the handset and dial the phone number.
 - To correct a digit, press **[CLEAR]**.
- 2 **[📞]**
- 3 When you finish talking, press **[OFF]** or place the handset on the base unit or charger.

Using the speakerphone

- 1 Dial the phone number and press **[📞]**.
- 2 When you finish talking, press **[OFF]**.

Note:

- To switch back to the receiver, press **[📞]**/**[📞]**.

Adjusting the receiver or speaker volume

Press **[▲]** or **[▼]** repeatedly while talking.

Making a call using the redial list

The last 5 phone numbers dialed are stored in the redial list (each 48 digits max.).

- 1 **[▶]** REDIAL
- 2 **[↕]**: Select the desired phone number.
- 3 **[📞]**

Erasing a number in the redial list

- 1 **[▶]** REDIAL
- 2 **[↕]**: Select the desired phone number.
→ **[ERASE]**
- 3 **[↕]**: "Yes" → **[SELECT]** → **[OFF]**

Pause (for PBX/long distance service users)

A pause is sometimes required when making calls using a PBX or long distance service. When storing a calling card access number and/or PIN in the phonebook, a pause is also needed (page 19).

Example: If you need to dial the line access number "9" when making outside calls with a PBX:

- 1 **[9]** → **[▲]** (Pause)
- 2 Dial the phone number. → **[📞]**

Note:

- A 3.5 second pause is inserted each time you press **[▲]** (Pause) on the handset.

Answering calls

- 1 Lift the handset and press **[📞]** or **[📞]** when the unit rings.
- 2 When you finish talking, press **[OFF]** or place the handset on the base unit or charger.

Any key answer: You can answer the call by pressing any dial key.

Auto talk: You can answer calls simply by lifting the handset (page 22).

Temporary handset ringer off: You can turn the ringer off temporarily by pressing **[📞]**.

Adjusting the handset ringer volume

Press **[▲]** or **[▼]** repeatedly to select the desired volume while ringing.

Adjusting the base unit ringer volume

Available for:

KX-TGC220 series (page 3)

Press **[+]** or **[-]** repeatedly to select the desired volume.

- To turn the ringer off, press and hold **[-]** until the unit beeps.

Useful features during a call

Hold

- 1 Press **[MENU]** during an outside call.
- 2 **[↕]**: “Hold” → **[SELECT]**
- 3 To release hold, press **[↶]**.

Note:

- After holding for 10 minutes, the call is disconnected.

Mute

- 1 Press **[MUTE]** during a call.
- 2 To return to the call, press **[MUTE]**.

Note:

- **[MUTE]** is a soft key visible on the display during a call.

Flash

[FLASH] allows you to use the special features of your host PBX such as transferring an extension call, or accessing optional telephone services.

Note:

- To change the flash time, see page 23.

For call waiting or Call Waiting Caller ID service users

To use call waiting or Call Waiting Caller ID, you must first subscribe with your service provider/telephone company.

This feature allows you to receive calls while you are already talking on the phone. If you receive a call while on the phone, you will hear a call waiting tone.

If you subscribe to both Caller ID and Call Waiting with Caller ID services, the 2nd caller's information is displayed on the handset that is in use after you hear the call waiting tone.

- 1 Press **[CALL WAIT]** to answer the 2nd call.
- 2 To switch between calls, press **[CALL WAIT]**.

Note:

- Please contact your service provider/telephone company for details and availability of this service in your area.

Temporary tone dialing (for rotary/pulse service users)

Press **[☒]** (TONE) before entering access numbers which require tone dialing.

Handset clarity booster

This feature can improve sound clarity when the handset is used in an area where there may be interference. During an outside call, this feature is turned on automatically when necessary.

- When this feature is turned on, **BOOST** is displayed.

Call share

You can join an existing outside call. To join the conversation, press **[↶]** when the other unit is on an outside call.

Note:

- A maximum of 3 parties (including 1 outside party) can join a conversation using 2 extensions. **(3-way conference)**
- To prevent other users from joining your conversations with outside callers, turn call sharing mode off (page 23).

