**BLIND TRANSFERRING CALLS**
A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether they answer.

1. While on a call, press the **BLIND** softkey
2. Dial the ext./ telephone number of the party to whom you are transferring.
3. Press the **CALL** softkey to complete the transfer.

**WARM TRANSFERRING CALLS**
A warm transfer involves speaking to the person you are transferring the call to before the transfer is made.

1. While on a call, press the **XFER/CLR** button.
2. Dial the ext./ telephone number of the party to whom you are transferring.
3. After speaking with the receiving party, press the **XFER/CLR** button again to complete the transfer.

**NOTE:** To cancel a warm transfer, press the **CANCEL** button twice to return to the original caller.

**CONFERENCE CALLING** *(3-Way Calling)*

1. With the first person on the phone, press **FUNC**→Conference *
2. Dial the ext./ telephone number of the party you want to add to the conference call.
3. After they answer, press the **CONF** softkey to merge the calls.

*When you press the **FUNC** button, scroll through the list of features to find/ select conference.

**NOTE:** To cancel bringing the second caller on, press the **CANCEL** button to return to the original caller.

**HOT KEYS** *(SPEED DIAL)*
You can assign a phone number to each number key and then access the desired phone number by simply pressing and holding the assigned number key.

1. Press and hold the dialing key (0-9) assigned as a Hot Key for more than 1 second.
2. Press the **MENU** softkey and Edit to enter the name phone number.

**ACCESSING CALL HISTORY**
Received /Missed Calls: Press the Left ← navigation key. Placed Calls: Press the Down ↓ navigation key.

**CHECKING VOICE MAIL**
1. Dial *99 or press the **HOLD/MSG** button on your phone.
2. Enter your voicemail pin.
Handset (KX-TPA60)

<table>
<thead>
<tr>
<th>Status</th>
<th>Color</th>
<th>Light pattern</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>On</td>
<td>Charging</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slow Flashing</td>
<td>There is a new missed call or voice mail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quick Flashing</td>
<td>Receiving a call</td>
<td></td>
</tr>
<tr>
<td>Off</td>
<td>—</td>
<td>Fully charged or the handset is not connected to the charger.</td>
<td></td>
</tr>
</tbody>
</table>

**Headset Jack**

The headsets can be used with this unit. (Not all operations with the headsets can be guaranteed.) For up-to-date information about headsets that have been tested with this unit, refer to the following websites: https://panasonic.net/ons/pcc/support/sipphone/

**[TALK/Speakerphone] Key**

Used to make or answer calls, or toggle between Receiver mode and Hands-free mode during a conversation. During a conversation using a headset, Hands-free mode does not work.

**Navigator Key**

The Navigator Key includes four arrow keys and a center key. The arrow keys are used to adjust the ringer/receiver volume or move the cursor to select an item. The center key is used to confirm a selection. If in standby mode, pressing the keys perform the following functions:

- LEFT (←) → Used to display the incoming call log.
- UP (▲) → Used to adjust the ringer volume.
- RIGHT (→) → Used to open the phonebook.
- DOWN (▼) → Short press: Used to display the Outgoing call log. → Long press: Used to display the line status.

**CENTER** → Used to display the Menu.

In this manual, when a procedure instructs you to "press OK", you can also press the [CENTER] key to confirm the selection.

*1 When the BroadCloud (Presence) feature is enabled, the phone will operate as follows. Contact your administrator for further information.

**[HOLD/MSG] Key**

During talking, used to place a call on Hold. In standby mode, used to retrieve a call on hold if there is one, or used to access your voice mailbox if no call is on hold.

**[SILENT] (Silent Mode) Key**

Used to turn Silent Mode on or off when pressed for more than 2 seconds in standby mode. For

**[LUNCH] Key**

Used to confirm the line status or seize a line.

**Receiver**

**Display**

**Soft Keys**

A/B/C (located from left to right) are used to select the item displayed on the bottom line of the display. For details about the soft keys displayed here

**[POWER/CANCEL] Key**

Used to end calls, exit the phonebook or Function mode. Press and hold this key to turn the handset on or off.

**[XFER/CLR] Key**

Used to transfer a call to another party, or to clear digits or characters.

**[FUNC] Key**

Pressing this key followed by a keypad number (0-9) allows you to perform various common functions quickly.

**Microphone**

**Charge Contacts**

**Strap Holes**

Used to attach phone straps and similar items.

**Speaker**