Panasonic®

Installation Manual

Additional Digital Cordless Handset

Model No. **KX-TGA651**

DECT
6.0

Thank you for purchasing a Panasonic product.

This unit is an additional handset compatible with the following
series of Panasonic Digital Cordless Phone:
KX-TG4011/KX-TG4021/KX-TG4031/KX-TG4051/
KX-TG6511/KX-TG6521/KX-TG6531/KX-TG6541/
KX-TG6581/KX-TG7531
You must register this handset with your base unit before it can
be used. This installation manual describes only the steps
needed to register and begin using the handset. Please read
the base unit's operating instructions for further details.

Charge the batteries for about 7 hours before initial use.

Please read this installation manual before using the unit and
save it for future reference.

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

TGA651

Printed in Malaysia   **PNQX2405ZA** DM0410DM0

Accessory information

Supplied accessories

Accessory item/Order number	Quantity
Charger/PNLC1010ZB	1
AC adaptor/PQLV219Y	1
Rechargeable batteries/HHR-4DPA (Part No. HHR-55AAABU or N4DHYYY00004)	2
Handset cover[*1]/PNYNTGA652BR	1
Belt clip/PNKE1054Z1	1

*1 The handset cover comes attached to the handset.

Note:

● Please read the base unit's operating instructions for additional/ replacement accessories.
  – Optional headsets: KX-TCA60, KX-TCA93, KX-TCA94, KX-TCA400, KX-TCA430
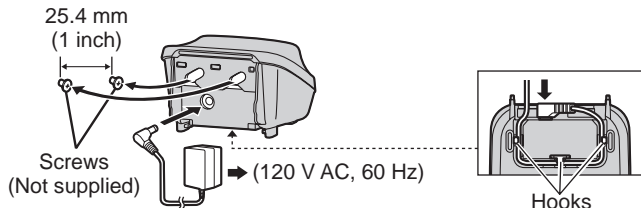
Setting up

Connections/Wall mounting

25.4 mm (1 inch)

Screws (Not supplied)

➡ (120 V AC, 60 Hz)

Hooks

Note:

- Use only the supplied Panasonic AC adaptor PQLV219.
- The AC adaptor must remain connected at all times. (It is normal for the adaptor to feel warm during use.)
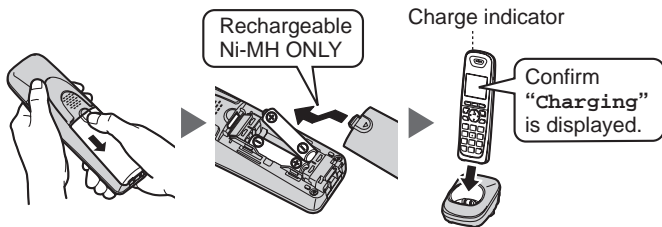- Make sure that the wall is strong enough to support the weight of the unit.

Battery installation/Battery charge

Important:

- Use the supplied rechargeable batteries. For replacement, we recommend using the Panasonic rechargeable batteries noted on page 2.
- Wipe the battery ends ($\oplus$, $\ominus$) with a dry cloth.
- Avoid touching the battery ends ($\oplus$, $\ominus$) or the unit contacts.
- Confirm correct polarities ($\oplus$, $\ominus$).
- USE ONLY Ni-MH batteries AAA (R03) size.
- Do NOT use Alkaline/Manganese/Ni-Cd batteries.

Charge for about 7 hours.

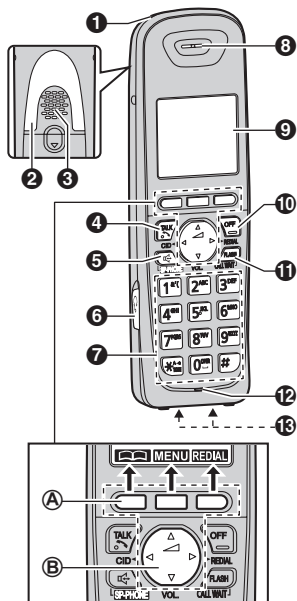- When the batteries are fully charged, the charge indicator goes off and **"Fully charged"** is displayed.

Rechargeable Ni-MH ONLY

Charge indicator

Confirm **"Charging"** is displayed.

Note:

- If the batteries are fully charged, but the operating time seems to be shorter, clean the battery ends ($\oplus$, $\ominus$) and the charge contacts with a dry cloth and charge again.

