Panasonic

Quick Reference Guide

IP Conferencing Phone

Model No. KX-NT700

Included Accessories

USB Cable (1)	PS Cable (1)	PC Cable (1)	AC Adaptor (1)

Thank you for purchasing this Panasonic product.
This document briefly describes how to connect the unit and introduces commonly used features.
See the Operating Instructions (found on the included CD-ROM) for complete safety information, instructions, and troubleshooting.

KX-NT700: Version 3.0 or later

For Your Safety

To reduce the risk of injury, loss of life, electric shock, fire, malfunction, and damage to equipment or property, always observe the following safety precautions.

⚠ **WARNING**

General Safety

- Do not disassemble this unit. Only qualified personnel should service this unit. Disassembling the unit may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock.
- Do not insert foreign objects into the unit.
- Do not connect or disconnect the AC plug with wet hands.
- Disconnect the unit from the AC outlet, disconnect the LAN cable, and contact the dealer if:
  – The AC adaptor cord or AC plug becomes damaged or frayed.
  – The unit is exposed to rain, water, or any other liquid.
  – The unit is dropped or damaged.
  – Internal components are exposed due to damage.
  – The unit does not operate properly.
  – Performance deteriorates.
- Disconnect the unit from the AC outlet and disconnect the LAN cable if the unit emits smoke, an abnormal smell, or makes unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped and contact an authorized service center.
- Clean the AC plug periodically with a soft, dry cloth to remove dust and other debris.

Installation

- Do not connect the unit to the AC outlet, AC extension cords, etc., in a way that exceeds the power rating of, or does not comply with the instructions provided with, the AC outlet, AC extension cords, etc.
- Do not touch the unit, AC adaptor, AC adaptor cord, or telephone cord during a lightning storm.
- Do not install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Do not touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- If using an AC adaptor, use only the included AC adaptor (PQLV206).
- The AC adaptor should be connected to a vertically oriented or floor-mounted AC outlet. Do not connect the AC adaptor to a ceiling-mounted AC outlet, as the weight of the adaptor may cause it to become disconnected.
- Only connect the unit to the type of electric power specified on the label affixed to the unit. Confirm the type of electric power supplied to the installation site if necessary.
- Use caution when installing or modifying telephone lines.

Placement

- Do not expose the unit to contact with liquids (rain, water, moisture, oil, etc.) or excessive smoke or dust. Do not subject the unit to excessive shock.
- Do not allow anything to rest on the AC adaptor cord or LAN cable. Do not locate this unit where the AC adaptor cord or LAN cable may be stepped on or tripped on.
- Place this unit on a flat surface. Serious damage and/or injury may result if the unit falls.
- Allow 10 cm (3 15/16 in) clearance around the unit for proper ventilation.

⚠ **CAUTION**

- Do not place heavy objects on top of this unit.
- When the unit receives power from the AC adaptor, the AC adaptor is the main disconnect device. Ensure that the AC outlet is installed near the unit and is easily accessible, so that the unit can be disconnected from the AC outlet if necessary.
- Disconnect the AC adaptor cord and all cables from the unit before cleaning. Clean the unit with a soft, dry cloth. Do not use liquid, aerosol cleaners, abrasive powders, or chemical agents to clean the unit.
- The SD memory card poses a choking hazard. Keep the SD memory card out of reach of children.
- When left unused for a long period of time, disconnect the unit from the AC outlet. When the unit receives power from a PoE power supply, disconnect the LAN cable.

For Best Performance

- Use the unit in a quiet room. Ambient noise of less than 50 dBA is recommended.
- Use the unit in a room with minimal echoing. Do not place the unit near walls, windows, partitions, etc.
- During the first 30 seconds of a TEL call, the unit adjusts itself for optimal sound quality. Speak in turns with the other party at the beginning of a conversation. (The time required varies depending on the condition of the telephone line and the audio

characteristics of the room.) During this time, sound may cut out or fade in and out. This is normal.
• Do not obstruct the unit during calls. Keep your hands, as well as common objects such as folders, cups, and coffee pots away from the unit during calls.

