PANASONIC KX-TGP500 & KX-TPA50 CORDLESS PHONE

Get to know your phone

MessageBank, ringer and charge indicator

Handset Locator button (ALL). To page and connect handsets

Status Indicator (Indicates Status of the unit and network)

Soft keys

Talk button to answer calls

Speaker phone

2.5mm Headset Jack

Off button to exit menu or end a call

Navigation button and menu button

Redial button

Charging cradle

Set up MessageBank®

- Dial **101** and follow the prompts to set up your voicemail greetings, etc.
- To listen to your messages enter **101** and follow the prompts to listen to your messages.

The **Message Light** will flash red if there are new messages.

Set up Phone Directory and save contacts

Each handset has its own phone directory and will need to be set up individually.

A phone directory can be created on the phone directly. You can import and export contacts from your PC using KX-TGP-500 web portal. Refer to your user guide for more details.

- To save a number in the directory press the **MENU** soft key and scroll to select the phonebook icon.

- Press the **ADD** soft key.
- Use the keypad to enter the **contact's number** and press **OK**.
- Press **SELECT** to create a distinctive **ringtone** for the contact or press **SAVE** to save the contact.
- Repeat the steps above to add another contact or press **OFF** button to exit.

Transfer calls (Blind or Supervised)

Transfer a call to another handset (with the same phone number)

To blind transfer (transfer without announcing the call prior to transfer)
- Press **MENU** during a call.
- Select ·)) **Intercom** to display all the Panasonic KX series handsets.
- Scroll and select the other party's handset.
- Press the **CALL** soft key.
- Press **OFF** when the party's phone rings to complete the transfer.

To supervise transfer (transfer with consultation to another party)
- Press MENU during a call.
- Select))) Intercom to display all the Panasonic KX series handsets.
- Scroll and select the other party's handset.
- Press the CALL soft key.
- Wait till the other party answers the call and announce the call.
- Press OFF to complete transfer.

Transfer a call to another handset (with a different phone number)
To blind transfer (transfer without announcing the call prior to transfer)
- Press MENU during a call.
- Scroll down to Blind Transfer and press SELECT.
- Enter the other party's phone number to complete blind transfer.
- Press OFF to complete transfer.

To supervise transfer (transfer with consultation to another party)
- Press MENU during a call.
- Scroll down to Transfer and press SELECT.
- Enter the other party's phone number and press CALL.
- To complete the transfer press TRANS.

Hold calls

- To put an active call on hold press the HOLD soft key, 'Line on hold' will display on the screen.
- To resume the call from hold press the HOLD soft key again.

Conference calls

- To create a conference call while on active call press the MENU soft key.
- Scroll down to **Conference** and press SELECT.
- Wait for the continuous dial tone and enter the new party's number. That handset will automatically dial.
- When the new party answers the call press the CONF soft key to connect all parties.
- If the new party does not answer, press CANCEL twice to return to the active call.

Call Forwarding and Call Waiting

There are 3 Call Forwarding options which can be set from your handset: Call Forward-Always, Call Forward-No Answer and Call Forward-Busy.

Call Forward-Always
1. Pick up handset and enter the assigned code (*)(7)(2) and press the CALL button.
2. You'll be prompted to enter the phone number to which calls will be forwarded.
3. Hang up handset. Call Forward-Always is now activated.

To deactivate, repeat these steps using the code (*)(7)(3).

Call Forward-Busy
- Follow the Call Forwarding instructions above but use code (*)(9)(0) to turn it on, and code (*)(9)(1) to turn it off.

Call Forward-No answer
- Follow the Call Forwarding instructions above but use code (*)(9)(2) to turn it on, and code (*)(9)(3) to turn it off.

Call Waiting
- Lift the telephone handset and enter the assigned code (*)(4)(3). The Call Waiting feature is now turned on.
- To turn it off, repeat these steps using the code (#)(4)(3).