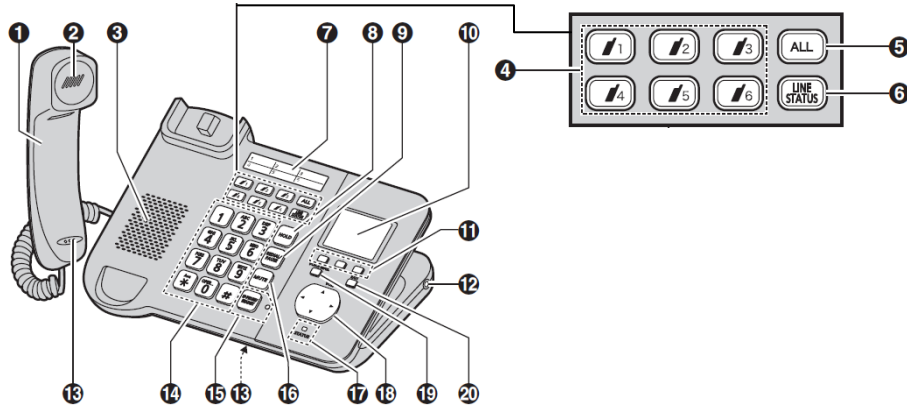


Quick Reference Guide

Panasonic KX-TGP550
Base Unit



Item	Description	
1	Corded Handset	Used to place and receive calls.
2	Receiver	Audio for handset.
3	Speaker	Speaker for ringer and hands-free audio output.
4	Handset Paging Buttons [1] to [6]	Page individual Cordless Handsets and provide handset status indicators.
5	Page All Handsets Button [ALL]	Pages all Cordless Handsets simultaneously.
6	Line Status Button [LINE STATUS]	Display status of all assigned phone lines (phone numbers).
7	Index Sticker	Peel-off sticker to record the assignment of each Cordless Handset.
8	Hold Button [HOLD]	Places a call on hold or resumes a held call.
9	Redial / Pause Button [REDIAL] [PAUSE]	Redials the last dialed number, or inserts a pause in stored numbers.
10	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.
11	Soft Keys	Labels change automatically to identify their context-sensitive features.
12	Headset Jack	Allows the connection of an optional headset.
13	Microphone	Picks up audio during a handset or hands-free speakerphone call.
14	Keypad	Provides the digits, letters and special characters in context-sensitive applications.
15	Speakerphone / Headset Button & Indicator LED [SP-PHONE] [HEADSET]	Toggles the hands-free speakerphone mode. If headset is attached, toggles the headset mode for the optional headset. The Indicator LED displays when Speakerphone/Headset mode is active.
16	Mute Button [MUTE]	Toggles the Mute feature on or off.
17	Phone Status Indicator	Multi-colored LED indicator light shows current phone status through light color and flashing pattern.
18	Navigator Buttons [▲] [▼] [◀] [▶]	Scroll through displayed information or options using arrows buttons.
19	Voice Mail Button and MWI [VOICE MAIL]	Access Voice Mail using this button. Integrated LED in button is Message Waiting Indicator (MWI) which indicates new Voice Mail messages.
20	Exit Button [EXIT]	Cancels current operation or exits current menu to higher-level menu or idle screen.

Basic Features

To Place a Call:

- Lift the handset and dial the phone number. **-OR-** Dial the phone number, and then lift the handset.
- Press the [SP-PHONE] button and dial the phone number. **-OR-** Dial the phone number, and then press the [SP-PHONE] button.
- Press the [HEADSET] button and dial the phone number. **-OR-** Dial the phone number, and then press the [HEADSET] button.

To Answer a Call:

- Lift the handset to answer the call.
- Press the [SP-PHONE] button **-OR-** press the **Call** soft key.
- Press the [HEADSET] button **-OR-** press the **Call** soft key.

To silence an incoming VoIP Call:

- Press the soft key—the ringer will be silenced on the Base Unit.

To End a Call:

- Hang up the handset.
- Press the [SP-PHONE] button.
- Press the [HEADSET] button.

To Redial the Last Call Placed:

- Press the [REDIAL] button and lift the handset—a call to the last number dialed is attempted.

To Mute/Un-mute a Call:

- Press the [MUTE] button—the call will be muted and the LCD screen will indicate that the call is muted. Press the [MUTE] button again to un-mute the call.

To Place a Call on Hold:

- Press the [HOLD] button on the phone—the call will be placed on hold and the LCD display on the phone will change to indicate that the call is on hold..

