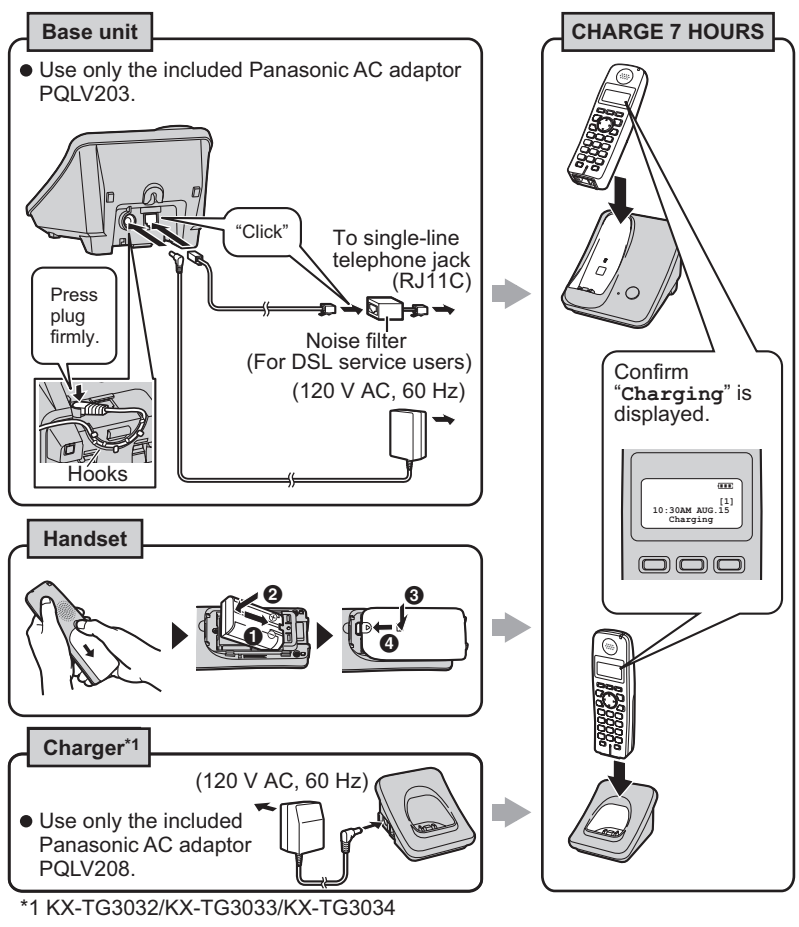


**Panasonic**<sup>®</sup>

Model No. **KX-TG3021/KX-TG3031**  
**KX-TG3032/KX-TG3033**  
**KX-TG3034**

## Quick Guide

### Setting up



For further information, visit <http://www.panasonic.com/help>

Printed in U.S.A.

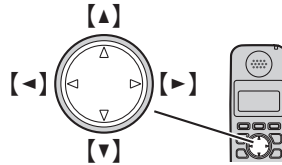
PQQW15468YA DA1106PY1126

## Operating tips

**[ ]**: shows button names.

### Using the navigator key

Press **[▲]**, **[▼]**, **[◀]**, or **[▶]** to navigate through menus and to select items shown on the display.



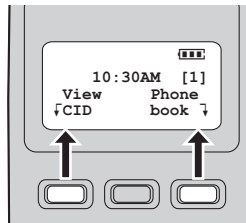
### Adjusting audio volume

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

### Handset 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.

**[Select]**, **[Save]**, **[OK]**, and additional other functions are assigned to soft keys. Pay attention to soft keys to find functions you need during handset operation.



## Date and time (Handset)

- 1 **[MENU]** → **[4][1]**
- 2 Enter the current month, day, and year by selecting 2 digits for each.
- 3 Enter the current hour and minute (12-hour clock format) by selecting 2 digits for each.
- 4 **[AM/PM]**: Select "AM" or "PM". → **[Save]** → **[OFF]**

## Adding items to the phonebook (Handset)

- 1 **[Phonebook]** → **[Add]**
- 2 Enter the name (max. 16 characters). → **[Next]**
- 3 Enter the phone number (max. 32 digits). → **[Next]** → **[Save]** → **[OFF]**

For further information, visit <http://www.panasonic.com/help> or refer to Operating Instructions.