Panasonic Ni-MH battery performance (supplied batteries)

Operation	Operating time
In continuous use	13 hours max. (If Eco mode is on.)
Not in use (standby)	11 days max. (If Eco mode is on.)

Controls

A Charge indicator
   Ringer indicator
   Message indicator

B Nonslip pad
   ● Nonslip pad offers support when you cradle the handset between your shoulder and ear.

C Speaker

D [➤] (TALK)

E [🔊] (SP-PHONE: Speakerphone)

F Headset jack

G Dial keypad ([＊]: TONE)

H Receiver

I Display

J [OFF]

K [FLASH] [CALL WAIT]

L Microphone

M Charge contacts

■ **Control type**

   Ⓐ **Soft keys**

   The handset features 3 soft keys. By pressing a soft key, you can select the feature shown directly above it on the display.

Ⓑ **Navigator key**
- **[▲]**, **[▼]**, **[◄]**, or **[►]**: Scroll through various lists and items.
- **⊿ VOL. (Volume: [▲] or [▼])**: Adjust the receiver or speaker volume while talking.
- **[◄] CID (Caller ID)**: View the caller list.
- **[►] REDIAL**: View the redial list.

Note:
- The preset melodies used for the ringer tone in this product are used with permission of © 2009 Copyrights Vision Inc.

For KX-TG4011/KX-TG4021 series users

■ **Using the soft keys (operational differences between handsets)**
KX-TGA651 features 3 soft keys, different to your original handset which features keys with printed function names.
Press the soft key corresponding to the desired operation (page 4: Ⓐ).
Example: When selecting/setting the desired item in programming

Original handset (printed key name)	KX-TGA651 soft keys
[OK]	**[SELECT][SAVE]**

- Some KX-TGA651 soft key names are different to the button names described in your base unit's operating instructions.

Registering a handset to a base unit

1 Base unit:

■ **KX-TG4011/KX-TG6511 series**
Press and hold **[LOCATOR]** for about 5 seconds. (No registration tone)

■ **KX-TG4021/KX-TG4031/KX-TG4051/KX-TG6521/KX-TG6531/KX-TG6541/KX-TG6581/KX-TG7531 series**
Press and hold **[LOCATOR]** for about 5 seconds until the registration tone sounds.

- If all registered handsets start ringing, press the same button to stop. Then repeat this step.

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2 Handset:

Place the handset on the base unit or charger, then wait until a long beep sounds and $\mathbb{Y}$ is displayed.

Note:

- If an error tone sounds, or if $\mathbb{\overline{Y}}$ is displayed, register the handset according to the base unit's operating instructions.

Display language

1 **[MENU]** → **[#][1][1][0]**
2 **[v]/[▲]**: Select the desired setting.
3 **[SAVE]** → **[OFF]**
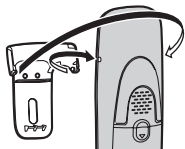
Date and time

1 **[MENU]** → **[#][1][0][1]** → Enter the current month, date, and year by selecting 2 digits for each. → **[OK]**
   Example: For July 15, 2010, enter **[0][7][1][5][1][0]**.
2 Enter the current hour and minute (12-hour clock format) by selecting 2 digits for each.
   Example: For 9:30, enter **[0][9][3][0]**.
3 **[AM/PM]**: Select **"AM"** or **"PM"**. → **[SAVE]** → **[OFF]**

Belt clip

■ **To attach**   ■ **To remove**

For KX-TG4031/KX-TG4051/KX-TG7531 series users

There are some differences in the specification of your original handset and the KX-TGA651. The feature differences are described in the chart below.

Main feature differences

Feature	KX-TGA651	KX-TG4031/ KX-TG4051 series handset	KX-TG7531 series handset
Display size	1.8 inches	1.8 inches	2.1 inches
Button size	Large	Extra large	Large
Display mode	—	—	●
Message list	—	—	●

Operational differences in other features
■ **Changing group names in the shared phonebook**
   See "Changing group names" (page 9).
■ **Editing entries in the shared phonebook**
   See "Editing entries" (page 10).

For KX-TG4011/KX-TG4021 series users

There are some differences in the specification of your original handset and the KX-TGA651. The feature differences are described in the following chart.