Transferring calls, conference calls

Outside calls can be transferred or a conference call with an outside party can be made between 2 handsets.

- 1 During an outside call, press **[INTERCOM]**.
When 3 or more handsets are registered:

Making/Answering Calls

- [**⇅**]: Select the desired unit. → [**SELECT**]
- 2 Wait for the paged party to answer.
 - If the paged party does not answer, press [**↶**] to return to the outside call.
 - 3 **To complete the transfer:**
Press [**OFF**].
To establish a conference call:
[**MENU**] → [**⇅**]: "Conf." → [**SELECT**]
 - To leave the conference, press [**OFF**].
The other 2 parties can continue the conversation.
 - To put the outside call on hold:
[**MENU**] → [**⇅**]: "Hold" → [**SELECT**]
To resume the conference: [**MENU**] → [**⇅**]: "Conf." → [**SELECT**]
 - To cancel the conference: [**MENU**] → [**⇅**]: "Stop conference" → [**SELECT**]
You can continue the conversation with the outside caller.
 - 2 When you finish talking, press [**OFF**].

Intercom

Intercom calls can be made between handsets.

Note:

- When paging unit(s), the paged unit(s) beeps for 1 minute.
- If you receive an outside call while talking on the intercom, you hear 2 tones.
To answer the call with the handset, press [**OFF**], then press [**↶**].

Making an intercom call

- 1 [**INTERCOM**].
When 3 or more handsets are registered:
[**⇅**]: Select the desired unit. → [**SELECT**]
- 2 When you finish talking, press [**OFF**].

Answering an intercom call

- 1 Press [**INTERCOM**] or [**↶**] to answer the page.

Phonebook

You can add 50 names (16 characters max.) and phone numbers (24 digits max.) to the phonebook, and assign each phonebook entry to the desired group.

Important:

- All entries can be shared by any registered handset.

Adding phonebook entries

- 1 or → **[MENU]**
- 2 : “Add new entry” → **[SELECT]**
- 3 Enter the party’s name. → **[OK]**
- 4 Enter the party’s phone number. → **[OK]**
- 5 : Select the desired group. → **[SELECT]** 2 times → **[OFF]**

Character table for entering names

While entering characters, you can switch between uppercase and lowercase by pressing (A→a).

Key	Character
[1]	& ' () * , - . / 1
[2]	A B C 2 a b c 2
[3]	D E F 3 d e f 3
[4]	G H I 4 g h i 4
[5]	J K L 5 j k l 5
[6]	M N O 6 m n o 6
[7]	P Q R S 7 p q r s 7

Key	Character
[8]	T U V 8 t u v 8
[9]	W X Y Z 9 w x y z 9
[0]	_ 0
[#]	#

- To enter another character that is located on the same dial key, first press to move the cursor to the next space.
- If you do not press any dial key within 5 seconds after entering a character, the character is fixed and the cursor moves to the next space.
- _ in the above table represents a single space.

Erasing the character or number

Press or . → **[CLEAR]**

- Press and hold **[CLEAR]** to erase all characters or numbers.

Storing a redial list number to the phonebook

Phone numbers of up to 24 digits can be stored in the phonebook.

- 1 REDIAL
- 2 : Select the desired phone number. → **[SAVE]**
- 3 To store the name, continue from step 3, “Editing entries”, page 18.

Storing caller information to the phonebook

- 1 CID
- 2 : Select the desired entry.
 - To edit the number: **[MENU]** → : “Edit” → **[SELECT]**
Press **[EDIT]** repeatedly until the phone number is shown in the desired format. And then, press **[SAVE]**. Go to step 5.
- 3 **[MENU]**

Phonebook



- 4 [↕]: "Save CID" → [SELECT]
- 5 [↕]: "Phonebook" → [SELECT]
- 6 Continue from step 3, "Editing entries", page 18.

