

Panasonic

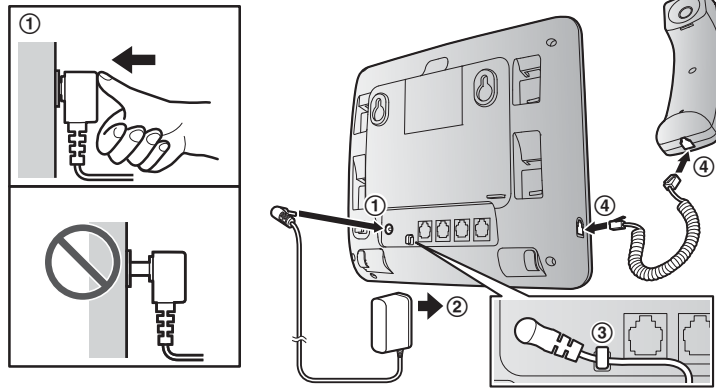
Model No. **KX-TGW420**

4LINE

Quick Guide

Connecting the AC adaptor/corded handset

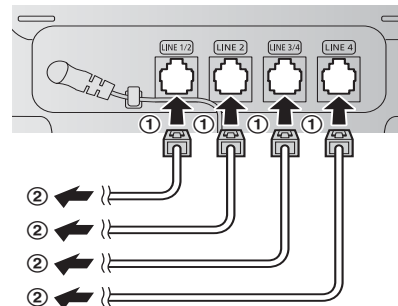
- ① Connect the AC adaptor to the unit by pressing the plug firmly.
 - ② Connect the AC adaptor to the power outlet.
 - ③ Fasten the AC adaptor cord by hooking it.
 - ④ Connect the corded handset cord to the corded handset and the base unit until you hear a click.
- Use only the supplied AC adaptor KSAS0050750080VUD.



Connecting the telephone line cord

■ To connect to four single-line telephone jacks

- ① Connect the 4-wire telephone line cords to each ports.
- ② Connect the single-line telephone jacks (RJ11C) until you hear a click.



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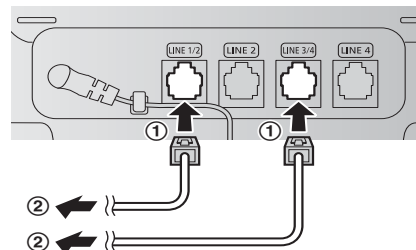
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Connecting the telephone line cord

■ To connect to two 2-line telephone jacks

- ① Connect the 4-wire telephone line cords to LINE1/2 and LINE 3/4 port.
- ② Connect the 2-line telephone jacks (RJ14C) until you hear a click.

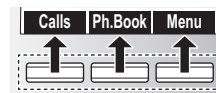


If you subscribe to a DSL/ADSL service, attach a DSL/ADSL filter to the telephone line between the base unit and each telephone line jack.

Operating tips

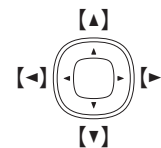
Soft keys

By pressing a soft key, you can select the feature shown directly above it on the display. Pay attention to the display to see what functions the soft keys are assigned during operation.



Navigator key

- [▲], [▼], [◀], or [▶]: Scroll through various lists and items.



Date and time

- 1 [Menu]
- 2 [↕]: "Phone Settings" → [Select]
- 3 [↕]: "Date & Time" → [Select]
- 4 Enter the current year. → [▼]
- 5 Enter the current month and date. → [▼]
- 6 [◀▶]: Select the clock format ("12hr" or "24hr"). → [▼]
- 7 Enter the current hour and minute. → [▼]
- 8 [◀▶]: Select the time adjustment setting.*1
- 9 [Save]
- 10 Press [Back] or [Home] repeatedly to return to standby mode.

*1 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 "On". To turn this feature off, select "off". (Caller ID subscribers only).

Recording your greeting message of the answering system

You can record your own greeting message instead of using a pre-recorded greeting message.

- 1 **[Menu]**
- 2 **[↓]**: "Answering System" → **[Select]**
- 3 **[↑]**: "General Greeting" or "Announce Only" → **[Select]**
- 4 **[↓]**: "Record Greeting" or "Record Announce Only" → **[Select]**
- 5 Record a greeting message. → **[Save]**
 - The greeting message is played back. To stop playback, press **[Stop]**.
- 6 Press **[Back]** or **[Home]** repeatedly to return to standby mode.

Basic operations

Making/Answering calls

Making calls	Dial the phone number. → Lift the corded handset, or press [☎] .
Answering calls	Lift the corded handset, or press [☎] .
To hang up	Place the corded handset on the cradle. When the speakerphone is used, press [☎] .
To adjust the receiver or speaker volume	Press [+] or [-] repeatedly while talking.
To adjust the ringer volume	Press [+] or [-] repeatedly to select the desired volume while ringing.

Phonebook

Adding entries	<ol style="list-style-type: none"> 1 [Ph.Book] → [New] 2 Enter the party's name (16 characters max.). → [Select] 3 Enter the party's phone number (32 digits max.). → [Save] 4 Press [Back] or [Home] repeatedly to return to standby mode.
Making calls	<ol style="list-style-type: none"> 1 [Ph.Book] 2 [↓]: Select the desired entry. → [View] 3 Lift the corded handset or press [☎].

Answering system

Answering on/off	<ol style="list-style-type: none"> 1 [☒] 2 [↓]: "General MB: On/Off" → [Select] 3 [↓]: "On", "Off" or "Announce Only" → [Select] 4 Press [Back] to return to standby mode.
Listening to messages	<ol style="list-style-type: none"> 1 [☒] 2 [↓]: "Play Messages" → [Select] 3 When finished, press [Stop]. 4 Press [Back] to return to standby mode.

Basic operations	
Digital Receptionist	
Digital Receptionist on/off	<ol style="list-style-type: none"> 1 [Menu] 2 [↕]: "Digital Receptionist" → [Select] 3 [↕]: "D.R.: On/Off" → [Select] 4 [↕]: Select the desired line which you want to activate/deactivate the digital receptionist. 5 [←▶]: Select the desired setting. → [Select] 6 Press [Back] or [Home] repeatedly to return to standby mode.
Recording your greeting message for Digital Receptionist	<ol style="list-style-type: none"> 1 [Menu] 2 [↕]: "Digital Receptionist" → [Select] 3 [↕]: "Day Greeting", "Night Greeting" or "Auxiliary Greeting". → [Select] 4 [↕]: "Record Greeting" → [Select] 5 After a beep sounds, speak clearly about 20 cm (8 inches) away from the microphone. 6 Press [Save] to stop recording. <ul style="list-style-type: none"> • The greeting message is played back. To stop playback, press [Stop]. 7 Press [Back] or [Home] repeatedly to return to standby mode.
Frequently asked questions	
Question	Cause/solution
How can I increase the base unit volume level?	<ul style="list-style-type: none"> • Press [+] repeatedly while talking.
Can I add another accessory unit to my base unit?	<ul style="list-style-type: none"> • Yes, you can add up to 9 desk phones/cordless handsets to a single base unit. • To purchase additional accessory unit(s) (KX-TGWA40/KX-TGWA41), please visit: http://shop.panasonic.com/support TTY users (hearing or speech impaired users) can call 1-877-833-8855.
How can I answer a call waiting call (2nd call)?	<ul style="list-style-type: none"> • Press [Flash] when you hear the call waiting tone.