Main feature differences

Feature	KX-TGA651	KX-TG4011/ KX-TG4021 series handset	Page
Display size	1.8 inches	1.4 inches	—
Phonebook settings – Group – All erase	●	—	9, 10
Message alert	●	—	11, 15
Alarm	●	—	13
Silent mode	●	—	13
Voice mail settings – Voice mail access no. – VM tone detection	●	—	14
Time adjustment setting	●	—	15

Operational differences in other features

– Date and time (page 6)
– Chain dial (page 10)
– Voice guidance language (page 11)
– Selecting "Greeting only" (page 11)
– Calling back during playback (Caller ID subscribers only) (page 11)

– Caller list operations (Caller ID subscribers only):
  Editing a caller's phone number before calling back (page 12)
  Erasing all caller information (page 12)
  Storing caller information to the phonebook (page 12)
– Transferring calls, conference calls (page 12)
– Deregistering a handset (page 13)

Differences in the shared phonebook operations

Adding entries
When adding an entry to the phonebook, you can assign it to one of 9 groups.

1 **[**🕮**]** → **[ADD]**
2 Enter the party's name (16 characters max.). → **[OK]**
3 Enter the party's phone number (24 digits max.). → **[OK]**
4 **[v]/[▲]**: Select the desired group. → **[SELECT]** 2 times
  ● To add other entries, repeat from step 2.
5 **[OFF]**

Changing group names
The default group name is **"Group 1"** to **"Group 9"**.

1 **[**🕮**]** → **[MENU]** → **[v]/[▲]**: **"Group"** → **[SELECT]**
2 **[v]/[▲]**: Select the desired group. → **[SELECT]**
3 **[v]/[▲]**: **"Group name"** → **[SELECT]**
4 Edit the name (10 characters max.). → **[SAVE]** → **[OFF]**

Finding and calling a phonebook entry: Searching by group
1 **[**🕮**]** → **[GROUP]**
2 **[v]/[▲]**: Select the group you want to search. → **[SELECT]**
  ● If you select **"All groups"**, the unit ends the group search.
3 **[v]/[▲]**: Select the desired entry. → **[**📞**]**

Group ringer tone (Caller ID subscribers only)
You can assign a different ringer tone to the desired group.
If you select **"Current ringer"** (default), the unit uses the same ringer tone as for other incoming calls when calls from this group are received.

1 **[🕮]** → **[MENU]** → **[▼]**/**[▲]**: **"Group"** → **[SELECT]**
2 **[▼]**/**[▲]**: Select the desired group. → **[SELECT]**
3 **[▼]**/**[▲]**: Select the current setting of the group ringer tone. → **[SELECT]**
4 **[▼]**/**[▲]**: Select the desired ringer tone. → **[SAVE]** → **[OFF]**

Editing entries
1 **[🕮]** → **[▼]**/**[▲]**: Select the desired entry. → **[EDIT]**
2 Edit the name if necessary (16 characters max.). → **[OK]**
3 Edit the phone number if necessary (24 digits max.). → **[OK]**
4 **[▼]**/**[▲]**: Select the desired group. → **[SELECT]** 2 times → **[OFF]**

Erasing all entries
1 **[🕮]** → **[MENU]** → **[▼]**/**[▲]**: **"Erase all"** → **[SELECT]**
2 **[▼]**/**[▲]**: **"Yes"** → **[SELECT]**
3 **[▼]**/**[▲]**: **"Yes"** → **[SELECT]** → **[OFF]**

Chain dial
1 During an outside call, press **[MENU]**.
2 **[▼]**/**[▲]**: **"Phonebook"** → **[SELECT]**
3 **[▼]**/**[▲]**: Select the desired entry. → **[CALL]**

Differences in the answering system operations (KX-TG4021 series only)

Voice guidance language
1 **[MENU]** → **[#][1][1][2]**
2 **[v]/[▲]**: Select the desired setting. → **[SAVE]** → **[OFF]**

Selecting "Greeting only"
The unit announces a greeting message to callers but not record messages.
[MENU] → **[#][3][0][5]** → **[v]/[▲]**: **"Greeting only"** → **[SAVE]** → **[OFF]**
Note:
- When you select **"Greeting only"**:
  If you do not record your own message, the unit will play the pre-recorded greeting-only message asking callers to call again later.