### Basic operation (Handset)

Feature	Operation
Adjusting the receiver/speaker volume	Press <b>[▲]</b> or <b>[▼]</b> repeatedly while talking.
Making a call using the redial list	<b>[REDIAL]</b> → <b>[▼]/[▲]</b> : Select the desired phone number. → <b>[↶]</b>
Viewing the caller list and calling back	<b>[View CID]</b> → Press <b>[▼]</b> or <b>[▲]</b> repeatedly to select the desired item. → <b>[↶]</b>
Ringer volume	<b>1 [MENU]</b> → <b>[1][1]</b> <b>2 [▲]/[▼]</b> : Select the desired volume. → <b>[Save]</b>
Answering call-waiting call (2nd call)	Press <b>[CALL WAIT]</b> when you hear call waiting tone.

### KX-TG3031/KX-TG3032/KX-TG3033/KX-TG3034 Answering system (Base unit)

Feature	Operation
Auto answer on/off	<b>[ANSWER ON]</b>
Recording your greeting message (max. 2 minutes)	<b>1 [GREETING REC]</b> <b>2</b> Within 10 seconds, press <b>[GREETING REC]</b> again. <b>3</b> Speak clearly about 20 cm (8 inches) away from the MIC. <b>4</b> To stop recording, press <b>[STOP]</b> .
Listening to new messages	When the MESSAGE indicator flashes on the base unit, press <b>[MESSAGE]</b> .
Listening to old messages	When the MESSAGE indicator does not flash on the base unit, press <b>[MESSAGE]</b> .
Erasing a message	Press <b>[ERASE]</b> during playback.
Using the answering system remotely	<b>1</b> Dial your phone number from a touch tone phone. <b>2</b> After the greeting message starts, enter your remote code. (Default remote code is "11".) <ul style="list-style-type: none"> <li>• The unit plays back new messages.</li> <li>• After playing back new messages, the voice guidance starts.</li> </ul> <b>3</b> Follow the voice guidance as necessary.

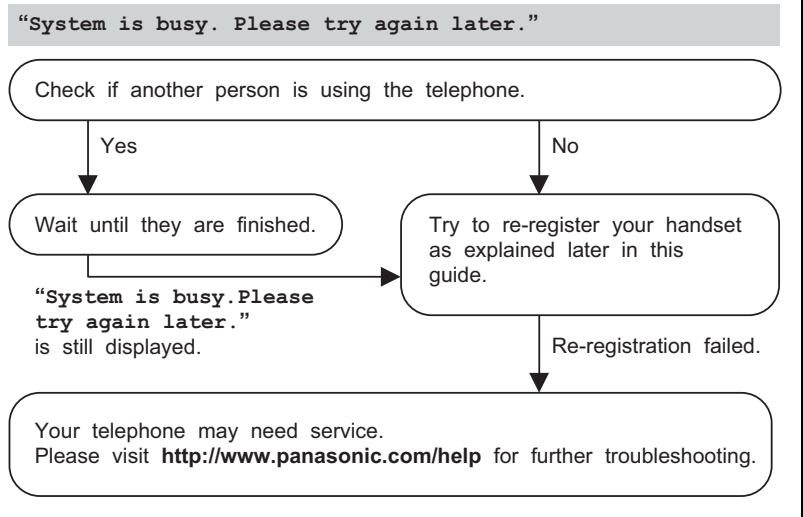
For further information, visit <http://www.panasonic.com/help>

## Frequently asked questions

Question	Cause/solution
How can I increase handset volume level?	<ul style="list-style-type: none"> <li>• Press navigator key [<b>▲</b>] repeatedly while talking.</li> </ul>
Why is the conversation noisy or cutting off?	<ul style="list-style-type: none"> <li>• Try to relocate the base unit so that distance from location to use the handset will be minimized.</li> <li>• Send your unit to service, if your unit has same problem when the handset is next to the base unit.</li> </ul>
Can I add another accessory handset to my base unit?	<ul style="list-style-type: none"> <li>• Yes, you can add up to 4 handsets (including the handset(s) sold with your own base unit) to a single base unit.</li> <li>• To purchase accessory handset (KX-TGA300), please visit <a href="http://www.panasonic.com">http://www.panasonic.com</a> or call 1-800-332-5368. TTY users (hearing or speech impaired users) can call 1-866-605-1277.</li> </ul>
Can I keep battery charging all the time?	<ul style="list-style-type: none"> <li>• You can leave handset on the base unit or charger anytime. There is no damage to the battery.</li> </ul>
How can I answer a call-waiting call (2nd call)?	<ul style="list-style-type: none"> <li>• Press [<b>CALL WAIT</b>] when you hear call-waiting tone.</li> </ul>

