# Location of Controls

**KX-NT543**
**KX-NT546**
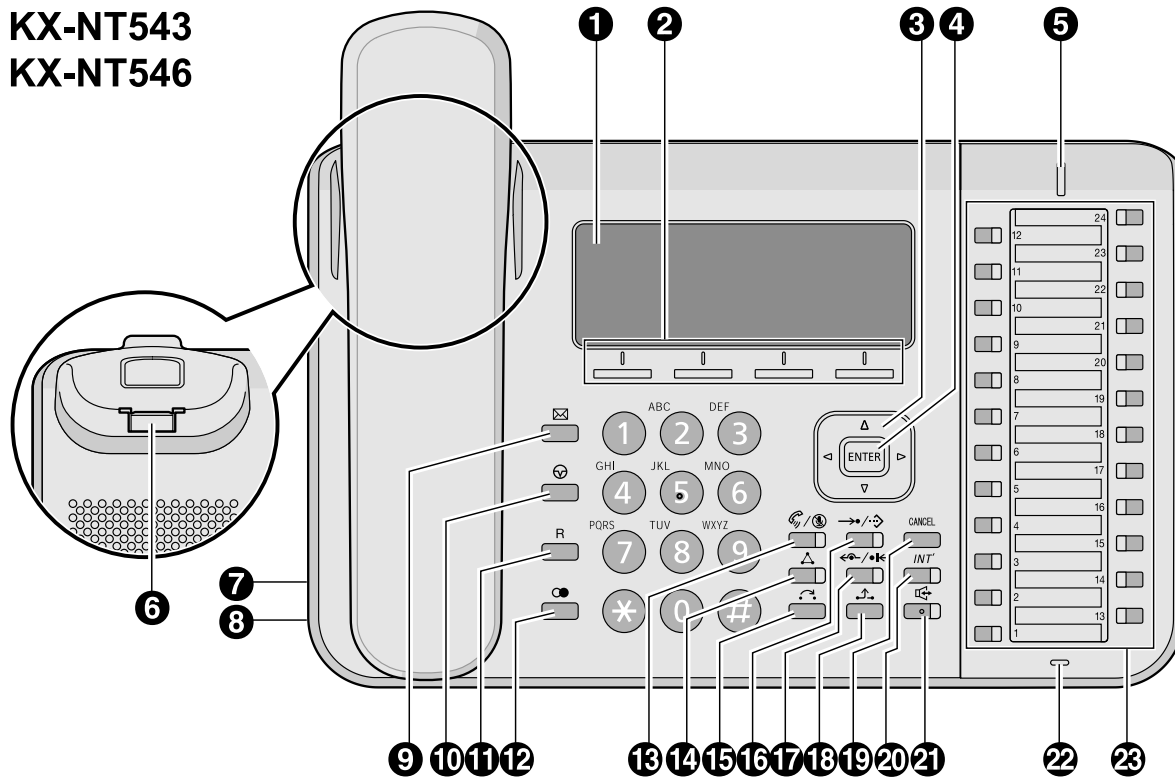


**KX-NT560**
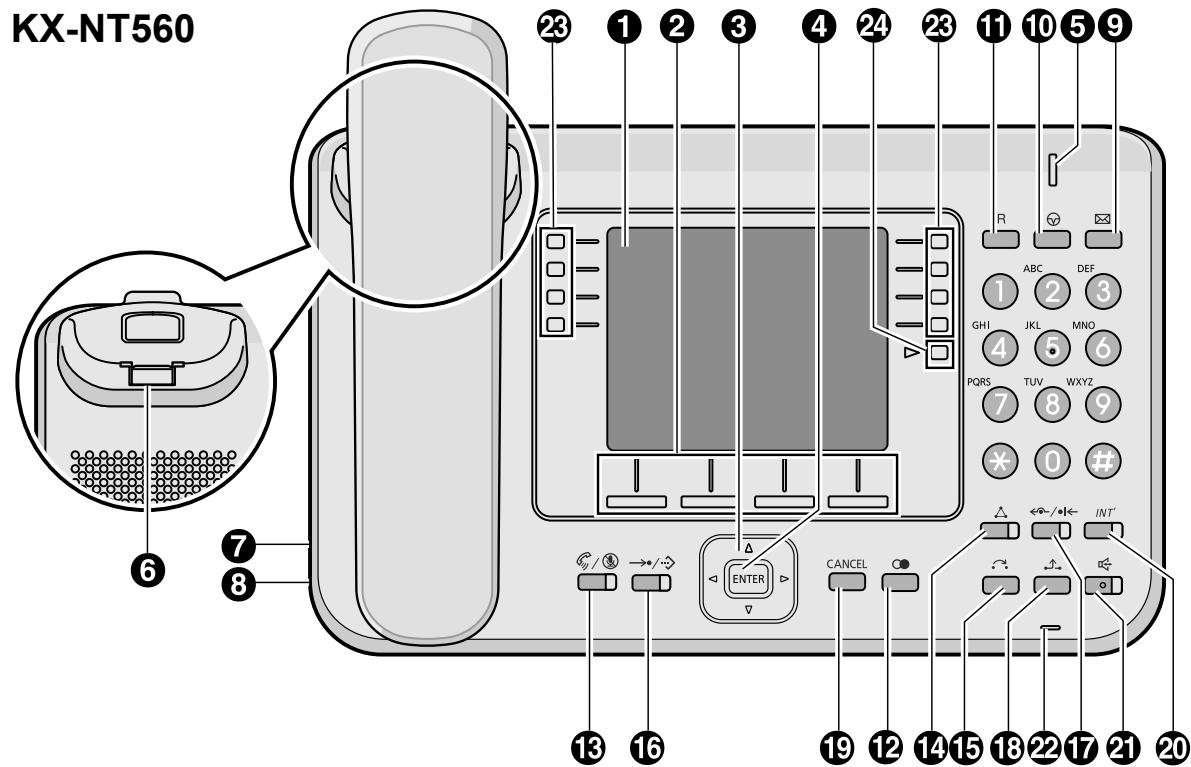
❶ **LCD (Liquid Crystal Display):**
KX-NT543: 3 lines, KX-NT546: 6 lines, KX-NT560: 4.4-inch