Groups



Groups can help you find entries in the phonebook quickly and easily. You can change the names of groups assigned for phonebook entries ("Friends", "Family", etc.). By assigning different ringer tones for different groups of callers, you can identify who is calling (ringer ID), if you have subscribed to Caller ID service.

Changing group names/setting ringer ID

The default group name is "Group 1" to "Group 9".

- 1  or [◀]  → [MENU]
- 2 [↕]: "Group" → [SELECT]
- 3 [↕]: Select the desired group. → [SELECT]
- 4 **To change group names**
[↕]: "Group name" → [SELECT] → Edit the name (10 characters max.). → [SAVE]
To set group ringer tone
[↕]: Select the current setting of the group ringer tone. → [SELECT] → [↕]: Select the desired ringer tone. → [SAVE]
- 5 [OFF]

Finding and calling from a phonebook entry

- 1  or [◀] 
- 2 **To scroll through all entries**
[↕]: Select the desired entry.
To search by first character
 - ① Press the dial key (0 to 9, or #) which contains the character you are searching for (page 17).
 - ② [↕]: Scroll through the phonebook if necessary.

To search by group

- ① [GROUP]
- ② [↕]: Select the desired group. → [SELECT]
- ③ [↕]: Scroll through the phonebook if necessary.

3

Editing entries



- 1 Find the desired entry (page 18).
- 2 [MENU] → [↕]: "Edit" → [SELECT]
- 3 Edit the name if necessary. → [OK]
- 4 Edit the phone number if necessary. → [OK]
- 5 [↕]: Select the desired group (page 18). → [SELECT] 2 times
- 6 [OFF]

Erasing entries

Erasing an entry

- 1 Find the desired entry (page 18).
- 2 [MENU] → [↕]: "Erase" → [SELECT]
- 3 [↕]: "Yes" → [SELECT]
- 4 [OFF]

Erasing all entries

- 1  or [◀]  → [MENU]
- 2 [↕]: "Erase all" → [SELECT]
- 3 [↕]: "Yes" → [SELECT]
- 4 [↕]: "Yes" → [SELECT]
- 5 [OFF]

Chain dial

This feature allows you to dial phone numbers in the phonebook while you are on a call. This feature can be used, for example, to dial a calling card access number or bank account PIN that you have stored in the phonebook, without having to dial manually.

- 1 During an outside call, press [MENU].

- 2 [↕]: "Phonebook" → [SELECT]
- 3 [↕]: Select the desired entry.
- 4 Press [CALL] to dial the number.

Note:

- When storing a calling card access number and your PIN in the phonebook as one phonebook entry, press [▲] (Pause) to add pauses after the number and PIN as necessary (page 14).
- If you have rotary/pulse service, you need to press [☒] (TONE) before pressing [MENU] in step 1 to change the dialing mode temporarily to tone. When adding entries to the phonebook, we recommend adding [☒] (TONE) to the beginning of phone numbers you wish to chain dial (page 17).

Speed dial

You can assign 1 phone number to each of the dial keys ([1] to [9]) on the handset.

Adding phone numbers to speed dial keys

■ **By entering phone numbers:**

- 1 Press and hold the desired speed dial key ([1] to [9]). → [ADD]
- 2 [↕]: "Manual" → [SELECT]
- 3 Enter the party's name (16 characters max.). → [OK]
- 4 Enter the party's phone number (24 digits max.). → [OK]
- 5 [SELECT] → [OFF]

■ **From the shared phonebook:**

- 1 Press and hold the desired speed dial key ([1] to [9]). → [ADD]
- 2 [↕]: "Phonebook" → [SELECT]
- 3 [↕]: Select the desired entry.
- 4 [SAVE] → [OFF]

Note:

- If you edit a phonebook entry which is assigned to a speed dial key, the edited entry does not transfer to the speed dial key.

