Panasonic KX-UTG 200 & 300 Quick Reference Guide

Placing a Call

Using the Handset:
1. Go **off-hook**.
2. Enter the number to call.
3. Wait for the number to be dialed.

Using the Speakerphone:
1. Press the **SP-PHONE** button.
2. Enter the number to call.
3. Wait for the number to be dialed.

Using the Optional Headset:
1. Press the **HEADSET** button.
2. Enter the number to call.
3. Wait for the number to be dialed.

Answering a Call

Handset:
While the phone is ringing, go **off-hook**.

Speakerphone:
While the phone is ringing, press the **SP-PHONE** button.

Headset (optional):
While the phone is ringing, press the **HEADSET** button.

Ending a Call

Handset:
While on a call, go **on-hook**.

Speakerphone:
While on a call, press the **SP-PHONE** button.

Headset (optional):
While on a call, press the **HEADSET** button.

Redial

Handset:
1. Go **off-hook**.
2. Press the **REDIAL** button.
3. Wait for the number to be dialed.

Speakerphone:
1. Press the **SP-PHONE** button.
2. Press the **REDIAL** button.
3. Wait for the number to be dialed.

Headset (optional):
1. Press the **HEADSET** button.
2. Press the **REDIAL** button.
3. Wait for the number to be dialed.

Microphone Mute

While on a call, press the **MUTE** button on the phone. This applies to all modes. You can hear the other parties while mute is enabled, but other parties cannot hear you.

To unmute, press the **MUTE** button again.

Call Hold/Resume

During a call, press the **HOLD** button. Press the **HOLD** button again to resume the call.

Conference Calls

1. Connect to the first party.
2. Press the **CONFERENCE** button to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press the **CONFERENCE** button again to join all parties in the conference.

NOTE: You must remain on the call for the other parties to continue speaking to each other.

Do Not Disturb

1. Press the **FORWARD/DO NOT DISTURB** button.
2. Press the **ENTER** button until Do Not Disturb is set to **On**.
3. Press **Save** at the bottom of the screen.

Call Transfer

1. While on a call, press the **TRANSFER** button (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking to the second party, press the **TRANSFER** button to complete the transfer.

Call Forwarding

Dial ***72** from the phone to turn Call Forward Always on. This immediately forwards calls to your direct phone number or extension to another number. Dial ***73** from the phone to turn it off.