8x8, Inc.

Panasonic DECT KX-TGP600
User Guide for 8x8 PBX Service

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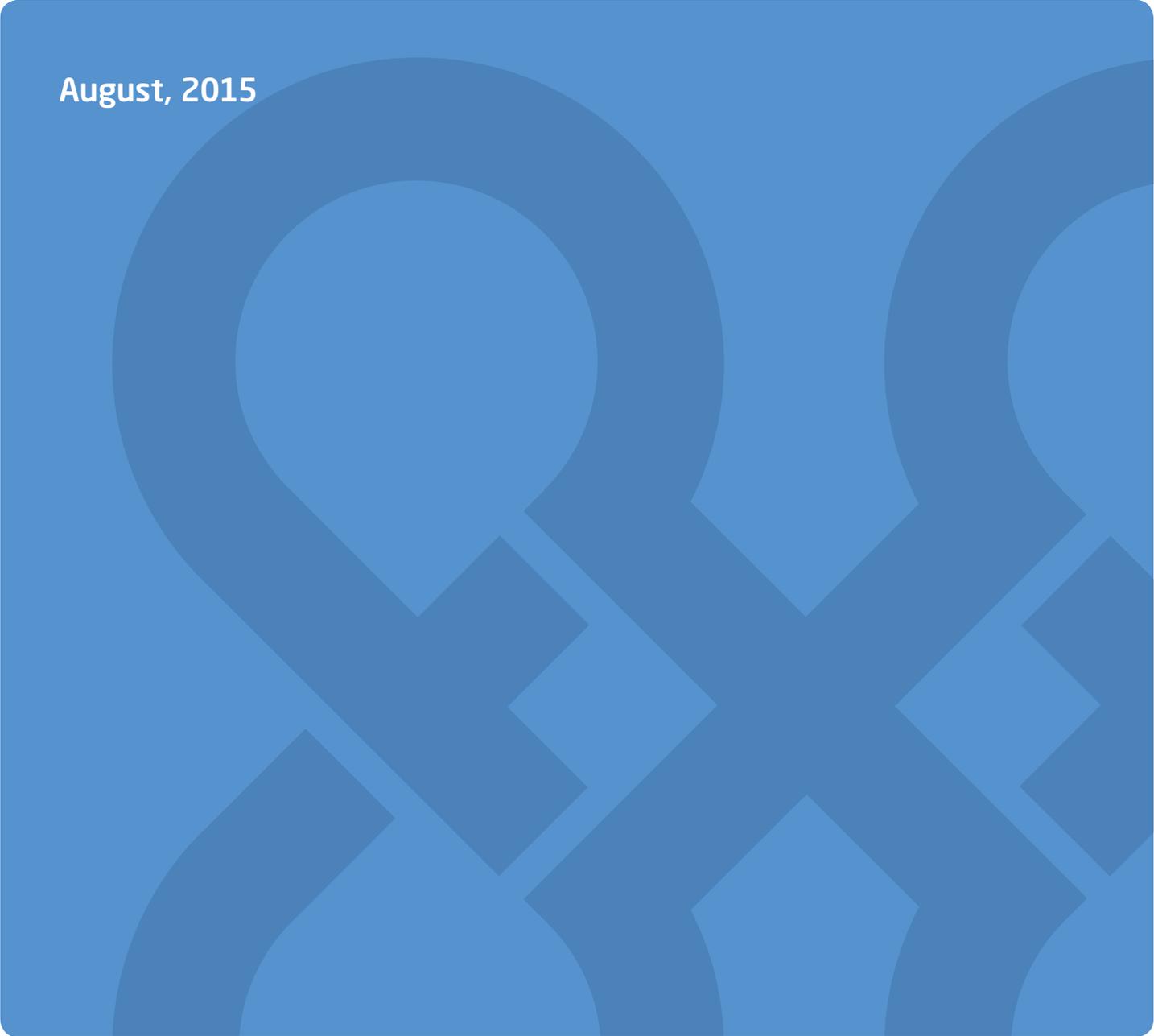
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Basic Calling

Calling by Dialing

1. KX-TPA60:

   KX-TPA65:
   Off-hook

2. Dial the outside party's number.

3. **CALL**

4. KX-TPA60:

    : End the call
   KX-TPA65:
   On-hook: End the call

Pre-dialing
[In standby mode]

1. Dial the number while on-hook.

2. After dialing KX-PA60:

   KX-TPA65:
   Off-hook

Making an Intercom Call

Intercom calls can be made between handsets/desk phones.