To Resume a Call on Hold:

- Press the [HOLD] button on the phone **-OR-** press the **Hold** soft key to resume the call.

To place an Intercom Call:

- Press a [1] to [6] button **-OR-** the [ALL] button.
- Lift the handset and wait for the page to be answered.

Basic Features (continued)

To Conference in a Second Party:

- Establish the call with the first party (either by calling the first party or after answering the call from the first party).
- Press the **Menu** soft key and select **Conference**.
- Call the second party—wait until the call is answered.
- Press the **Conf** soft key—all parties are now connected.


To Perform a Blind Transfer:

- Press the **Menu** soft key and select **Blind Transfer**.
- Dial the phone number or extension, and then press the **Trans** soft key—the call immediately begins to ring on the recipient phone.


To Perform an Attended Transfer:

- Press the **Menu** soft key and select **Transfer**.
- Dial the phone number or extension—wait for the transfer recipient to answer and announce the caller.
- Press the **Trans** soft key—the call is transferred to the recipient phone.

To Configure & Enable Always Forward:

- Press the **Menu** soft key and select  (IP Service) → **Call features** → **Call forward**.
- Press the **[▲]** and **[▼]** buttons to select the desired Line, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **Unconditional**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On/Off**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **Phone number**, and then press the **Select** soft key.
- Enter a number to forward **all calls** to in the **Enter phone no.** field, then press the **Save** soft key—call forwarding is enabled.
- Press the **[EXIT]** button to return to the idle screen.

To Enable / Disable Do Not Disturb (DND):

- Press the **Menu** soft key and select  (IP Service) → **Call features** → **Do not disturb**.
- Press the **[▲]** and **[▼]** buttons to select the desired Line, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On/Off**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On** or **Off**, and then press the **Save** soft key.
- Press the **[EXIT]** button to return to the idle screen.

To Park a Call:

- Dial **#72 -OR-** press the **Call Park** DSS key—the system will respond with a prompt indicating which parking lot number to dial to retrieve the call (780x).
- Listen to the system prompt and remember which parking lot location the active call has been assigned.

To Retrieve a Parked Call:

- Dial the parking lot location (**780x**)—the parked call will be connected with that phone.

Voice Mail Quick Reference

When the phone receives a new voice mail message, the phone will play a warning tone, the **[VOICE MAIL]** button LED will illuminate (this is the Message Waiting Indicator or MWI), and the LCD screen will display a prompt that New Voice Mail was received.

To Listen to Voice Mail:

- Press the **[VOICE MAIL]** button.
- Press the **[▲]** and **[▼]** buttons to select the Line with new voice mail, and then press the **Select** soft key—the phone will connect to the voice mail box for the line on the phone.

To Access Voice Mail from a Different Internal Phone:

- Dial **7999**—the system will prompt for an extension.
- Dial the extension—the system will prompt for a password.
- Dial the password—the system will prompt with the Voice Mail Main Menu.

Voice Mail Main Menu:

- 1 New Messages (*or if no New Messages, Old Messages*)
- 2 Change Folders
 - 0 New Messages
 - 1 Old Messages
 - 2 Work Messages
 - 3 Family Messages
 - 4 Friends Messages
 - # Cancel
- 3 Advanced Options (*used only during message playback*)
 - * Return to Main Menu
- 0 Mailbox Options
 - 1 Record Unavailable Message
 - 2 Record Busy Message
 - 3 Record Name
 - 4 Manage Temporary Greeting
 - 1 Record Temporary Greeting
 - 2 Erase Temporary Greeting (*available only if a Temporary Greeting is present*)
 - 5 Change Password
 - * Return to Main Menu

* Help

Exit Voice Mail

Options During Playback (any folder):

- 3 Advanced Options
 - 1 Send Reply (*available only if message was sent or forwarded from an internal extension*)
 - 3 Hear Message Envelope
 - * Return to Main Menu
- 4 Play Previous Message (*available only if multiple messages present in current folder*)
- 5 Repeat Current Message
- 6 Play Next Message (*available only if multiple messages present in current folder*)
- 7 Delete Current Message
- 8 Forward Message to Another Mailbox
- 9 Save Message in a Folder:
 - 0 New Messages
 - 1 Old Messages
 - 2 Work Messages
 - 3 Family Messages
 - 4 Friends Messages
 - # Cancel
- * Rewind 3 Seconds
- # Skip Forward 3 Seconds

Options After Recording a Message / Greeting:

- 1 Accept the Message / Greeting
- 2 Listen to the Message / Greeting
- 3 Re-record the Message / Greeting