Panasonic KX-TGP600 Phone
Quick Reference Guide

Green Platform

Telesystem

Soft Keys: Change based on the state of the phone. Their current options are presented on the dynamic display above them.

Talk/Speakerphone: use to place or answer a call and place call on speakerphone.

Navigational buttons: arrows and OK buttons assist in navigating menus and features as well as change ringer volume

HOLD/MSG: places live call on hold or calls voicemail if not on phone call.

POWER/CANCEL: press to end a call or cancel operation; hold to turn phone off

XFER/CLR: initiates transfers and microphone

FUNC: function key that gives access to additional features

Call Handling Basics

Answer a call - Press the green **TALK /Speakerphone** key to accept an incoming call

Place a call
- Press the green **TALK/Speakerphone** key
- Dial the phone number or extension of the party you wish to reach
- Press the **CALL** softkey

End a call - Press the red **POWER/CANCEL** button.

Hold
- Press the **HOLD/MSG** key to place a call on hold.
- Press the **HOLD/MSG** key to resume a held call.

Advanced Call Handling

Blind Transfer (Unannounced)
Blind transfers pass through the caller ID of the originating caller to the third party.
- Press the **BLIND** softkey to place the caller on hold
- Input the destination extension or phone number
- Press the **CALL** softkey to complete the transfer

Transfer directly to an internal <u>voicemail</u> box by dialing 7 plus the extension as the destination number

Announced Transfer
- Press the **XFER/CLR** key to place the caller on hold
- Input the destination extension or phone number
- Press the **CALL** softkey then wait for the third party to answer
  - <u>To complete the transfer,</u> press the **XFER/CLR** key.
  - <u>To cancel the transfer</u> and go back to the first caller, press the red **POWER/CANCEL** key

Conference (Three Way) Call
After the first call is already on the line:
- Press FUNC key on the bottom right of the phone set
- Use the navigational keys to find and select Conference from the menu to place the first caller on hold
- Input the destination extension or phone number
- Press the CALL softkey then wait for the third party to answer
  - To complete the conference, press the CONF softkey
  - To cancel the conference and go back to the first caller, press the red POWER/CANCEL key

Advanced Features

Recent Calls
While the phone is not in use, you may view recent calls as follows:
- Press the left navigation key to see missed calls or incoming log
- Use the navigational keys to scroll through the log
- Press the **TALK/Speakerphone** button to make an outbound call to the currently selected number.

Voicemail Access
Press **HOLD/MSG** key then follow the prompts to manage voicemail

Call Park
Park is a 'shared' hold. A parked call can be accessed by all desk phones at the site. This feature must be set up by Telesystem in advance. If you do not know the orbit codes for your site, please contact your system administrator.

<u>To park a call:</u>
- Press the **XFER/CLR** key to place the caller on hold
- Input *95 plus the call park code you wish to park on
- Press the **CALL** softkey then listen for the system to confirm you may park the call in that orbit
  - For example, "Your call will be parked on orbit 901. Please complete the transfer now"
  - Press the **CALL** softkey to complete the transfer

<u>To retrieve a call from park:</u>
- Dial *96 plus the orbit which the call is parked upon then press the green **SEND/ Speakerphone** key
- For example, dial *96901 to retrieve the call parked on orbit 901