To call another PBX extension:

1. Dial ***64** followed by the number you want to make an intercom call to.

2. The called destination plays a warning tone and automatically answers the call.

[In standby mode]

1. **⊞** / **MENU**
2. **•))** / **INT**
3. [▲] / [▼] Select a desired handset/desk phone. **OK** OK

4. KX-TPA60:

    : End the call

   KX-TPA65:
   On-hook: End the call

Easy Dialing

Making a Call Using the Redial List

The last phone number dialed is stored in the redial list (each 32 digits max.).

[In standby mode]

1. ✖/[FUNC]/[FUNCTION] →1

Note: If the Redial key is not assigned to dial key 1, press the actual assigned dial key.

When using a KX-TPA65, ◐ ◖◌ [REDIAL] can also be used.

Hot Key Dialing

You can assign a phone number to each number key and then access the desired phone number by simply pressing and holding the assigned number key.

1. Press and hold the dialing key (0–9) assigned as a Hot Key for more than 1 second.

2. KX-TPA60: 📞

   KX-TPA65:
   Off-hook

Note: While the Hot Key's information is displayed, you can press [▲] or [▼] to select another Hot Key number.

If Hot Key dialing is set to "Auto", a Hot Key number can also be dialed by pressing and holding the assigned dialing key for a specified number of seconds.

Using the Incoming/Outgoing Call Log

Using the Incoming Call Log [When the Incoming Call Log is displayed]

1. [▲] / [▼]: Select an incoming call log.

2. Make a call KX-TPA60: 📞

   KX-TPA65:
   Off-hook

3. End the call KX-TPA60: 📞

   KX-TPA65:
   On-hook

Using the Outgoing Call Log [When the Outgoing Call Log is displayed]

1. [▲] / [▼]: Select an outgoing call log.

2. Make a call KX-TPA60:

   KX-TPA65:
   Off-hook

3. End the call KX-TPA60:

   KX-TPA65:
   On-hook

Using the Phonebook

Using the Handset Phonebook [In standby mode]

1.

2. [▲] / [▼]: "Phonebook" **OK** O*1

3. Enter the name or the first character(s) of the desired name. → **OK**

4. [▲] / [▼] Select the desired item. → **⊞** /**MENU** /MENU*2

5. [▲] / [▼]: Select the desired phone number.

6. KX-TPA60: :

   KX-TPA65:
   Off-hook

7. KX-TPA60:

    : End the call KX-TPA65:

   On-hook: End the call

*1   If only Handset Phonebook is permitted, this step is skipped.

*2 If you push and hold [▲] / [▼], the next/previous items will be displayed automatically.

Note: If the Handset Phonebook is not permitted, this feature cannot be used. For details, contact your phone system dealer/service provider.

Tips on Making Calls

- You can confirm that the number was dialed correctly before calling (Pre-dialing) by entering the number, then

  KX-TPA60:

  Press [icon] . KX-TPA65:

  Off-hook

- To clear an entire number while pre-dialing, KX-TPA60:

  Press [icon]/[icon]/[XFER/CLR] for more than 1 second.

  KX-TPA65: Press [icon]/[icon]/[TRANSFER] for more than 1 second.

- If an outside call is received from a phone number stored in the Handset Phonebook, the number and name of the caller will be displayed in the call log.

- To cancel dialing, press KX-TPA60: [icon]

  KX-TPA65:
  [icon]/[CANCEL]

- If [icon] flashes, move closer to the base unit and dial again.

- To insert a 3 second pause between phone numbers, press [P] P *1.

  It is useful when you want to operate voice mail service without listening to pre-recorded announcement, for example. Repeat as needed to create longer pauses.

*1 This soft key is displayed only when configured on the telephone. Contact your administrator for further information.

Receiving Calls

- You can select the ringer for each type of incoming call. See "Incoming Option", "Appendix A" on page 25.

- You can also use "Any Key Answer"*1, "Quick Answer"*1 or "Auto Answer" to answer a call. See "Answer Option", "Appendix A" on page 25.