Editing an entry

- 1 Press and hold the desired speed dial key ([1] to [9]). → [MENU]
- 2 [↕]: "Edit" → [SELECT]
- 3 Edit the name if necessary. → [OK]
- 4 Edit the phone number if necessary. → [OK]
- 5 [SELECT] → [OFF]

Erasing an entry

- 1 Press and hold the desired speed dial key ([1] to [9]). → [MENU]
- 2 [↕]: "Erase" → [SELECT]
- 3 [↕]: "Yes" → [SELECT]
- 4 [OFF]

Viewing an entry/Making a call

- 1 Press and hold the desired speed dial key ([1] to [9]).
- 2 To make a call, press [☎]

Programming

Menu list

To access the features, there are 2 methods.


■ Scrolling through the display menus

- 1 **[MENU]**
- 2 Press **[▼]** or **[▲]** to select the desired main menu. → **[SELECT]**
- 3 Press **[▼]** or **[▲]** to select the desired item from the next sub-menus. → **[SELECT]**
- 4 Press **[▼]** or **[▲]** to select the desired setting. → **[SAVE]**

■ Using the direct command code


- 1 **[MENU]** → Enter the desired code.
Example: Press **[MENU][#][1][0][1]**.
- 2 Select the desired setting. → **[SAVE]**

Note:


- To exit the operation, press **[OFF]**.
- In the following table, < > indicates the default settings.
- In the following table,  indicates the reference page number.
- Display menu order and sub-menu may vary depending on your model.

Display menu tree and direct command code table


Main menu:  "Phonebook"

Operation	Code	
Viewing the phonebook entry.	#280	18


Main menu: →) "Caller list"

Operation	Code	
Viewing the caller list.	#213	27

Main menu:  "Answering device"*1

Sub-menu 1	Sub-menu 2	Settings	Code	
Play new msg. (msg.: message)	–	–	#323	30
Play all msg.	–	–	#324	30
Erase all msg.*2	–	–	#325	31
Greeting	Record greeting*2	–	#302	29
	Check greeting	–	#303	30
	Pre-recorded*2 (Reset to pre-recorded greeting)	–	#304	30

Programming

Sub-menu 1	Sub-menu 2	Settings	Code	
Settings	Ring count ^{*2}	2-7 rings <4 rings> Toll saver	#211	32
	Recording time ^{*2}	1 min <3 min> Greeting only ^{*3}	#305	33
	Remote code ^{*2}	<111>	#306	31
	Screen call	<On> Off	#310	32
Answer on ^{*2}	–	–	#327	29
Answer off ^{*2}	–	–	#328	29


Main menu:  “v.M. access” (V.M.: Voice mail)


Operation	Code	
Listening to voice mail messages.	#330	34


Main menu:  “Intercom”

Operation	Code	
Paging the desired unit.	#274	16


Main menu:  “Set date & time”

Sub-menu 1	Sub-menu 2	Settings	Code	
Date and time ^{*2}	–	–	#101	13
Alarm	–	Once Daily <Off>	#720	24
Time adjustment ^{*2,*4}	–	<Caller ID auto> Manual	#226	–


Main menu:  “Initial setting”

Sub-menu 1	Sub-menu 2	Settings	Code	
Ringer setting	Ringer volume	Off-6 <6>	#160	14
	Ringer tone ^{*5,*6}	<Tone 1>	#161	–
	Silent mode – On/Off	On <Off>	#238	24
	Silent mode – Start/End	<11:00 PM/06:00 AM>	#237	24


Programming

Sub-menu 1	Sub-menu 2	Settings	Code	
Set date & time	Date and time ^{*2}	–	#101	13
	Alarm	Once Daily <Off>	#720	24
	Time adjustment ^{*2,*4}	<Caller ID auto> Manual	#226	–
Handset name	–	–	#104	26
Call block ^{*2}	–	–	#217	25
	First ring ^{*2}	<On> Off	#173	25
	Block w/o num ^{*2,*3} (Block calls without phone number)	On <Off>	#240	25
Speed dial	–	–	#261	19
Voice mail	Store VM access# ^{*2} (VM: Voice mail)	–	#331	34
	VM tone detect ^{*2}	<On> Off	#332	34
LCD contrast (Display contrast)	–	Level 1–4 <2>	#145	–
Key tone	–	<On> Off	#165	–
Caller ID edit (Caller ID number auto edit)	–	<On> Off	#214	27
Auto talk ^{*7}	–	On <Off>	#200	14