Calling back (Caller ID subscribers only)
While caller information is displayed during playback, press **[PAUSE]**. → **[v]/[▲]**: **"Call back"** → **[SELECT]**

■ **Editing the number before calling back**
Press **[PAUSE]** during playback. → **[v]/[▲]**: **"Edit & Call"** → **[SELECT]** → Press **[EDIT]** repeatedly until the phone number is shown in the desired format. → **[🝑]**

Message alert (default: on)
You can select whether or not the message indicator on the handset flashes slowly when new messages are recorded.
Important:
- If you stored the voice mail access number (page 14), the message indicator also flashes for newly recorded voice mail messages.
1 **[MENU]** → **[#][3][4][0]**
2 **[v]/[▲]**: Select the desired setting. → **[SAVE]** → **[OFF]**

Note:

- While message alert is on, battery operating time is shortened (page 4).

Operational differences in other features

Caller list operations (Caller ID subscribers only)

■ **Editing a caller's phone number before calling back**
You can edit a phone number in the caller list by removing its area code and/or the long distance code "1".

1 **[◄]** CID → **[▼]**/**[▲]**: Select the desired entry.

2 Press **[EDIT]** repeatedly until the phone number is shown in the desired format. → **[✆]**

■ **Erasing all caller information**

1 **[◄]** CID

2 **[ERASE]** → **[▼]**/**[▲]**: **"Yes"** → **[SELECT]** → **[OFF]**

■ **Storing caller information to the phonebook**

1 **[◄]** CID → **[▼]**/**[▲]**: Select the desired entry.
- To edit the number, press **[EDIT]** repeatedly until the phone number is shown in the desired format.

2 **[SAVE]** → **[▼]**/**[▲]**: **"Phonebook"** → **[SELECT]**

3 Continue from step 2, "Editing entries", page 10.

Transferring calls, conference calls

1 During an outside call, press **[INT]** to put the call on hold.

2 **[▼]**/**[▲]**: Select the desired unit. → **[SELECT]** → 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: Press **[CONF]**.
- To leave the conference, press **[OFF]**.
- To put the outside call on hold, press **[HOLD]**. To resume the conference, press **[CONF]**.

Deregistering a handset

1 **[MENU]** → **[#][1][3][1]**

2 **[v]/[▲]**: Select the handset you want to cancel. → **[SELECT]**

3 **[v]/[▲]**: **"Yes"** → **[SELECT]** → **[OFF]**

Features only available for KX-TGA651

Alarm

An alarm sounds at the set time for 3 minutes once or daily.

Important:

● Set the date and time beforehand (page 6).

1 **[MENU]** → **[#][7][2][0]**

2 **[v]/[▲]**: **"Daily"** → **[SELECT]**
  ● When you select **"Once"**, enter the desired month and date. →
    [OK]
  ● When you select **"Off"**, go to step 5.

3 Set the desired time. → **[AM/PM]**: Select **"AM"** or **"PM"**. → **[OK]**

4 **[v]/[▲]**: Select the desired alarm tone. → **[SELECT]**

5 **[SELECT]** → **[OFF]**
  ● When the alarm is set, ☉ is displayed.

Note:

● To stop the alarm, press any dial key or place the handset on the base
  unit or charger.

Silent mode

Silent mode allows you to select a period of time during which the
handset will not ring for outside calls.

Important:

● Set the date and time beforehand (page 6).

● We recommend turning the base unit ringer off in addition to turning
  the silent mode on. (KX-TG4021 series)

● If you have set the alarm, the alarm sounds even if the silent mode is
  turned on.

1 **[MENU]** → **[#][2][3][8]**

2 **[v]/[▲]**: Select **"On"** or **"Off"**. → **[SAVE]**
 ● If you select **"Off"**, press **[OFF]** to exit.

3 Enter the desired hour and minute you wish to start this feature.

4 **[AM/PM]**: Select **"AM"** or **"PM"**. → **[OK]**

5 Enter the desired hour and minute you wish to end this feature.

6 **[AM/PM]**: Select **"AM"** or **"PM"**. → **[SAVE]** → **[OFF]**
 ● When the silent mode is set, ▧ is displayed.

■ **Changing the start and end time**
 [MENU] → **[#][2][3][7]** → Continue from step 3.

Voice mail service: Storing the voice mail (VM) access number
Once you have stored your service provider/telephone company's voice
mail access number, you can dial it automatically to listen to your voice
mail messages. You need to store the voice mail access number to
activate the message alert feature (page 11) for voice mail service.