- The volume of the ringer can be adjusted, or turned off. See "Adjusting the Ringer Volume or Turning the Ringer Off", "Appendix A" on page 25.

- If you attach a headset before receiving an incoming call, and headset ringer is set to "On", ringing will be heard from the headset.

- Please consider the following when "Quick Answer"*1 is set to "On". If a brief power failure occurs when the handset is receiving a call on the charger,

  – if "Talk On Charger" is set to "Off" (default), the call may be disconnected after being answered.

  – if "Talk On Charger" is set to "On", the call may be answered automatically. In this case, please note that privacy rights may be violated or sensitive information may be transmitted to unauthorized parties.

  - **Note:** To setup "Talk on Charger", Use [MENU] → [Tools] → [Talk Option] → [Talk on Charger] → On

*1 KX-TPA60 only.

Caller ID

If an outside call that contains Caller ID information (a caller's name and telephone number) is received, this information will be logged in the incoming call log and displayed on the handset/desk phone.

If a call from a number matching a number entered in the phonebook is received, the name registered in the phonebook for that number will be displayed along with the number.

If caller information is sent by the phone system and there is also information stored in the phonebook for the same number, you can choose which information will be displayed on the handset/desk phone. Caller information sent by the phone system is displayed by default.

If you set the handset/desk phone to display the caller information stored in the phonebook, caller information sent by the phone system will only be displayed if the number of the caller is not stored in the phonebook.

Answering Calls

To answer an incoming call

- – KX-TPA60:
- – KX-TPA65: Off-hook

Note: When receiving an intercom call, the Handset Name is displayed on the LCD.
To answer an incoming call on a specific line (when connected to the KX-TGP600 only)

1. /[LINE]: Display the line keys.

2. Press the dial key or [▲] or [▼]: to select the Line number. → **OK**

You can also answer a call using the following features:

- – Any Key Answer*1
- – Quick Answer*1
- – Auto Answer

For details about setting these features, see "Answer Option", "Appendix A" on page 25.

*1 KX-TPA60 only.

Note:

   Line keys with incoming calls will be flashing green rapidly.

   If "Quick Answer"*1 is set to "On" and a brief power failure occurs while the handset is receiving a call on the charger, the following may occur:

- – If "Talk On Charger" is set to "Off" (default), the call may be disconnected after being answered.
- – If "Talk On Charger" is set to "On", the call may be answered automatically. In this case, please note that privacy rights may be violated or sensitive information may be transmitted to unauthorized parties.

*1 KX-TPA60 only.

- • You can select the ringer pattern for each type of incoming call. For details, see "Incoming Option", "Appendix A" on page 25.

Rejecting an incoming call

You can reject an incoming call from your handset/desk phone.

1. While an incoming call is ringing, press [☎×] / **REJECT**/REJECT.

2. The call will be rejected, and the handset/desk phone will return to standby mode.

Hands-free Mode

In hands-free mode, you can talk and hear the other party in a conversation without using the handset. This mode is useful for performing other tasks during a conversation, such as writing.

Note:

[KX-TPA60]

- During a conversation using the headset, the [📞] key is not available.

- While a handset in hands-free mode is on its charger, you cannot cancel the mode.

- When "Talk On Charger" is set to "On", if you place the handset in hands-free mode on the charger, you can continue the conversation.

[KX-TPA65]

- During a conversation using the headset, pressing the /[SP-PHONE] key will disconnect the call.

- If you press 📢 /[SP-PHONE] during hands-free mode, you will disconnect the call.

Enabling hands-free mode

[KX-TPA60]

If you press [📞] during a conversation, you can enable hands-free mode. You can then return the handset to its charger.

[KX-TPA65]

If you press 📢 /[SP-PHONE] in standby mode, you can enable hands-free mode. Once in hands-free mode, you can go on-hook without disconnecting the call.

Canceling hands-free mode

[KX-TPA60]

You can cancel hands-free mode in one of the following ways:

- During a conversation in hands-free mode, press [📞].

- During a conversation in hands-free mode with the handset on the charger, lift the handset off its charger.

[KX-TPA65]

During a conversation in hands-free mode, go off-hook.

Answering an Intercom Call

1. KX-TPA60:

     : Answer the page.

    KX-TPA65:
    Off-hook: Answer the page.