Programming

Sub-menu 1	Sub-menu 2	Settings	Code	
Set tel line	Set dial mode*2	Pulse <Tone>	#120	13
	Set flash time*2,*8	900 ms <700 ms> 600 ms 400 ms 300 ms 250 ms 200 ms 160 ms 110 ms 100 ms 90 ms 80 ms	#121	15
	Set line mode*2,*9	A 	#122	–
Call sharing*2	–	<On> Off	#194	15
Registration	Register handset	–	#130	26
	Deregistration*3	–	#131	26
Change language	Display	<English> Español	#110	12
	Voice prompt*1,*2	<English> Español	#112	12

Main menu: “Customer support”

Operation	Code	
Displaying customer support Web address.	#680	–

*1 KX-TGC220 series: page 3.

*2 If you program these settings using one of the units, you do not need to program the same item using another unit.

*3 This menu is not displayed when scrolling through the display menus. It is only available in direct command code.

*4 This feature allows the unit to automatically adjust the date and time each time caller information including date and time is received.

To turn this feature on, select “**Caller ID auto**”. To turn this feature off, select “**Manual**”. (Caller ID subscribers only)

To use this feature, set the date and time first (page 13).

*5 If you subscribe to a distinctive ring service (such as IDENTA-RING), select a tone (tone 1 to 2). If you select a melody, you cannot distinguish lines by their ringers.

*6 The preset melodies in this product (“**Tone 3**” - “**Tone 5**”, “**Melody 1**” - “**Melody 10**”) are used with permission of © 2012 Copyrights Vision Inc.

*7 If you subscribe to a Caller ID service and want to view the caller’s information after lifting up the handset to answer a call, turn off this feature.

For assistance, please visit <http://www.panasonic.com/help>

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Programming

- *8 The flash time depends on your telephone exchange or host PBX. Contact your PBX supplier if necessary. The setting should stay at “700 ms” unless pressing **[FLASH]** fails to pick up the waiting call.
- *9 Generally, the line mode setting should not be changed. This setting automatically maintains receiver volume at the proper level depending on the current telephone line condition. Set the line mode to “A” if telephone line condition is not good.

Alarm

An alarm sounds at the set time for 3 minutes once or daily. Alarm can be set for each handset.

Important:

- Make sure the unit's date and time setting is correct (page 13).

- 1 **[MENU]** **#** **7** **2** **0**
- 2 **[↓]**: Select the desired alarm option. → **[SELECT]**

“Off”	Turns alarm off. Go to step 7.
“Once”	An alarm sounds once at the set time.
“Daily”	An alarm sounds daily at the set time. Go to step 4.

- 3 Enter the desired month and date. → **[OK]**
- 4 Set the desired time.
- 5 **[*]**: Select “AM” or “PM”. → **[OK]**
- 6 **[↓]**: Select the desired alarm tone. → **[SELECT]**
 - We recommend selecting a different ringer tone from the one used for outside calls.
- 7 **[SELECT]** → **[OFF]**

Note:

- To stop the alarm, press **[OFF]** or place the handset on the base unit or charger.
- When the handset is in use, the alarm will not sound until the handset is in standby mode.

Silent mode

Silent mode allows you to select a period of time during which the handset and/or base unit will not ring for outside calls. This feature is useful for time periods when you do not want to be disturbed, for example, while sleeping. Silent mode can be set for each unit.

Important:

- Make sure the unit's date and time setting is correct (page 13).
- We recommend turning the base unit ringer off (page 14) in addition to turning the silent mode on.
- If you have set the alarm, the alarm sounds even if the silent mode is turned on.

