





Panasonic TPA60

QUICK USER GUIDE

PLACING A CALL

Dial the phone number, then press .

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



ENDING A CALL

To end an active call, press .

TRANSFERRING A CALL

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

To transfer a call, follow these steps:

1. Press  (CLR).
2. Dial the number you want to transfer the call to and press **CALL**.
3. Wait until the other party answers to announce the transfer.
4. Press .

FORWARDING A CALL

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, follow these steps:

1. In Standby Mode, press  (FUNC), then press **2** (FWD/DND).



2. Use the [▲]/[▼] to select **FWD** and press **OK**.
3. 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 A CONFERENCE CALL



To initiate a conference call, follow these steps:

1. Press  (FUNC) during a conversation and select **Conference**.
2. Dial the number of the party you want to add to the conversation.
3. 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, follow these steps:

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