Silent Mode

Silent Mode turns off the ringer when calls are received. This can be useful in situations where you do not want to be disturbed, such as during a meeting.

When Silent Mode is active, the following features are turned off or set as specified automatically, regardless of their settings.

  – Ringer Volume

  – Ring On Charger*1

  – Auto Answer

  – Key Tone

*1 KX-TPA60 only.

Note:
  • When Silent Mode is set, the Low Battery Alarm will not be heard in standby mode.

  • When Silent Mode is set, confirmation tones for setting the ring pattern or ring volume will not play.

To set or cancel

1. KX-TPA60:

    Press and hold for more than 2 seconds. KX-TPA65:

    Press and hold for more than 2 seconds.

Noise Reduction/Voice Clarity (KX-TPA60 only)

When Noise Reduction is enabled, environmental noise is reduced to improve and maintain sound quality for the other party in the conversation. Receiver volume is also increased according to the level of environmental noise. It is useful in noisy environments such as warehouses, manufacturing plants, restaurants, and garages. Noise Reduction can be enabled by default for regular use, or toggled on/off during a call.

Note:

- Noise Reduction can be used only in receiver mode or with a headset. It cannot be used in Hands-free mode.
- During a conversation in Noise Reduction mode, either the **[icon]** / **AVC** Soft key will blink, or "Noise Reduction" will be displayed on the LCD.
- During a conversation with a headset in default Noise Reduction mode, even if you disconnect the headset from the handset, Noise Reduction mode will continue.
- During a conversation without a headset in default Noise Reduction mode, even if you connect the headset to the handset, Noise Reduction mode will continue.

Enabling or disabling Noise Reduction [In standby mode]

1. **[icon]** / **MENU**
2. [▲]/[▼]/[◄]/[►]: **[wrench icon]** → **OK**
3. [▲]/[▼]: "Talk Option" →
4. [▲]/[▼]: "Noise Reduction/Voice Clarity"→
5. [▲]/[▼]: "On"/"Off" →

Temporarily enabling or disabling Noise Reduction during a call

You can enable or disable Noise Reduction during a call by doing either of the following: a.

To display the soft key, edit the displayed soft keys.

b. **[icon]** /[FUNC]/[FUNCTION] → [▲]/[▼]: "Noise Reduction/Voice Clarity"→ **OK**

c. [▲]/[▼]/[◄]/[►]: "Noise Reduction/Voice Clarity"→ **OK**

During a Conversation

Transferring a Call (Call Transfer)

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

To transfer [During a conversation]

1. ![icon]/![icon]/[XFER/CLR]

   KX-TPA65: ![icon]/![icon] /[TRANSFER]

2. Dial the party you want to transfer to. → **CALL**

3. Wait until the other party answers to announce the transfer.

4. KX-TPA60: ![icon]; *1

   KX-TPA65:
   On-hook*1

*1 When connected to a base unit other than the KX-TGP600, the operation is as follows.

   KX-TPA60:

   ![icon]/![icon]/[XFER/CLR]

   KX-TPA65: ![icon]/![icon] /[TRANSFER]

Note:
   • To return to the call before the transfer destination answers, press **CANCEL**.

To do a blind transfer (when connected to the KX-TGP600 only)

1. Press **BLIND***1 during a conversation.

2. Dial the party you want to transfer to. → **CALL**

*1 If blind transfers are not permitted, this soft key is not displayed. Contact your administrator for further information.

To transfer an intercom call

Outside calls can be transferred between 2 handsets/desk phones.

[In standby mode]

1. ⊞ / MENU during a conversation.

2. ⏵)) / INT

3. [▲] / [▼]: Select a desired handset/desk phone. → OK

4. Wait for the paged party to answer.

5. KX-TPA60: [icon] *1

   KX-TPA65:
   On-hook*1

*1 When connected to a base unit other than the KX-TGP600, the operation is as follows.

KX-TPA60:
[icon] / [icon] /[XFER/CLR]

KX-TPA65: [icon] / [icon] /[TRANSFER]

Holding a Call

You can put a call on hold by holding the call at your extension.