❷ **Soft Buttons (S1-S4):** S1-S4 (located from left to right) are used to select the item displayed on the bottom line of the display.

❸ **Navigator Key:** Used to adjust the volume and the display contrast or select desired items.

❹ **ENTER:** Used to assign the selected item.

❺ **Message/Ringer Lamp:** When you receive an intercom call, the lamp flashes green, and on an outside call, the lamp flashes red. When someone has left you a message, the lamp stays on red.

❻ **Handset Hook:** Keeps the handset stable when the unit is mounted on a wall.

❼ **EHS (Electronics Hook Switch) Jack**

❽ **Headset Jack**

❾ ✉**(MESSAGE):** Used to leave a message waiting indication or call back the party who left the message waiting indication.

❿ ⊘**(PAUSE):** Used to insert a pause when storing a telephone number. This button is also used for programming this unit.

⓫ R**(FLASH/RECALL):** Used to disconnect the current call and make another call without hanging up.

⓬ ⊙●**(REDIAL):** Used to redial the last dialled number.

⓭ ✆ / 🎤**(AUTO ANS/MUTE):** Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.

⓮ △**(CONF):** Used to establish a multiple party conversation.

⓯ ↱**(TRANSFER):** Used to transfer a call to another party.

⓰ →•/⋯▷**(AUTO DIAL/STORE):** Used for System/Personal Speed Dialling or storing programme changes.

⓱ ↞⌐/•I↤**(FWD/DND):** Used to switch Call Forwarding or Do Not Disturb on your extension.

⑱　↷(**HOLD**)**:** Used to place a call on hold.

⑲　**CANCEL:** Used to cancel the selected item.

⑳　*INT′* (**INTERCOM**)**:** Used to make or receive intercom calls.

㉑　◁(**SP-PHONE [Speakerphone]**)**:** Used for performing hands-free operations.

㉒　**Microphone:** Used for hands free conversations.

㉓　**Flexible CO Buttons:** Used to seize an outside line or perform a feature that has been assigned to the key.

㉔　**NEXT PAGE Key:** Used to switch the page for the Self Labelling feature. (KX-NT560 only)

# Before Operating the Telephone

| **Speaker volume** |
| --- |
| While in a hands-free conversation<br>Press [▲] or [▼] to adjust the volume. |
| **Handset/Headset volume**\*1 |
| While using the handset or headset<br>Press [▲] or [▼] to adjust the volume. |
| **Ringer volume** |
| While on-hook or receiving a call<br>Press [▲] or [▼] to adjust the volume. |
| **LCD Contrast** |
| While on-hook<br>1.  Press the **PROG** soft button (S1).<br>2.  Enter ⓪①.<br>3.  Press [ENTER].<br>4.  Press [▲] or [▼] to adjust the LCD contrast.<br>5.  Press [ENTER].<br>6.  Press [CANCEL]. |
| **Ring Tone** |
| 1.  Press the **PROG** soft button (S1).<br>2.  Press a flexible CO button or *INT*′ [INTERCOM] 2 times.<br>3.  Enter 2 digits (01-30) using the dial keys (0-9), or press [▲] or [▼] to select the ring tone.<br>4.  Press [ENTER].<br>5.  Press [CANCEL]. |

\*1  If you hear your own voice through the handset or headset, decrease the volume.

