

Panasonic

Welcome to NSv Connect

KX -UTG300



Panasonic Cloud Services

Thank you for joining NSv Connect and embracing the future of collaboration. Follow the instructions below to get your account up and running!

1. Activate Your Device and NSv Connect Portal

Flip this sheet over and follow the instructions on the back to set up your device. Once the device is set up, use the credentials sent to you by the NSv Connect Support Team to log in. **Didn't receive the email?**

Contact: support@nsvconnect.com.

2. Accessing your Voicemail

Once you have retrieved your voicemail mailbox settings, users can view and manage voicemails through the NSv Connect Portal, their handset or the NSv Softphone App.

3. Your NSv Connect Account and Audio Bridge

Users can view and edit their user profile (email, picture, full name, time zones), activate Caller ID blocking and view conference bridge and voicemail mailbox details by selecting the avatar icon in the top-right corner of your NSv Connect Dashboard.

4. NSv Support

Need help with your service or any of the above topics? Get in touch with NSv Connect Support using the details below and we will guide you through the process.

Email: support@nsvconnect.com

Call: +1 (888) 770 0971



Take control of your business communications with **NSv Connect**.

<https://portal.nsvconnect.com>



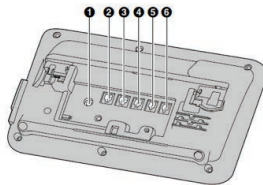
KX-UTG300B-QSG

Power Your Device

1. **Insert** the proper Ethernet cable to the LAN port. **2**
(see below)
2. If you are using Power over Ethernet, the power for the KX-UTG300 will be supplied over this same LAN port.
If you are not using PoE, insert the cord from the DSA48PFA48480083 External Power supply to the DC Jack, and insert the power cord to a 110V power outlet. Ensure that the unit is positioned close to the outlet. **1**

Device Diagram

- 1 DC Jack
- 2 LAN Port
- 3 PC Port
- 4 EHS Jack
- 5 Headset Jack
- 6 Handset Jack



Making Calls

1. In standby mode, pick up the handset or press the SP-PHONE button.
2. Dial the outside party's number or a local extension number.
3. Replace the handset, press the SP-PHONE button or press the END CALL softkey to end the call.

Receiving Calls

When receiving an incoming call.

1. Pick up the handset or press the SP-PHONE button.

Note: When a call is received while another call is on hold, pressing and releasing the hook switch will answer the call.

Redialing a Number

You may call the last number stored in your call history by using the redial key.

1. In standby mode, press the REDIAL button. The unit will dial in SP-PHONE mode.
2. Pick up the handset for a private call.

Transferring a Call (Supervised Transfer)

A supervised transfer involves speaking to the person you are transferring the call to before the transfer is made.

1. While on a call, press the TRANSFER button.
2. Dial the party you are transferring to.
3. After speaking with the receiving party, press the TRANSFER button to complete the transfer.

Transferring a Call (Blind Transfer)

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

1. While on a call, press the BLIND softkey.
2. Dial the extension or the phone number of the party you are transferring the call to.

Making a Conference Call

1. While on a call, press the CONFERENCE button.
2. Call the party you want to add to the conference call.

3. After they answer, press the CONFERENCE button to merge the calls.

Accessing Call History

To see the 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.

Call Forwarding/Do Not Disturb

You can have incoming calls automatically forwarded to another destination or rejected using the forward and do not disturb features.

1. In standby mode, press the FORWARD/DO NOT DISTURB button.
2. Select one of the forward options available.
 - Do Not Disturb
 - Enable FWD All
 - Enable FWD Busy
 - Enable FWD No Ans
3. Once call forward is enabled, you can then enter a forward destination number.

Note: If FWD (NA) is selected an option is provided to enter a preferred Ring Count.

Retrieving Voicemail Messages

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

1. Press the MESSAGE button on your phone.
2. Enter your voicemail PIN (from NSv Connect Portal) followed by #.
3. Select the option to listen to new or saved voicemail.

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