Turning silent mode on/off

- 1 **[MENU]** **#** **2** **3** **8**
- 2 **[↓]**: Select the desired setting. → **[SAVE]**
 - If you select “Off”, press **[OFF]** to exit.
- 3 Enter the desired hour and minute you wish to start this feature.
- 4 **[*]**: Select “AM” or “PM”. → **[OK]**
- 5 Enter the desired hour and minute you wish to end this feature.
- 6 **[*]**: Select “AM” or “PM”.
- 7 **[SAVE]** → **[OFF]**

Changing the start and end time

- 1 **[MENU]** **#** **2** **3** **7**
- 2 Continue from step 3 “Turning silent mode on/off”, page 24.

Call block

This feature allows the unit to reject calls when:

- the unit receives a call from a phone number stored in the call block list as unwanted ("Storing unwanted callers", page 25).
- the unit receives a call without phone number ("Blocking incoming calls that have no phone number", page 25).

When a call is received, the unit rings briefly*1 while caller information is being received. If the caller's phone number matches an entry in the call block list, the unit emits no sound to the caller, and disconnects the call. (Caller ID subscribers only)

*1 This is called first ring. If you do not want the first ring to sound, turn this setting to "off" (page 25).

Important:

- Rejected calls are logged in the caller list.

Storing unwanted callers

You can store up to 30 phone numbers in the call block list.

Important:

- We recommend storing 10 digits (including the area code). If only 7 digits are stored, all numbers that have the same last 7 digits will be blocked.

■ From the caller list:

- 1 [v] CID
- 2 [↕]: Select the entry to be blocked.
 - To edit the number: [MENU] → [↕]: "Edit" → [SELECT]
Press [EDIT] repeatedly until the phone number is shown in the 10-digit format. And then, press [SAVE]. Go to step 5.
- 3 [MENU]
- 4 [↕]: "Save CID" → [SELECT]
- 5 [↕]: "Call block" → [SELECT]
- 6 [↕]: "Yes" → [SELECT]
- 7 Edit the phone number if necessary (24 digits max.).

8 [SAVE] → [OFF]

■ By entering phone numbers:

- 1 [MENU]# [2] [1] [7]
- 2 [MENU] → [↕]: "Add" → [SELECT]
- 3 Enter the phone number (24 digits max.).
 - To erase a digit, press [CLEAR].
- 4 [SAVE] → [OFF]

Blocking incoming calls that have no phone number

You can reject calls when no phone number is provided, such as private callers or out of area calls.

- 1 [MENU]# [2] [4] [0]
- 2 [↕]: Select the desired setting. → [SAVE] → [OFF]

Setting the first ring for the call block list

If you do not want the first ring from a number on the call block list to sound, turn the first ring setting to "off". The default setting is "on".

- 1 [MENU]# [1] [7] [3]
- 2 [↕]: Select the desired setting. → [SAVE] → [OFF]

Viewing/editing/erasing call block numbers

- 1 [MENU]# [2] [1] [7]
- 2 [↕]: Select the desired entry.
 - To exit, press [OFF].
- 3 To edit a number: [EDIT] → Edit the phone number. → [SAVE] → [OFF]
To erase a number: [ERASE] → [↕]: "Yes" → [SELECT] → [OFF]

Note:

- When editing, press the desired dial key to add, [CLEAR] to erase.
- When viewing, "Block w/o num" is displayed if the blocking incoming calls

Programming

without phone number feature is turned on.
To turn the feature off: **[ERASE]** → **[▼]**
→ **[SAVE]** → **[OFF]**

Other programming

Changing the handset name

Each handset can be given a customized name ("Bob", "Kitchen", etc.). This is useful when you make intercom calls between handsets. You can also select whether or not the handset name is displayed in standby mode. The default setting is "No". If you select "Yes" without entering any handset name, "Handset 1" to "Handset 6" is displayed.

- 1 **[MENU]** **[#]** **[1]** **[0]** **[4]**
- 2 Enter the desired name (max. 10 characters; page 17).
- 3 **[SAVE]**
- 4 **[↕]**: Select the desired setting. → **[SELECT]** 2 times → **[OFF]**

Registering a unit

Operating additional units

Additional handsets

Up to 6 handsets can be registered to the base unit.