Holding

To hold the current call

1. 1. KX-TPA60:
   [icon] / [icon] /[HOLD/MSG]
   KX-TPA65: [icon] / [icon] /[HOLD]

Note: If you select a LINE key other than the one for the current call, the call is put on hold or is disconnected depending on the Automatic Call
Hold settings. For details, contact your phone system dealer/service provider.

To retrieve a call on hold

1. KX-TPA60:
   [icon] / [icon] /[HOLD/MSG]
   KX-TPA65: [icon] / [icon] /[HOLD]

To retrieve a call on hold at your line (when connected to the KX-TGP600 only)

1. [icon] /[LINE]

2. Press the dial key corresponding to the slowly flashing green LINE indicator, or press [▲] or [▼] to select a slowly flashing green LINE
   indicator. → OK

Parking A Call

You can use this feature as an alternate form of call transferring.

To Park A Call

1. /[FUNC]/[FUNCTION] → 9 Call Park

To retrieve a (Parked Call)

1. Enter (dial) the Call Park Extension number.

2. KX-TPA60:

   KX-TPA65: Off-hook

Talking to Two Parties and Flipping between two calls

When talking to one party while the other party is on hold, you can swap the calls back and forth (alternately).

To call a third party and then alternate between the two

1. KX-TPA60:

   /[HOLD/MSG]

   KX-TPA65: /[HOLD]

2. Dial the other party's extension number.

3. After talking to the other party, press KX-TPA60:

   /[HOLD/MSG]

   KX-TPA65: /[HOLD]

   KX-TPA65: /[HOLD]

4. Talk to the original party.

Three-party Conference

During a conversation, you can add an additional party to your call and establish a conference call.

Note: Your phone system may support advanced conference features, such as conference calls with four or more parties. In this case, the procedures for handling a conference call may be different from those explained in this section. For details, contact your phone system dealer/service provider.

Making a Conference Call

1. 🛠/[FUNC]/[FUNCTION] during a conversation. → "Conference"

2. Dial the party you want to add to the conversation. → **CALL**

3. **CONF**/ 👥

Ending a Conference Call

To go on-hook and end the conference call,

   KX-TPA60: press 🛠.

   KX-TPA65: On-hook

Splitting a Conference Call into Two Separate Calls

1. During a 3 way conference press [HOLD]. This puts both parties on hold

2. Press the LINE key and Select one of the Two Calls on Hold. This connects you one caller, the other remains on hold

3. Press [HOLD] to put that call on hold and talk to the second caller

4. Press [HOLD] again to alternate Between the two callers

Mute

You can disable the microphone or the handset to consult privately with others in the room while listening to the other party on the phone through the speaker or the handset.

   To set/cancel 🔇/**MUTE**.

Note: When If the LCD is blinking 🔇/**MUTE**, Mute is on. soft key 🔇/**MUTE** is not displayed on the LCD, 🔇/MUTE is displayed on the 1st line of the
   • During Mute, even if you switch from/to speakerphone, Mute will continue.

   • During Mute, even if you connect/disconnect a headset, Mute will continue.

   • When using a KX-TPA65, 🔇/[MUTE] can also be used.

Call Waiting

During a conversation, if a second call arrives, you will hear a call waiting tone. You can answer the second call by disconnecting or holding the current call.

This is an optional telephone company service. You can receive a call waiting tone and the caller's information. For details, contact your phone system dealer/service provider.

To disconnect the current call and then talk to the new party [While hearing the call waiting tone]

1. KX-TPA60:

   KX-TPA65:
   On-hook

2. KX-TPA60:

   KX-TPA65:
   Off-hook

To hold the current call and then talk to the new party

1.

Note: You can also answer call waiting as follows: KX-TPA60:
 /[HOLD/MSG]

KX-TPA65: /[HOLD]

Off-hook Monitor (KX-TPA65 only)

During a two-party conversation with the corded handset, you can allow other people to listen to the conversation through the speaker while you continue the conversation using the corded handset.

To start/To cancel

1. /[SP-PHONE]

Note: When off-hook monitor is active, replacing the corded handset to its cradle enables hands-free mode.

Call Forwarding/Do Not Disturb

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

1. In standby mode, press ![tools icon] /[FUNC]/[FUNCTION], and then 2 ("Fwd/DND"*1).

2. If the unit has multiple lines, press [▲] or [▼] to select the desired line. → **OK**

3. [▲]/[▼]: Select the type of FWD or DND setting to apply. → **OK**

The settings are as follows:

- DND: Enable Do Not Disturb*2
  (All incoming calls are automatically rejected.)

