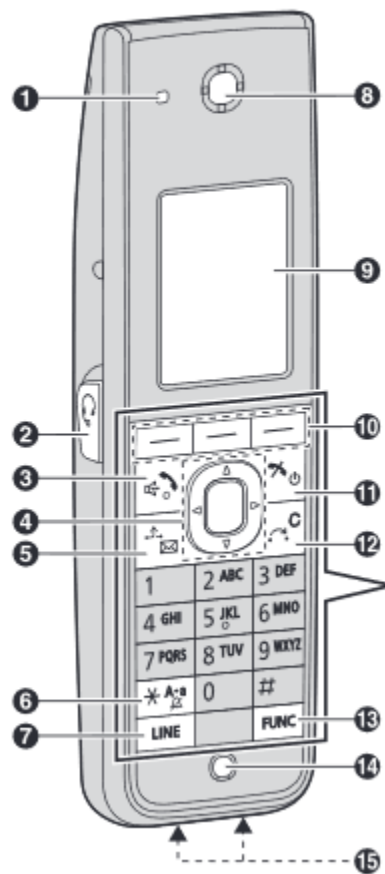# Panasonic KX-TPA60 User Guide for MaxCS 8.5

Phone Layout

Handset (KX-TPA60)

1. **LED Indicator**

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.

2. **Headset port**
   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: http://www.panasonic.net/pcc/support/sipphone/

3. **Talk Key**

 (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.

4. **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 (▼) → Used to display the Outgoing call log.

   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.

5. **Hold/MSG Key**
   This key is used while on a call to put a call on hold or retrieve a call from hold. When not on a call if you hold this button down you will be connected the your Altigen VM and be prompted for your password.

6. ***/Silent Mode Key**
   While on a call this would transmit the * dtmf. When the handset is idle you can hold this key down for two seconds to turn off the ringer. To turn the ringer back on hold this key again for two seconds.

7. **Line Key**
   This key will display the line/ extension number assigned to your handset.

8. **Receiver**
   All non-speaker phone audio will come from this source.

9. **Display**
   This is where you will see the battery status, signal strength, and Incoming caller ID. There may be more data displayed here depending on your call state.

10. **Soft Keys**
    These keys perform different functions depending on call state of the phone. From left to right these keys are referred in this manual as key A B or C.

11. **Power/Cancel Key**

    (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.

12. **XFER/CLR Key**
    This is used while on a call to xfer a call. When phone is idle it is used to clear input.

13. **Function Key**
    This key is not supported with MaxCS.

14. **Microphone**
    This is what is used to capture outbound audio.

15. **Charge Contacts**
    These are what delivers power to the handset when it is on the charging cradle.

Making and Answering Calls

- To place a call, you may predial your extension number or trunk access code and number you wish to dial then press the green Talk key. You may also press the Talk key first and once you have a dial tone you may dial your desired number.

- To answer an incoming call, press the green Talk key while the handset is ringing.

- To place a call on hold, press the HOLD/MSG key.

- To pick up a call on hold, press the HOLD/MSG key.

Transferring Calls

- To Blind Transfer a call, press the XFER/CLR button while on a call. This will automatically put the call on hold. Then dial the extension you wish to transfer to and press the XFER/CLR button again.
  Note: You cannot blind transfer to an outside number.

- To Supervise a Transferred call, press the XFER/CLR button while on a call. This will automatically put the call on hold. Then dial the number or extension you wish to transfer to and wait for the other party to answer. When you are ready to transfer the call, press the XFER/CLR button again.

Answering a Call Waiting Call

Note: You must have either single or multiple call waiting set for your extension on the MaxCS server.

- While on the first call you will see the second call in the display flashing. To switch to that call, press the Soft Key **A.** Your first call will be placed on hold.

- To return to that call, press the soft key **C.** That will place your second call on hold and return you to the first call. You can continue to use soft key **C** to swap between the calls.

Connecting to Voicemail

While the phone is idle, press and hold the HOLD/MSG key and you will be connected to the Altigen Voicemail. You will be prompted via the receiver to enter your voicemail password.

Conference Calling

Note: Hosting a conference call is not supported at this time.

Retrieving A Call from Line Park

To retrieve a call from line park, dial #51 followed by the line park number that the call is parked on.

Note: If you have a certain set of line parks assigned to a group, then you must make sure that those extensions are members of that line park group. You may also use the phone book in the place of line park keys. Just add an entry in the phone book that dials #51 and the line park number.

Feature Codes

The following feature codes are **NOT** supported with this device:

- #26
- #27
- #81
- #82
- #17
- #18

The following features codes will work with this device:

- #54
- #56
- #93

You may use the built-in phone book to create feature keys.