| **LCD Backlight** |
| --- |
| While on-hook<br>1. Press the **PROG** soft button (S1).<br>2. Enter ⓪④.<br>3. Press [ENTER].<br>4. Press a dial key to select the LCD backlight mode.<br>　　⓪: Automatic<br>　　①: Always ON<br>　　②: Always OFF<br>5. Press [ENTER].<br>6. Press [CANCEL]. |
| **Registering the Bluetooth® headset (KX-NT560 only)** |
| 1. Set the Bluetooth headset to pairing mode by following the instructions provided with the headset.<br>2. Press the **PROG** soft button (S1).<br>3. Enter ⑥⑥.<br>4. Press [ENTER].<br>5. Enter the Pass Key and press [ENTER].[*1]<br>6. Press [CANCEL]. |
| **Confirming the ID of the Bluetooth headset and deregistering the Bluetooth headset (KX-NT560 only)** |
| 1. Press the **PROG** soft button (S1).<br>2. Enter ⑥⑦.<br>3. Press [ENTER].[*2*3]<br>4. Press [ENTER] to deregister the headset.<br>5. Press [CANCEL]. |

[*1] For more information regarding the Pass Key of your headset, refer to the operating instructions of your headset.

[*2] Confirm that the displayed ID is the ID of your headset. For more information regarding the ID of your headset, refer to the operating instructions of your headset.

[*3] If you do not wish to perform deregistration, press [CANCEL] 3 times.

# Feature Operations

## Making Calls

| Calling |
|---|
| 【To an extension】<br>1. Go off-hook.<br>2. Dial an extension number.<br>【To an outside party】<br>1. Go off-hook.<br>2. Press a flexible CO button.<br>3. Dial the outside party's phone number. |
| **Redial** |
| 1. Go off-hook.<br>2. Press ○●[REDIAL]. |
| **Quick Dialling** |
| 1. Go off-hook.<br>2. Dial a quick dialling number. |
| **Doorphone Call** |
| 1. Go off-hook.<br>2. Enter ✳③①.<br>3. Enter a doorphone number (2 digits).<br>4. After the confirmation tone, talk. |
| **System Speed Dialling** |
| 1. Go off-hook.<br>2. Press →•/⋯⟩[AUTO DIAL/STORE].<br>3. Enter a system speed dialling number (3 digits). |

## Personal Speed Dialling

【**To store**】
1. Go off-hook.
2. Enter ⊛③⓪.
3. Enter a personal speed dialling number (2 digits).
4. Enter the phone number to store (max. 32 digits).[*1]
5. Press ⌗.
6. After the confirmation tone, go on-hook.

【**To dial**】
1. Go off-hook.
2. Press →•/⋯⟫[AUTO DIAL/STORE].
3. Enter ⊛.
4. Enter a personal speed dialling number (2 digits).

## One-touch Dialling

【**To store**】
1. Press the **PROG** soft button (S1).
2. Press a flexible CO button.
3. Enter ②.
4. Enter the number to store (max. 32 digits).[*1]
5. Press [ENTER].
6. Enter the text to store (max. 12 digits).[*2]
7. Press [ENTER].[*2]
8. Press [CANCEL].

【**To dial**】
1. Go off-hook.
2. Press the flexible CO button assigned as a One-touch Dialling button.

*1  Enter the outside line access number before an outside phone number.
*2  KX-NT560 only

# During a Conversation

| Call Hold |
|---|
| 【**To hold**】<br>1. Press ⮐[HOLD].<br>2. After the confirmation tone, go on-hook.<br>【**To retrieve a call at the holding extension**】<br>1. Go off-hook.<br>2. Press a flexible CO button or *INT*′[INTERCOM].<br>【**To retrieve an outside call from another extension**】<br>1. Go off-hook.<br>2. Press a flexible CO button. |
| Call Transfer |
| 【**To an extension**】<br>1. Press ⮐[TRANSFER].<br>2. After the confirmation tone, dial an extension number.<br>3. Talk.<br>4. Go on-hook.<br>【**To an outside party**】<br>1. Press ⮐[TRANSFER].<br>2. After the confirmation tone, press a flexible CO button.<br>3. Dial an outside phone number.<br>4. Talk.<br>5. Go on-hook. |