- Fwd(All): Enable Forward All Calls (All incoming calls are forwarded.)

- Fwd(Busy): Enable Forward Busy
  (Incoming calls are forwarded only when your extension is in use.)

- Fwd(NA): Enable Forward No answer

  (An incoming call is forwarded if you do not answer the call within a certain amount of time.)

4. If a Forward setting is selected, enter a new forward destination number, or confirm and modify a previously set forward destination number.
  a **OK**

Note:

- When Call Forwarding and/or Do Not Disturb is enabled, ←/Fwd and/or ◆⏮/DND appears on the display in standby mode.

- FWD settings cannot be used on a shared line.

Listening to Voice Mail Messages (when connected to the KX-TGP600 only)

When you receive a voice message, "Voice MSG" is displayed, and ✉ will appear. You can check your new messages by accessing your mailbox.

[In standby mode]

1. Press and hold KX-TPA60:

    /[HOLD/MSG]

   KX-TPA65: ✉ /[MESSAGE]

2. [▲]/[▼]: Select the line on which ✉ is displayed. → **OK**

Note:

- Step 2 is not necessary if only one line is configured on the handset/desk phone.

- When using a KX-TPA60, this feature cannot be used when you have a call on hold.

Adjusting the Phonebook

The KX-TGP600 has 2 types of phonebook.

1. Handset Phonebook

This Phonebook is stored in the handset/desk phone.

2. Base unit Phonebook (when connected to a base unit other than the KX-TGP600 only) This Phonebook is stored in the Base unit.

	Handset Phonebook	Corporate Directory
Storing new items	✔	—
Editing stored items	✔	—
Deleting store items	✔	—
Searching the phonebook by name	✔	✔
Searching the phonebook by category	✔	—
Phone numbers for each item	Up to 5	—
Private Ring	✔	—

Using the Handset Phonebook

You can store up to 500 phone numbers in the handset/desk phone along with names for easy access. You can also set unique ringer patterns for different categories to identify incoming calls. All Phonebook items are stored in alphabetical order. For security purposes, you can lock the Phonebook.

Note:
- We recommend that backups are made of the handset and desk phone phonebook data, in case the data becomes unrecoverable due to product malfunction.
- A single entry (i.e., name) can have multiple phone numbers. Since the phonebook capacity is limited by the number of stored phone numbers, storing multiple phone numbers in an entry decreases the maximum number of entries.
- In addition, if your phone service provider supports the following phonebook data, you can download it via the network.

In a name that exceeds 24 characters, the exceeding characters will be deleted. Phone numbers that exceed 32 digits are invalid.

Private Ring

You can organize entries in the Phonebook into one of 9 Private Ring Categories. It is possible to set a different ringer pattern*1 for each category. When the displayed Caller ID*2 matches a phone number or name stored in the Phonebook, the handset/desk phone rings according to the Private Ring Category settings.

*1 For Ringer patterns, see "Incoming Option", "Appendix A" on page 25.

Storing an Item in the Handset Phonebook

Storing a New Item [In standby mode mode]

1. [⊞] /MENU
2. [▲]/[▼]/[◄]/[►]: [📖] → OK
3. Enter a name (max. 24 characters). → OK
4. [▲]/[▼]: Select a phone number type (4 to 5). → OK
5. Enter the phone number (max. 32 digits). → OK
6. Repeat steps 4 and 5 to add additional phone number types.
7. [▲]/[▼]: "Category Off"→ OK
8. Select a category. → OK
9. To select a default number for the entry, press [▲] or [▼] to select Default TEL No. → OK
10.[▲]/[▼]: Select the number to use as the default number. → OK

Note:
- Steps 7 and 8 can be omitted if you do not want to assign a category.
- Steps 9 and 10 can be omitted if you do not want to assign a default number. (The first number entered for an entry will automatically be assigned as the default number.)
- The valid digits are "0" through "9", "✳", "#", "+", "P".
- If an item with the same name and number exists, the new information added will be merged with the existing item.

Storing an Item Using the Dialing

You can dial a number first and then add it as a phonebook entry.