1 **[MENU]** → **[#][3][3][1]**

2 Enter your access number (24 digits max.).

3 **[SAVE]** → **[OFF]**

Note:
● When storing your voice mail access number and your mailbox
 password, press **[PAUSE]** to add pauses between the access number
 and the password as necessary. Contact your service provider/
 telephone company for the required pause time.
● **To erase the voice mail access number:** Press and hold **[CLEAR]**
 until all digits are erased in step 2. → **[SAVE]** → **[OFF]**

Voice mail service: Voice mail (VM) tone detection
Your service provider/telephone company sends special signals
(sometimes called "voice mail tones" or "stutter tones") to the unit to let
you know you have new voice mail messages after you press **[➴]**.
Soon after you hang up a call or after the phone stops ringing, your unit
checks the phone line to see if new voice mail messages have been
recorded. The default setting is **"On"**. Turn this feature off when:
– You do not subscribe to voice mail service.

– Your service provider/telephone company does not send voice mail tones.
– Your phone is connected to a PBX.

If you are not sure which setting is required, contact your service provider/telephone company.

1 **[MENU]** → **[#][3][3][2]**

2 **[v]/[▲]**: Select the desired setting. → **[SAVE]** → **[OFF]**

Voice mail service: Listening to voice mail messages

The unit lets you know that you have new voice mail messages:

– **"New Voice Mail"** is displayed if message indication service is available.
– The message indicator flashes slowly if the message alert feature is turned on (page 11).

1 **[VM]**
   or
   [MENU] → **[#][3][3][0]**
   ● The speakerphone turns on.
   ● If there are no new messages in the voice mail, **[VM]** is not displayed.

2 Follow the pre-recorded instructions. → When finished, press **[OFF]**.

Note:

● If the handset still indicates there are new messages even after you have listened to all new messages, turn it off by pressing and holding **[#]** until the handset beeps.

Turning the time adjustment on/off (Caller ID subscribers only)

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"**. The default setting is **"Caller ID auto"**.

To use this feature, set the date and time first (page 6).

1 **[MENU]** → **[#][2][2][6]**

2 **[v]/[▲]**: Select the desired setting. → **[SAVE]** → **[OFF]**

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
- 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 the Panasonic Call Center at 1-800-211- PANA (1-800-211-7262).

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.

CAUTION

Installation and location
- The AC adaptor is used as the main disconnect device. Ensure that the AC outlet is installed near the product and is easily accessible.

Battery
- We recommend using the supplied batteries or additional/replacement batteries noted on page 2 for replacement battery information. **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.

Other information

- Operating the product near electrical appliances may cause interference. Move away from the electrical appliances.
- 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.

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

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.

FCC and other information

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

When you hold the phone to your ear, noise might be heard in your Hearing Aid. Some Hearing Aids are not adequately shielded from external RF (radio frequency) energy. If noise occurs, use an optional headset accessory or the speakerphone option (if applicable) when using this phone. Consult with your audiologist or Hearing Aid manufacturer about the availability of Hearing Aids which provide adequate shielding to RF energy commonly emitted by digital devices.

WHEN PROGRAMMING EMERGENCY NUMBERS AND(OR) MAKING TEST CALLS TO EMERGENCY NUMBERS:
1) Remain on the line and briefly explain to the dispatcher the reason for the call.
2) Perform such activities in the off-peak hours, such as early morning or late evenings.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
Privacy of communications may not be ensured when using this phone.

CAUTION:
Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this device.

NOTE:
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
– Reorient or relocate the receiving antenna.
– Increase the separation between the equipment and receiver.
– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
– Consult the dealer or an experienced radio/TV technician for help.

FCC RF Exposure Warning:
- This product complies with FCC radiation exposure limits set forth for an uncontrolled environment.
- This handset may not be collocated or operated in conjunction with any other antenna or transmitter.
- The handset may be carried and operated with only the specific provided belt-clip. Other non-tested belt-clips or similar body-worn accessories may not comply and must be avoided.

Notice:
- FCC ID can be found inside the battery compartment or on the bottom of the unit.

Compliance with TIA-1083 standard:

Telephone handsets identified with this logo have reduced noise and interference when used with T-Coil equipped hearing aids and cochlear implants.

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。

IMPORTANT!

If your product is not working properly. . .

① **Reconnect AC adaptor to the base unit.**
② **Check if telephone line cord is connected.**
③ **Use rechargeable Ni-MH batteries.**
   (Alkaline/Manganese/Ni-Cd batteries CANNOT be used.)
④ Read **troubleshooting** page in the base unit's
   Operating Instructions.

Visit our Web site: http://www.panasonic.com/help
● **FAQ and troubleshooting hints are available.**

Panasonic Corporation of North America
One Panasonic Way, Secaucus, New Jersey 07094

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