## Quick troubleshooting

### 1 Handset shows:



## Quick troubleshooting

### 2 Handset shows:

**"No link to base. Move closer to base, try again."**

Place the handset on the base unit, then check if **"Charging"** is displayed.



"Charging" is not displayed.

Unplug and then plug AC adaptor properly to both the base unit and AC outlet.

"Charging" is still not displayed.

"Charging" is displayed, now.

"Charging" is displayed.

Lift the handset, then try again. If handset still shows the same message, try re-registration as explained later in this guide.

Re-registration failed.

Unplug the AC adaptor of the base unit and remove the battery from the handset, then plug in the AC adaptor and insert the battery into the handset again. Try re-registration as explained later in this guide.

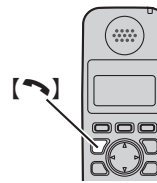
Re-registration failed.

Your telephone may need service. Please visit <http://www.panasonic.com/help> for further troubleshooting.

## Quick troubleshooting

### 3 No dial tone is heard from handset.

Lift up the handset from the base unit or charger.  
Press **[TALK]** at the handset, then check if the display shows "Talk".



"No link to base. Move closer to base, try again." is displayed.



"Talk" is displayed.

Press **[SP-PHONE]**, then check if the dial tone is heard from the speaker on the back.



No dial tone

Dial tone is heard.

Try remedy for **2** on previous page.

Check the telephone cord is properly connected to both the base unit and telephone line jack on the wall.

Your telephone may need service when only back speaker provides a dial tone.

Still no dial tone

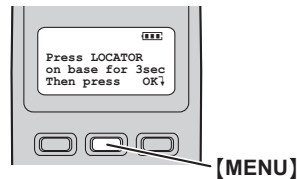
Your telephone may need service.  
Please visit <http://www.panasonic.com/help> for further troubleshooting.

## Registering a handset to base unit

The included handset and base unit are preregistered. If for some reason the handset is not registered to the base unit, register the handset.

### Handset

Press **[MENU]**, then press **[0][0][1]**.



### Base unit

#### KX-TG3021

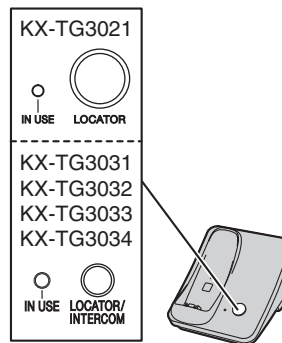
Press and hold **[LOCATOR]** until the IN USE indicator flashes.

- Complete next step within 1 minute.

#### KX-TG3031/KX-TG3032/KX-TG3033/ KX-TG3034

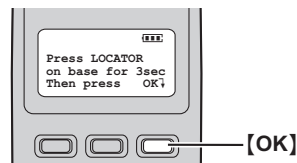
Press and hold **[LOCATOR/INTERCOM]** until the IN USE indicator flashes.

- Complete next step within 1 minute.



### Handset

Press **[OK]**, then press **[OFF]** after a beep sounds.



For further registration information, visit  
<http://www.panasonic.com/RegisterYourHandset>

# **IMPORTANT!**

## **If your product is not working properly. . .**

### **1 Read this Quick Guide or Operating Instructions**

- If you lost Operating Instructions, you can download at  
<http://www.panasonic.com/help>

### **2 Visit our website:**

- <http://www.panasonic.com/help>**
- FAQs and troubleshooting hints are available.

### **3 Contact us via the web at:**

- <http://www.panasonic.com/contactinfo>**

### **4 Call us at:**

- 1-800-211-PANA (1-800-211-7262)**
- Monday - Friday 9:00am - 9:00pm (EST),  
Saturday/Sunday 10:00am - 7:00pm (EST)

To order a replacement battery,  
please call: 1-800-332-5368

Or visit: <http://www.panasonic.com/batterystore>