Important Safety Instructions

When using this unit, basic safety precautions, including those below, should always be followed to reduce the risk of fire, electric shock and injury to persons.
1. Do not use the unit near water, for example, near a bathtub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
2. Avoid using a wired telephone during an electrical storm. There is a remote risk of electric shock from lightning.
3. Do not use the telephone in the vicinity of a gas leak to report the leak.
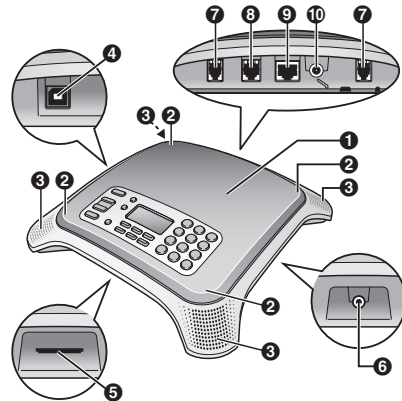
SAVE THESE INSTRUCTIONS

Required Telephone Cord

CAUTION
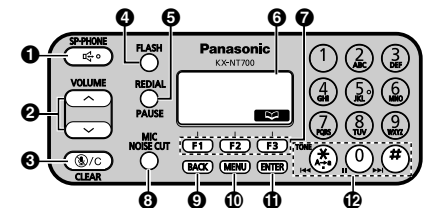• To reduce the risk of fire, use only No. 26 AWG or larger telephone line cord.

Unit Overview

Main View

❶ Speaker
❷ Indicators (4 locations)
❸ Built-in Microphones (4 locations)
❹ USB Port (**USB**)
❺ SD Memory Card Slot
❻ AUDIO IN/OUT Jack
❼ External Wired MIC Jacks (**EXT MIC1**, **EXT MIC2**)
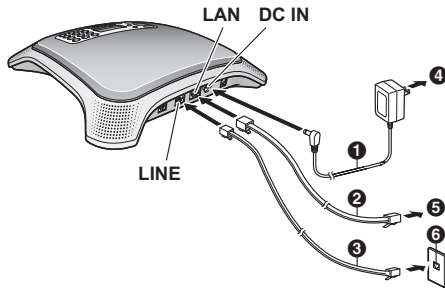❽ Telephone Jack (**LINE**)
❾ LAN Port (**LAN**)
❿ DC Input (**DC IN**)

Front Panel

❶ 🔊 Button (Speakerphone Button)
❷ Navigator/Volume Button (**[∧]** and **[∨]**)
❸ 🔇/C Button (Mute/Clear Button)
❹ **FLASH** Button
❺ **REDIAL/PAUSE** Button
❻ Display

❼ Function Buttons (**[F1]**, **[F2]**, and **[F3]**)
Press a function button to select the function
displayed directly above it. For example, in the
illustration here, press **[F3]** to select ▭▭
(phonebook).

❽ **MIC NOISE CUT** Button

❾ **BACK** Button

❿ **MENU** Button

⓫ **ENTER** Button

⓬ Playback Control Buttons

Basic Connections

LAN   DC IN

LINE
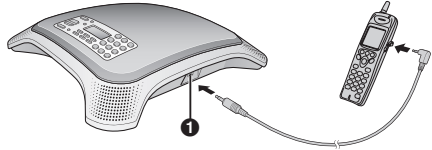
❶ AC Adaptor Cord
❷ LAN Cable
❸ 2-conductor Telephone Cord
❹ To AC Outlet
❺ To Switching Hub
❻ Telephone Jack or PBX (RJ11C)

Note

- If using an AC adaptor, use only the included AC
  adaptor (PQLV206).
- To use PoE (Power over Ethernet), connect the
  LAN cable to a PoE-compatible (IEEE802.3af)
  switching hub. The included AC adaptor does
  not need to be connected when using PoE.

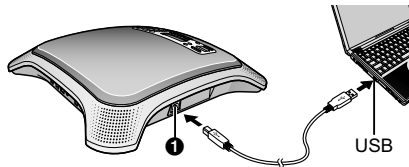## Connecting a Portable Station (PS)

Connect the included PS Cable to the **[AUDIO IN/
OUT]** jack of the unit (❶), and to the headset jack of the
PS.

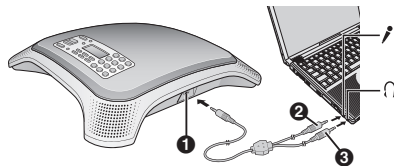

Connecting a Computer

Connecting using the USB cable

Connect the included USB Cable to the USB port (❶) of
the unit, and to the USB port of the computer.

