# Panasonic
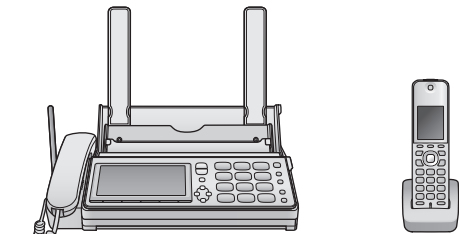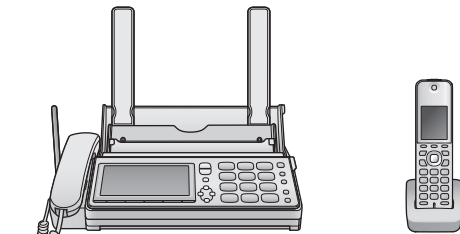
# Quick Reference Guide

**Facsimile**

Model No. **KX-PD625DL   KX-PZ620DL**
**KX-PD625DW   KX-PZ620DW**

| KX-PD625DL/KX-PD625DW | KX-PZ620DL/KX-PZ620DW |
|---|---|
| Base unit (KX-PD625) | Cordless handset (KX-FKD556) | Base unit (KX-PZ620) | Cordless handset (KX-FKD556) |

- KX-PD625DL/KX-PZ620DL includes 1 cordless handset and 1 base unit.
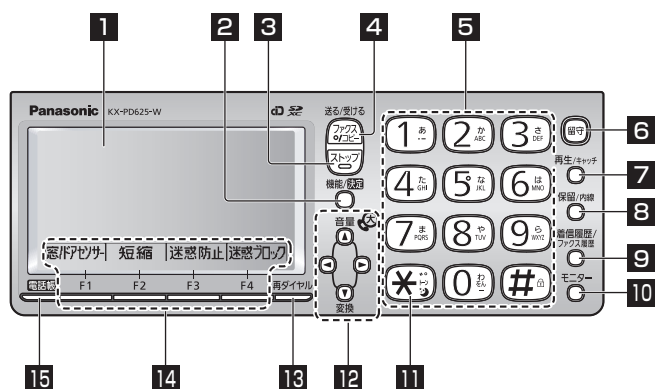- KX-PD625DW/KX-PZ620DW includes 2 cordless handsets and 1 base unit.

## Table of Contents

Thank you for purchasing a Panasonic product.

- This guide explains some basic features and operations, but not all of them. For further details, see the Japanese operating instructions.
- This product is designed for use in Japan.
  Panasonic cannot provide service for this product if used outside Japan.
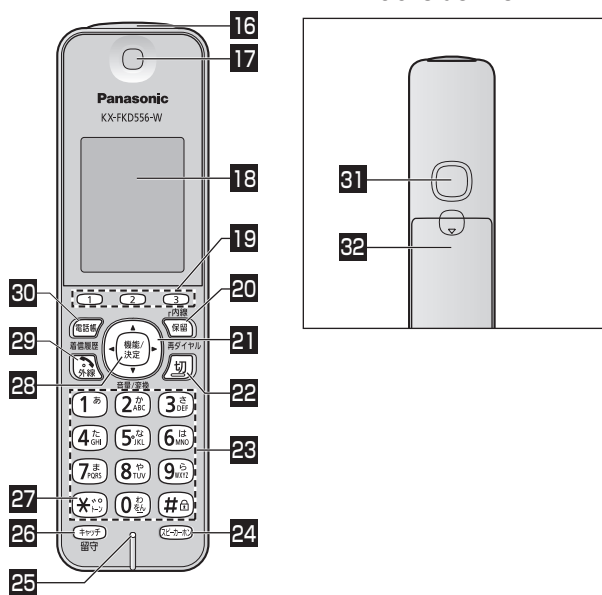- Any details given in this guide are subject to change without notice.

# Parts Descriptions

## Base unit



1 Liquid crystal display
2 Function/Set button
3 Stop button
4 Fax/Copy button
5 Numeral/Character buttons
6 Auto Answer button & indicator
7 Playback/Flash button
8 Hold/Intercom button
9 Caller ID Log/Fax Log button & indicator
10 Monitor button
11 Tone button (to switch to tone dialing)
12 Volume control buttons ( ▲ ▼ )
13 Redial button
14 Multi-operation buttons
15 Phonebook button

## Cordless handset

Backside View



16 Incoming Call Indicator
17 Earpiece
18 Liquid crystal display
19 Multi-operation/One-touch Dial buttons
20 Hold/Intercom button
21 Caller ID button (着信履歴 ◄ ► )

   Redial button ( ► 再ダイヤル)

   Volume control button ( )
   音量/変換
22 Off button
23 Numeral/Character buttons
24 Speakerphone button
25 Microphone
26 Flash button
   留守 : Auto Answer button
27 Tone button (to switch to tone dialing)
28 Function/Set button
29 Talk button
30 Phonebook button
31 Speaker
32 Battery cover

# Basic Operations

● The number after the button shows the location of the button described in the previous page.

## Base unit

### ■ To make a call
Lift the handset. ➡ Dial the phone number (**5**). ➡ Talk.

### ■ To receive a call
When the phone rings, lift the handset. ➡ Talk.
● When:
  – document reception is required,
  – a fax calling tone (slow beep) is heard, or
  – no sound is heard,
  press 【ファクス】(Fax: **4**).

### ■ To place the current call on hold
Press 【保留】(Hold: **8**) during a call. (You can place the handset on the base unit.)

### ■ To retrieve the held call
● If you have returned the handset on the base unit, lift the handset.
● If you have not returned the handset on the base unit, press 【保留】.