Important:

- See page 4 for information on the available model.

Registering a handset to the base unit

The supplied handset and base unit are pre-registered. If for some reason the handset is not registered to the base unit, re-register the handset.

- 1 **Handset:**
[MENU] **[#]** **[1]** **[3]** **[0]**

- 2 **Base unit:**
Press and hold **[LOCATOR]** for about 5 seconds.
 - If all registered handsets start ringing, press **[LOCATOR]** again to stop, then repeat this step.
- 3 **Handset:**
Press **[OK]**, then wait until a long beep sounds.

Deregistering a handset

A handset can cancel its own registration to the base unit, or other handsets registered to the same base unit. This allows the handset to end its wireless connection with the system.

- 1 **[MENU]** **[#]** **[1]** **[3]** **[1]**
 - All handsets registered to the base unit are displayed.
- 2 **[↕]**: Select the handset you want to cancel. → **[SELECT]**
- 3 **[↕]**: "Yes" → **[SELECT]** → **[OFF]**

Using Caller ID service

Important:

- This unit is Caller ID compatible. To use Caller ID features, you must subscribe to Caller ID service. Contact your service provider/telephone company for details.

Caller ID features

When an outside call is being received, the caller information is displayed.

Caller information for the last 50 callers is logged in the caller list from the most recent call to the oldest.

- If the unit cannot receive caller information, the following is displayed:
 - “**Out of area**”: The caller dials from an area which does not provide a Caller ID service.
 - “**Private caller**”: The caller requests not to send caller information.
 - “**Long distance**”: The caller makes a long distance call.
- If the unit is connected to a PBX system, caller information may not be properly received. Contact your PBX supplier.

Missed calls

If a call is not answered, the unit treats it as a missed call. The display shows “**Missed call**”.

Note:

- Even when there are unviewed missed calls, “**Missed call**” disappears from the standby display if the following operation is performed by one of the units:
 - A handset is replaced on the base unit or charger.
 - Pressing [**OFF**] on a handset.

Phonebook name display

When caller information is received and it matches a phone number stored in the phonebook, the stored name in the phonebook is displayed and logged in the caller list.

Caller list

Important:

- Make sure the unit's date and time setting is correct (page 13).

Viewing the caller list and calling back

- 1 [**▼**] CID
- 2 Press [**▼**] to search from the most recent call, or [**▲**] to search from the oldest call.
- 3 To call back, press [**↶**].
To exit, press [**OFF**].

Note:

- If the entry has already been viewed or answered, “**✓**” is displayed.

Editing a caller's phone number

You can edit a phone number in the caller list by removing its area code and/or the long distance code “1”.

- 1 [**▼**] CID
- 2 [**↕**]: Select the desired entry.
- 3 [**MENU**] → [**↕**]: “**Edit**” → [**SELECT**]
- 4 Press [**EDIT**] repeatedly until the phone number is shown in the desired format.
- 5 [**↶**]

Caller ID number auto edit feature

Once you call back an edited number, the unit which was used to call back remembers the area code and format of the edited number. The next time someone calls from the same area code, caller information is customized by the unit as follows:

- When the call is being received, the Caller ID number is displayed in the same format as the edited number.
- After the call has ended, the caller's phone number is displayed in the same format as the edited number, when reviewed from the caller list.

Caller ID Service

For example, you can use this feature to set the unit to ignore the area code of callers in your area, so that you can call these local numbers using caller information without dialing the area code.

To activate this feature, you must edit an entry in the caller list, then call that number. After that, phone numbers from that caller's area code are edited automatically.

This feature can be set for each unit (page 22). The default setting is "On".

Note:

- Phone numbers from the 4 most recently edited area codes are automatically edited.

Erasing selected caller information

- 1 [▼] CID
- 2 [↕]: Select the desired entry.
- 3 [ERASE] → [↕]: "Yes" → [SELECT] → [OFF]

Erasing all caller information

- 1 [▼] CID
- 2 [ERASE] → [↕]: "Yes" → [SELECT] → [OFF]

