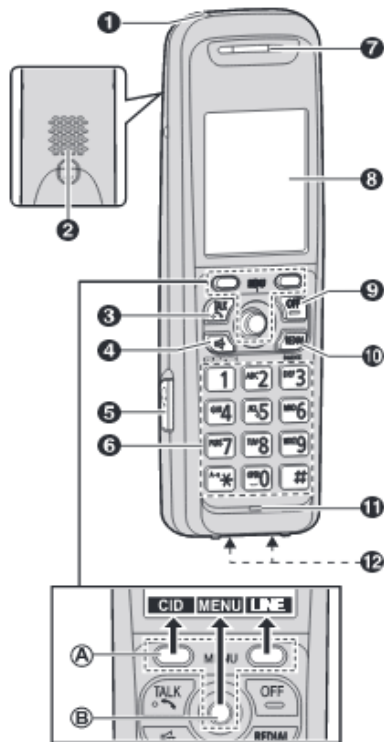


NUMBER:	UG16013
CATEGORY:	User Guide
DATE:	23/12/2016
VERSION:	1.0

KX-TGP500 – Quick Reference Guide

The Handset



1. Charge/Ringer/Message Indicator
2. Speaker
3. Answer key
4. SP-Phone
5. Headset jack (corded)
6. Number pad
7. Receiver
8. Display
9. Off
10. Redial
11. Microphone
12. Charge Contacts

A - Soft Keys

B - Joy Stick

Making Calls

Calling another extension

While the phone is idle...

- Enter the extension number on the number pad
- Press the Answer key

Calling an external party

While the phone is idle...

- Enter 0 then the external number on the number pad
- Press the Answer key

Call Control

Transferring a call to an extension

During the conversation...

- Press the *Menu* key
- Dial 2 or *Seleft Transfer*
- Dial extension number
- Press *Call* soft key
- Wait for party to answer...
- Press *TRANS* soft key

3 party conference call

During the conversation...

- Press the *Menu* key
- Dial *4* or select *Conference*
- Dial number
- Press *Call* soft key
- Wait for party to answer...
- Press *CONF* soft key