USB
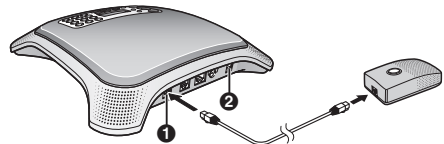
Connecting using the PC cable

Connect the included PC Cable to the **[AUDIO IN/
OUT]** jack of the unit (❶), and to the microphone jack
(red plug; ❷) and headphone jack (green plug; ❸) of
the computer.

Connecting an External Wired MIC

An optional KX-NT701 External Wired MIC can be
connected to the unit using the **EXT MIC1** (❶) or **EXT
MIC2** (❷) jacks. 2 mics can be connected.

Setting the Date & Time

1. Press **[MENU]**.
2. Select "`Basic Settings`", then press `SELECT` .
3. Select "`Date & Time`", then press `SELECT` .
4. Using the keypad, enter 2 digits each for the year, month, day of the month, hour (24-hour format), and minute.
5. Press `SAVE` .
6. Press **[MENU]**.

Operation Mode

By selecting an operation mode, the unit operates as a SIP extension of the PBX, peer to peer IP conferencing phone or USB audio device of a computer.
1. Press **[MENU]**.
2. Select "`Operation Mode`", then press `SELECT` .
3. Select the desired setting. (default: "`IP-PBX`")
   - "`IP-PBX`": The unit can make and receive IP calls as a SIP extension of the PBX. To make a call, the other party's SIP extension number or SIP URI is specified.
   - "`Peer to Peer`": Peer to peer IP calls are possible. To make a call, the other party's IP address is specified.
   - "`USB Audio`": The unit operates as the USB audio device of a computer.
4. Press `SAVE` .
5. For the new setting to take effect, disconnect the AC adaptor from the AC outlet, then connect it again to restart the unit.
   - When you are using PoE, disconnect the LAN cable from the unit, then connect it again.

Line Selection

Whether the TEL line, PS line, or PC line is available is determined by the "`Line Selection`" setting.
1. Press **[MENU]**.
2. Press `LINE` .
3. Select the desired setting.
   - "`IP + TEL`": The IP and TEL lines are available.
   - "`IP + PS`": The IP and PS lines are available.
   - "`IP + PC`": The IP and PC lines are available.
4. Press `SAVE` .
5. Press **[MENU]**.

Note
- When the operation mode is set to "`USB Audio`", the "`Line Selection`" cannot be selected.
- If you select "`IP + TEL`", change the dial mode (default: "`Tone`") if necessary:
  [MENU]→select "`TEL Settings`"→select "`Dial Mode`"→select "`Pulse`" or "`Tone`"→ `SAVE` →**[MENU]**

IP Network, SIP Settings

To properly connect the unit to an IP network, the following settings must be set to match the settings of the IP network.
- IP address mode: Automatic (DHCP) or manual (static) IP address assignment (default: static)
- IP address (when static connection mode is selected; default: 192.168.0.2)
- Subnet mask (when static connection mode is selected; default: 255.255.255.0)
- Default gateway (when static connection mode is selected; default: 0.0.0.0)
To use the unit as a SIP extension of the PBX, the unit must be registered as a SIP extension through PBX programming, the "`Operation Mode`" setting must be set to "`IP-PBX`" (this is the default setting), and the following settings must be set to match the settings of the PBX.
- SIP Ext. No.
- SIP Authentication ID
- SIP Password
- SIP User Domain Name
- SIP Proxy Server IP Address
- SIP Proxy Server Port Number
- SIP Registrar IP Address
- SIP Registrar Port Number
Consult your system administrator for the appropriate settings.

Note
- If these settings are changed, the unit must be restarted before the new settings become effective. See the Operating Instructions for details.
- To confirm the SIP extension number, press **[MENU]**→"`SIP Ext. No.`"→ `SELECT` .
- When the unit is connected to a device other than a Panasonic PBX, "`Panasonic PBX Compatibility`" in "`Protocol Settings`" must be set to "`Off`" (default: `On`).

Making Calls

Making a Call to a Phone Number or IP Address

1. Confirm that the desired line ("**IP**" or "**TEL**") is selected. Change the selected line by pressing the center function button **[F2]**.

   Example:

   The TEL line is selected (❶). The IP line will be selected when **IP** (❷) is pressed.

