





## PANASONIC TPA60

### QUICK USER GUIDE

#### PLACING CALLS

Dial the phone number then press .

To clear a call, press .

If the  icon is flashing, you may be out of range. Move closer to the base unit and try dialing again.




#### ENDING CALLS

To end an active call, press .

#### TRANSFERRING CALLS

You can transfer a call to another destination (extension or outside party).


##### To transfer:

- Press  (XFER) /  (CLR).
- Dial the number you want to transfer to and press **CALL**.
- Wait until the other party answers to announce the transfer.
- Press .

#### FORWARDING CALLS

You can have incoming calls automatically forwarded to another destination. You can also have incoming calls rejected (Do Not Disturb).

##### To access the FWD/DND Settings:



- In Standby Mode, press  (FUNC), then press **2** (FWD/DND).
- Use the [▲]/[▼] to select **FWD** and press **OK**.
- Once Call Forward is selected, enter a forward destination number.

#### TIP: Forwarding Calls


Enabling FWD (All) will cause all incoming calls to be forwarded.

#### PLACING CONFERENCE CALLS




##### To initiate a Conference Call:

- Press  (FUNC) during a conversation and select **Conference**.
- Dial the number of the party you want to add to the conversation then press **CALL**.
- Press **CONF** / .

#### LISTENING TO VOICEMAIL

When you receive a voice message, **Voice MSG** will be displayed and the  icon will appear. You can check your new messages by accessing your mailbox.

##### In Standby Mode:

- Press  (Hold) /  (MSG).
- Use the [▲]/[▼] to select the line on which the  icon is displayed and press **OK**.