**Panasonic KX-UTG 300B Quick Reference Guide**

**Warm Transferring Calls**
A warm transfer involves speaking to the person you are transferring the call to before the transfer is made.

1. While on a call, press the button.
2. Call the party to whom you are transferring.
3. After speaking to the receiving party, press the button again to complete the transfer.

**Blind Transferring Calls**
A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

1. While on a call, press the **Blind** softkey.
2. Dial the extension or the phone number of the party you are transferring to.
3. Press the **Send** softkey to complete the transfer.

**Initiating a Conference Call**
1. While on a call, press the **`** button.
2. Call the party you want to add to the conference call.
3. After they answer, press the **`** button to merge the calls.

**Accessing Call History**
To access Call History, press the **Call Log** softkey. It will open a menu that allows you to look at all calls or to specify by received, missed, or placed calls.

**Checking Voicemail**
You must not have a call on the line when attempting to check your voicemail.

1. Dial ***86** or press the button on your phone.
2. Enter your voicemail passcode.
3. Select the option to listen to new or saved voicemails.

**Checking Voicemail from a Cell Phone**
1. Call into your phone number, or dial your auto attendant and enter your extension.
2. Let the phone go to voicemail.
3. Interrupt your voicemail greeting by pressing *****.
4. Enter your voicemail passcode.
5. Select the option to listen to new or saved voicemails.