2. Press **[📞]**.
3. Enter the phone number or IP address.
   - IP addresses can be entered using the keypad. **[0]**–**[9]** are used to enter numbers and **[∗]** is used to enter a period. After entering the IP address, press **[#]** or **[ENTER]**.
4. To end the call, press **[📞]**.

Making a Call to a SIP Extension Number or SIP URI

1. Confirm that the "**IP**" line is selected.
2. Enter the SIP extension number or SIP URI.
   - To enter a SIP URI:
     1. Press a dial key.
        The center function button icon will change to **URI**.
     2. Press **URI** to select SIP URI.
     3. "sip:" is displayed automatically. Enter the SIP URI after the colon.

        Example:

        sip:*User name**1@*2*Domain name*

        (max. 32 characters) (max. 64 characters)

        *1 You can also enter a SIP extension number instead of a user name.
        *2 To enter @, press **CHAR** to switch the character entry mode to alphabet entry mode, then press **[#]** once.
   - You can switch between numeric and alphabet entry modes by pressing **CHAR**, and change between uppercase and lowercase character entry by pressing **[∗]**.

- A period can be entered by pressing **[1]**, when the character entry mode is alphabet entry mode.
3. Press **[📞]**.
4. To end the call, press **[📞]**.

Making Calls with a PS or Computer

1. Make or answer a call using the PS or computer, and confirm that you can talk to and hear the other party.
2. Connect the unit to the PS or computer (see page 4).
3. Confirm that the desired setting ("**PS**", "**PC**" or "**USB-AUDIO**") is selected.
   - You can change the setting from "**Line Selection**" (see page 5) or "**Operation Mode**" (see page 5).

   Example:

   The PS line is selected (❶). The IP line will be selected when **IP** (❷) is pressed.

4. Press **[📞]**.
5. End the call with the PS or computer, then press **[📞]**.

Making Calls from the Phonebook

To add entries to the phonebook, see the Operating Instructions.
1. Press **📖**.
2. Press **[∧]** or **[∨]** repeatedly to scroll through the phonebook entries.
3. When the desired entry is displayed, press **[📞]** or **📞**.

Note
- The line that was selected when the entry was stored in the phonebook ("**IP**" or "**TEL**") is shown in the lower-right corner of the display. This line will be used when the entry is called.

   Example:

   The TEL line will be used when you call this number.

- If the "`Line Selection`" setting is not set to "`IP + TEL`" (see page 5), TEL line numbers cannot be called.

Making Conference Calls

1. Press `CONF` .
   - The current call is put on hold.
2. Confirm that the desired line ("`IP`" or "`TEL`") is selected.
3. Call the party you want to add to the conversation.
4. After the called party answers, press `CONF` to begin the conference call.

Ending a Conference Call

Press **[◪]** to disconnect both parties.
or
1. Press `END` .
2. Press **[∧]** or **[∨]** to select the party you would like to remove from the conference, then press `SELECT` .

Answering Calls

1. Press **[◪]** or `ANSWER` .
2. To end the call, press **[◪]**.

Note

- When "`Line Selection`" is set to "`IP + PC`" or "`IP + PS`", TEL calls cannot be made or received.

Receiving a Second Call

While on a call, you can receive a second call, and then join the 2 calls and establish a conference call.

Confirming the caller then creating a conference call

1. Press `ANSWER` .
   - The first call is put on hold, and you can talk to the second caller.
   - To end the second call, press `END` , then continue the first call.
2. Press `CONF` to establish a conference call.

Refusing a second call

Press `REJECT` . The second caller is disconnected and the current call continues.

Useful Features

Conferencing Phone Manager (CPM)

CPM is computer software that can be used in conjunction with the unit. It includes the following useful features:
- Video conferencing
- Sharing applications
- Making calls using the phonebook or call history

See the Operating Instructions for Conferencing Phone Manager for more details.

Recording

Conversations and voice memos can be recorded to an SD memory card (32 MB–2 GB). Insert the SD memory card with the label side facing up.
To record a conversation, press `REC` during the conversation.

Speech Speed Conversion

You can adjust the speed of the other party's speech down during a call by pressing `SPEED` . Press repeatedly to change the current setting or turn the feature off. "`Slow`" is shown on the display while this feature is active.

Mic Noise Reduction

You can press the **[MIC NOISE CUT]** button during a call to reduce the ambient noise that is picked up by the microphones and sent to the other party. Press repeatedly to change the current setting or turn the feature off.
"`Noise Cut ON`" is shown on the display while this feature is active.