### ■ To transfer the held call to the cordless handset
Press 【保留】 ➡ # during a call. ( ➡ When you use multiple cordless handsets, press 1 - 6 (Intercom No.).) ➡ Place the handset on the base unit when the other party answers.

### ■ To use TAM (Telephone Answering Machine)
When you leave home, press 【留守】(Auto Answer: **6**) to turn on the indicator. (To deactivate, press 【留守】 again to turn off the indicator.)
➡ When receiving a call while TAM is activated, it answers the call automatically in Japanese, and records the incoming messages. Then, the 【留守】 indicator starts flashing.
➡ When you return home, press 【留守】 to play back the messages. The 【留守】 indicator turns off and the answering mode is deactivated.
After playing back the messages, press 【はい】(Yes: **14**) twice to erase the messages or press 【いいえ】(No: **14**) to keep the messages.

To play back all messages while TAM is deactivated, press 【再生】(Playback: **7**) ➡ 【▼】【▲】(**12**) to select "すべて再生" ➡ 【決定】(Set: **2**).
After playing back the messages, press 【はい】(Yes: **14**) twice to erase the messages or press 【いいえ】(No: **14**) to keep the messages.

*Up to 50 messages can be recorded for approx. 12 minutes in total.

### ■ To hear recorded messages while away from home (Remote control)

**Preparation before you leave home**
Store a remote control number.
With the handset placed on the base unit, press 【機能】(Function: **2**) ➡ # 0 0 6 . ➡ Enter the desired 4-digit number. ➡ Press 【決定】, then press 【ストップ】(Stop: **3**).
When you leave home, press 【留守】 to turn on the indicator.

**To hear messages**
Dial your home phone number. ➡ While the outgoing message is played back, enter your remote control number. ➡ Announcement. ➡ Press 4 . ➡ You will hear recorded messages if any.

**NOTE**
● This operation can be made only from a touch-tone phone.

## Cordless handset

### ■ To make a call
Lift the cordless handset from the charger and press 【外線】(Talk: **29**). ➡ Dial the phone number (**23**). ➡ Talk. ➡ To end the call, place the cordless handset on the charger or press 【切】(Off: **22**).

### ■ To receive a call
When the phone rings, lift the cordless handset from the charger and press 【外線】 . ➡ Talk. ➡ To end the call, place the cordless handset on the charger or press 【切】 .
● When:
  – document reception is required,
  – a fax calling tone (slow beep) is heard, or
  – no sound is heard,
  press 【機能】(Function: **28**) ➡ 【▼】【▲】(**21**) to select "ファクス受信" ➡ 【決定】(Set: **28**) ➡ 【はい】(Yes: **19**).

■ **To make a call using the speakerphone (Hands-free talk)**
Press【スピーカーホン】(Speakerphone: 24).
➡ Dial the phone number. ➡ Talk to the microphone (25). ➡ To end the call, place the cordless handset on the charger or press【切】.
● Speak clearly about 50 cm away from the microphone.
● Speak alternately with the other party. The sound may cut in and out if you both speak at the same time.

■ **To receive a call with the speakerphone (Hands-free talk)**
When the phone rings, press【スピーカーホン】.
➡ Talk to the microphone. ➡ To end the call, place the cordless handset on the charger or press【切】.

■ **To place the current call on hold**
Press【保留】(Hold: 20) during a call.

■ **To retrieve the held call**
Press【外線】.

■ **To transfer the held call to the base unit**
Press【保留】➡ 【#】 during a call. (➡ When you use multiple cordless handsets, press 【0】.)
➡ Press【切】when the other party answers.

■ **To transfer the held call to another cordless handset**
Press【保留】➡ 【#】 during a call. ➡ Press 【1】- 【6】 (Intercom No.). ➡ Press【切】when the other party answers.

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## Sending faxes/Copying documents
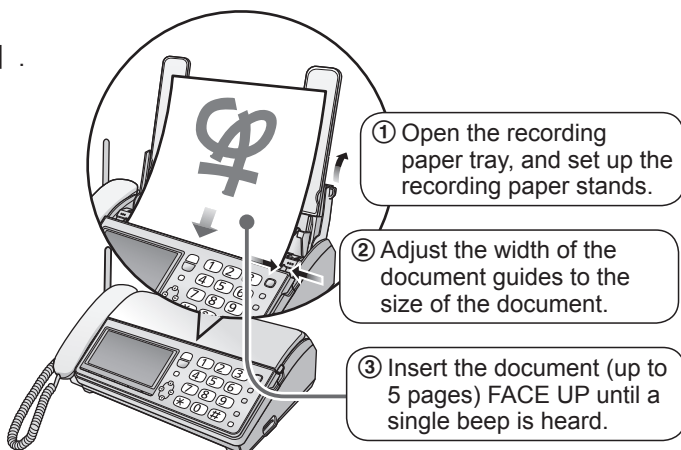
■ **Sending faxes**
Press【ファクス】(Fax: 4). ➡ Insert the document. ➡ Dial the fax number. ➡ Press 【ファクス】.

■ **Copying documents**
Insert the recording paper. ➡ Insert the document. ➡ Press【コピー】(Copy: 4).

■ **Installing document**



① Open the recording paper tray, and set up the recording paper stands.

② Adjust the width of the document guides to the size of the document.

③ Insert the document (up to 5 pages) FACE UP until a single beep is heard.

■ **Installing recording paper**



**Recording paper**
● Printing side is on the back.

① Open the recording paper tray, and set up the recording paper stands.

② Insert the recording paper into the recording paper tray. (Up to 15 sheets)

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