# Setting the Telephone According to Your Needs

| **Do Not Disturb** |
| :--- |
| 1. Go off-hook.<br>2. Enter ⊛⑦①.<br>3. Press a dial key to select the setting.<br>    ⓪: Both outside and intercom calls<br>    ①: Outside calls only<br>    ②: Intercom calls only<br>4. To enable Do Not Disturb, enter ①.<br>    To cancel Do Not Disturb, enter ⓪.<br>5. After the confirmation tone, go on-hook. |
| **Timed Reminder** |
| **【To set】**<br>1. Go off-hook.<br>2. Enter ⊛⑦⑥⓪①.<br>3. Enter the hour and minute (4 digits).<br>4. If 12-hour-time display is set, enter ⓪ (AM) or ① (PM).<br>5. Enter ⓪ (1 time) or ① (daily).<br>6. After the confirmation tone, go on-hook.<br>**【To cancel】**<br>1. Go off-hook.<br>2. Enter ⊛⑦⑥⓪⓪.<br>3. After the confirmation tone, go on-hook.<br>**【To stop or answer the ring back】**<br>1. Press *INT* [INTERCOM], or go off-hook. |

# Useful Features

| Multiple Party Conversation |
|---|

【**To add other parties during a conversation**】
1. Press △[CONF].
2. After the confirmation tone, dial the phone number of the party to add.
3. Talk to the new party.
4. Press △[CONF].
5. After the confirmation tone, talk with multiple parties.

【**To leave a conference**】
1. Press △[CONF].
2. After the confirmation tone, go on-hook.

# Before Leaving Your Desk

| Call Forwarding |
|---|

1. Go off-hook.
2. Enter ⊛⑦①.
3. Press a dial key to select the types of calls to apply this feature to.
    ⓪: Both outside and intercom calls
    ①: Outside calls only
    ②: Intercom calls only
4. Press a dial key to select the status.
    ②: All calls
    ③: Busy
    ④: No answer
    ⑤: Busy/No answer
    ⓪: Cancel[*1]
5. Enter an extension number, and then enter ⌗, or enter a CO line access number, an outside phone number, and then enter ⌗.
6. After the confirmation tone, go on-hook.

*1  If you enter ⓪ in Step 4, you can skip steps 5 and 6.

# Self Labelling (KX-NT560 only)

The KX-NT560 IP-PT features 8 flexible buttons around an LCD screen. Each item can be named on the LCD screen through personal or system programming to reflect the function of its corresponding flexible button. Additionally, the flexible buttons can be organised into 4 "pages", allowing you to assign a total of 32 items to the 8 flexible buttons. You can toggle between pages by pressing the NEXT PAGE key, as follows:
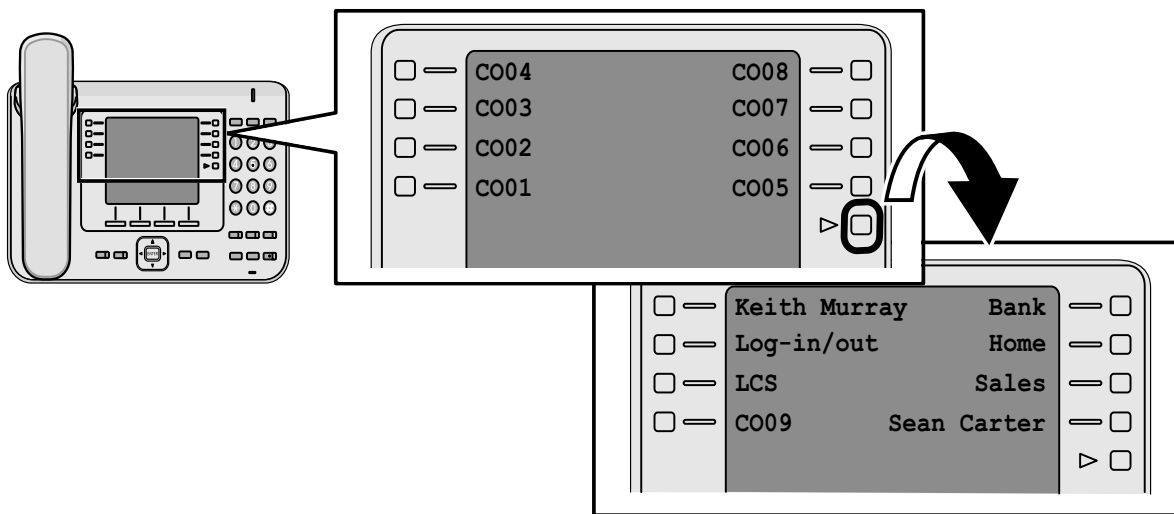


| **Storing a One-touch Dialling button, and setting the displayed text for the Self Labelling LCD Display** |
|---|
| 1. Press the **PROG** soft button (S1). |
| 2. Press a flexible CO button, or press the NEXT PAGE key, and then press a flexible CO button. |
| 3. Enter ②. |
| 4. Enter the number to store (max. 32 digits).[*1] |
| 5. Press [ENTER]. |
| 6. Enter the text to store (max. 12 digits). |
| 7. Press [ENTER]. |
| 8. Press [CANCEL]. |

*1   Enter the outside line access number before an outside phone number.