

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.