[In standby mode]

1. Dial a number.

2. 📖

3. Enter a name (max. 24 characters). → **OK**

4. [▲]/[▼]: Select a phone number type (**1** to **5**). → **OK**

5. Edit the phone number if desired. → **OK**

6. Repeat steps 4 and 5 to add additional phone number types.

7. [▲]/[▼]: "Category Off" → **OK**

8. Select a category. → **OK**

9. To select a default number for the entry, press [▲] or [▼] to select "Default TEL No" → **OK**

10. [▲]/[▼]:: Select the number to use as the default number. → **OK**

11. **SAVE**

Note:
- Steps 7 and 8 can be omitted if you do not want to assign a category.
- Steps 9 and 10 can be omitted if you do not want to assign a default number. (The first number entered for an entry will automatically be assigned as the default number.)
- The valid digits are "0" through "9", "✳", "#", "+", "P".
- If an item with the same name and number exists, the new information added will be merged with the existing item.

Storing an Item Using the Incoming or Outgoing Call Log

You can add a number listed in the Incoming or Outgoing Call Log to the Handset Phonebook.

[In standby mode]

1. Display the incoming or outgoing call log. For details, see .

2. [▲]/[▼]: Select the desired item. → **⊞** /**MENU**

3. [▲]/[▼]: "Save Phonebook" → **OK**

4. Edit the name if desired. → **OK**

5. [▲]/[▼]: Select a phone number type (**1** to **5**). → **OK**

6. Edit the phone number if desired. → **OK**

7. Repeat steps 5 and 6 to add additional phone number types.

8. [▲]/[▼]: "Category Off" → **OK**

9. Select a category. → **OK**

10. To select a default number for the entry, press [▲] or [▼] to select "Default TEL No" → **OK**

11. [▲]/[▼]: Select the number to use as the default number. → **OK**

Note

- Steps 8 and 9 can be omitted if you do not want to assign a category.

- Steps 10 and 11 can be omitted if you do not want to assign a default number. (The first number entered for an entry will automatically be assigned as the default number.)

- The valid digits are "0" through 9", "✳", "#", "+", "P".

- If an item with the same name and number exists, the new information added will be merged with the existing item.

- When connected to a base unit other than the KX-TGP600, a menu to select the save destination of the phonebook is displayed between steps 3 and 4.

Editing a Stored Item in the Handset Phonebook

Editing a Stored Item [In standby mode]

1. 📖

2. [▲]/[▼]:"Phonebook" → OK *1 **OK**

3. Enter the name or the first character(s) of the desired name. → **OK**

4. [▲]/[▼]: Select the desired item. → **⊞** /**MENU**

5. [▲]/[▼]: "Edit" → **OK**

6. [▲]/[▼]: Select the desired name, phone number, category or default telephone number. → **OK**

7. Edit the data as necessary. → **OK**

8. Repeat step 6 to 7 and edit the items you want to change.

9. **SAVE**

*1 If only Handset Phonebook is permitted, this step is skipped.

Note: To change a character or digit.

1. Press [◄] or [►] to highlight a character or digit.

2. Delete the character or digit. KX-TPA60:

   🔣/🔣 /[XFER/CLR]

   KX-TPA65: 🔣/🔣 /[TRANSFER]

3. Enter the new character or digit.

- To clear an entire line. KX-TPA60:
  Press and hold 🔣/🔣 /[XFER/CLR] for more than 1 second. KX-TPA65:
  Press and hold 🔣/🔣 /[TRANSFER] for more than 1 second.

- To move the cursor to the left or right, press [F] or [E], respectively.

Editing Category Names

You can edit the names of the categories in the phonebook.

[In standby mode]

1. ▦ **/MENU**

2. [▲]/[▼]/[[◄]/[►]: 🔧 → **OK**

3. [▲]/[▼]: "Display Option" → **OK**

4. [▲]/[▼]:"Category Name"→ **OK**

5. [▲]/[▼]: Select the desired category number (1–9). → **OK**

6. Enter a name for the category (max. 13 characters). → **OK**

7. Repeat steps 5 and 6 for each category name to edit.

Deleting a Stored Item in the Handset Phonebook

Deleting a Stored Item [In standby mode]

1. 📖

2. [▲]/[▼]: "Phonebook"*1 → **OK**

3. Enter the name or the first character(s) of the desired name. → **OK**

4. [▲]/[▼]: Select the desired item.

