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.

Function Menus

Press MENU or the [CENTER]/[ENTER] navigation key to display the main and sub menus.

Main Menu–While in Standby Mode

Incoming Log
Enters the Incoming Call Log.

Ringer Volume
Accesses the "Ringer Volume" setting.

New Phonebook
Stores a new item in the Phonebook.

Setting Handset
Accesses the "Setting Handset" setting.

System Settings
Accesses the "System Settings" setting.

Memo Alarm
Accesses the "Memo Alarm" setting.

Sub Menu–While Off-hook/During a Conversation

Phonebook
Opens the Phonebook.

New Phonebook
Stores a new item in the Phonebook.

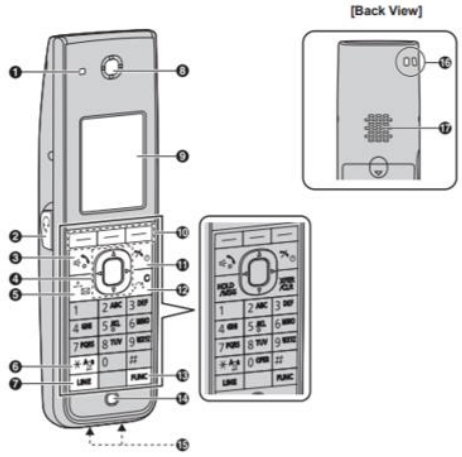
Outgoing Log
Enters the Outgoing Call Log.

Incoming Log
Enters the Incoming Call Log.

Mute
Turns the microphone mute feature on or off during a conversation.

Noise Reduction
Turn the noise reduction feature on or off.

Handset (KX-TPA60)



❶ Ringer/Charge/Message Indicator

Status		Meaning
Color	Light pattern	
Red	On	Charging
	Slow Flashing	There is a new missed call or voice mail.
	Quick Flashing	Receiving a call
Off	—	Fully charged or the handset is not connected to the charger.

❷ 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 web sites:
https://panasonic.net/cns/pcc/support/sipphone/

❸ (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.

❹ 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.*1

UP (▲) → Used to adjust the ringer volume.

RIGHT (▶) → Used to open the phonebook.*1

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.
LEFT: Used to display Presence.
RIGHT: Used to display Favorites.

❺ [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.

❻ (Silent Mode) Key

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

❼ (-/[LINE] Key

Used to confirm the line status or seize a line.

❽ Receiver

❾ Display

❿ 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

⓫ (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.

⓬ [XFER/CLR] Key

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

⓭ /[FUNC] Key

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

⓮ Microphone

⓯ Charge Contacts

⓰ Strap Holes

Used to attach phone straps and similar items.

⓱ Speaker