Panasonic KX TPA 60 and 65 Instructions

Initiating a conference call

KX TPA60
While on a call press the function button and locate and select the word "**CONFERENCE**". Call the party to whom you would like to add to the conference call. Then press the "**CALL**" soft key. After the party answers the call, press the "**CONFERENCE**" soft key to merge the calls.

KX TPA 65
While on a call press the "**CONFERENCE**" button. Dial the party to whom you want to add to the conference call then press the "**CALL**" soft key after the answer press the "**CONFERENCE**" soft key to merge the calls.

Placing your Phone on Silent Mode
Silent mode turns the ringer off. When a call is received the caller hears the normal amount of rings on their end.

KX TPA 60
To activate this press and hold the "**SILENT MODE**" key for two seconds. A bell symbol with a line through it will appear in the top right hand corner of the phone once it is in silent mode. To turn the phone off silent mode press and hold the "**SILENT MODE**" key for two seconds the bell symbol will then disappear.

KX TPA 65
To activate, press and holds the star (*) key for two seconds. A bell with a line through it will appear at the top right hand corner of the screen. To turn the phone off silent mode press and hold the star (*) key for two seconds. The bell will then disappear now your phone is no longer on silent mode.

Warm Transfer
Warm transfer a warm transfer involves speaking to a person you're transferring the call to before the transfer is made.

KX TPA 65
While on the call press the "**TRANSFER**" button. The call will go on hold. Dial the party to whom you are transferring. Press the "**CALL**" soft key. After speaking to the receiving party press the "**TRANSFER**" button again to complete out the transfer.

KX TPA 60
While on a call press the "**TRANSFER/CLEAR**" button. The call goes on hold. Dial the party to whom you're transferring to and press the "**CALL**" soft key. After speaking to the receiving party press the "**TRANSFER/CLEAR**" button again to complete out the transfer

Blind Transfer

A blind transfer involves transferring the call to another number without speaking to the receiving party regardless of whether they answer or not.

KX TPA 60
While on a call press the "**BLIND**" soft key. Dial the phone number of the party to whom you are transferring the call to and press the "**CALL**" soft key to complete out the transfer.

KX TPA 65
While on a call press the "**BLIND**" soft key dial the phone number of the party to whom you're transferring press the "**CALL**" soft key to complete out the transfer

Placing a call

KXTPA 65
Take the handset off the hook and dial the number of the party to whom you'd like to reach. Then you can wait three seconds or press the "**CALL**" soft key then you are connected to the party. To end the call hang up the handset.

KX TPA 60
Dial the phone number of the party to whom you would like to reach then press the "**TALK/SPEAKERPHONE**" button. Once your call has been connected you'll be able to speak to them. To end that call press the "**END/CANCEL**" key.

Changing a ring tone
Panasonic's ringtones are referred to as ring patterns. There are 32 possible ring patterns.

Both KX TPA 60 and 65
Select "**Settings**" handset by clicking the "**OK**" soft key. Select "**Incoming Options**" by clicking the "**OK**" soft key. Select "**Ringer Type**" by clicking the "**OK**" soft key. Select the number you want to change the ringer for by clicking the "**OK**" soft key. Select "**Ring Pattern**" by clicking the "**OK**" soft key then go through and listen to the ringtone options by using the navigation keys. Once you're satisfied click the "**OK**" soft key. Your ringer has now been updated.

Placing a Call on Hold

Both KX TPA 60 and 65
When a call comes into your phone that you'd like to place on hold press the "**HOLD**" button the screen will say that there is a line on hold. To retrieve that call that's on hold press the "**HOLD**" button again

Navigation keys

These are the four arrow keys in the center key

KX TPA 60

Press the left key to view your incoming and miss call logs. To get back to the home screen after each press the "**POWER/CANCEL**" key. Press the up button to adjust the ringer volume. Press the right button to open your phonebook. Press the down button to view your outgoing call log and press the middle button to access the menu.

KX TPA 65

Press the left navigation key to view incoming and miss calls. To get back to the home screen after each press the back button. Press the up navigation key to adjust the ringer volume. Press the right navigation key to open your phonebook. Press the down navigation key to view your outgoing call logs and press the middle navigation key to access the menu.

Muting your Phone

KX TPA 65

To disable the microphone on the phone press the "**MUTE**" button on the phone and you will see the "**MUTE**" soft key in the lower left-hand corner. To take that call off mute you can either press the "**MUTE**" soft key or press the "MUTE" button again.

KX TPA 60

To place a call on mute press the "**MUTE**" soft key while that call is on mute the word "**MUTE**" will flash. To take that call off of mute press the "**MUTE**" soft key again and the word will no longer be there and the call will no longer be on mute.

Rejecting a Call

KX TPA 65

When a call is coming into your phone press the "**REJECT**" soft key. The call will be rejected and the caller will be sent to voicemail the screen will return to the standby mode

KX TPA 60

When a call is coming into your phone press the "**REJECT**" soft key. The call will be rejected and the caller will be sent to voicemail the handset screen will return to the standby mode.