5. ▦ **/MENU**

6. [▲]/[▼]: "Delete Number" → **OK** *2

7. [▲]/[▼]: "Yes" → **OK**

*1   If only Handset Phonebook is permitted, this step is skipped.

*2   To delete all items, select "Delete All No." instead of "Delete Number".

Searching for an Item in the Handset Phonebook

You can search for an item in the phonebook by following the steps below.

Searching by Name

You can also search for an item in the phonebook by entering a name:

[In standby mode]

1. ![book icon]

2. [▲]/[▼]: "Phonebook"*1 → **OK**

3. Enter the name or the first character(s) of the desired name. → **OK**

4. [▲]/[▼]: : Select the desired item. **OK** *2

5. Press the [CENTER]/[ENTER] navigation key.

6. [▲]/[▼]: Select the desired phone number.

7. KX-TPA60: ![phone icon]

   KX-TPA65:
   Off-hook

*1 If only Handset Phonebook is permitted, this step is skipped.

*2 If you push and hold [D]/[C], the next/previous items will be displayed automatically.

Searching by Category

If items in the phonebook have been assigned categories, you can search by category.

[In standby mode]

1. ![book icon]

2. [▲]/[▼]: "Phonebook"*1 → **OK**

3. [#]

4. [▲]/[▼]: Select a category. → **OK**

5. Enter the name of the item in the category. → **OK**

6. [▲]/[▼]: Select the desired item.

7. KX-TPA60: ![phone icon]

   KX-TPA65:
   Off-hook

*1 If only Handset Phonebook is permitted, this step is skipped.

Searching by pressing Dial Keys

You can also search for an item in the phonebook by pressing multiple dial keys when the phonebook list is displayed.

1. Press the dial keys to enter the desired name in accordance with the character tables*1.

*1 For details about the characters assigned to the dial keys, see the following table.

Suffix	CE/UK/AL/LA/LC/X*1/C/ (none)	CE/UK/AL/X*1	RU
Keys	ABC (Latin)	ΑΒΓ (Greek)	АБВ (Cyrillic)
1	♯→✱→1	♯→✱→1	♯→✱→1
2	A→B→C→2	A→B→Γ→2	А→Б→В→Г→2→A→B→C→2
3	D→E→F→3	Δ→E→Z→3	Д→Е→Ё→Ж→З→3→D→E→F→3
4	G→H→I→4	H→Θ→I→4	И→Й→К→Л→4→G→H→I→4
5	J→K→L→5	K→Λ→M→5	М→Н→О→П→5→J→K→L→5
6	M→N→O→6	N→Ξ→O→6	Р→С→Т→У→6→M→N→O→6
7	P→Q→R→S→7	Π→P→Σ→7	Ф→Х→Ц→Ч→7→P→Q→R→S→7
8	T→U→V→8	T→Y→Φ→8	Ш→Щ→Ъ→Ы→8→T→U→V→8
9	W→X→Y→Z→9	X→Ψ→Ω→9	Ь→Э→Ю→Я→9→W→X→Y→Z→9
0	0→Space	0→Space	0→Space

*1 KX-TPA65 only.

- Pressing a key repeatedly will cycle through the characters associated with that key. For example, to enter the letter "C" in Latin Mode, press 2 3 times.

- The illustrations of the keys in the table may differ in appearance from the actual keys on the handset/ desk phone.

Character Table when searching in the Handset Phonebook

This table is only available for the dial keys when you search in the Handset Phonebook. For details about the character table for other operations, see "Appendix A" on page 25.

2 → 6 → 6 → [▶] → 6 → 6 → 3 →

Note: Availability depends on your phone system. Contact your administrator for further information.

Appendix A

Locking the Handset Phonebook

You can lock/unlock the phonebook while the handset/desk phone is in standby mode. If no password has been set, you cannot lock the phonebook.

Locking/Unlocking the Phonebook To lock

1. Press and hold for more than 2 seconds. will be displayed.

To unlock

1. Press and hold for more than 2 seconds.

2. Enter your password.

3. To return to standby mode, press

   KX-TPA60:

   KX-TPA65:
   /[CANCEL]

Unlocking the Phonebook Temporarily

1.

2. Enter your password.

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