

Konftel 300 Quick Reference Guide

The **Konftel 300** is a conference phone that can be connected to analogue telephone sockets, mobile/DECT telephones or PCs. A user guide with detailed instructions about connectivity options and features is available on our website: www.konftel.com/300.



SD memory card port

It is possible to record a call in progress and use the Konftel 300 as a dictaphone.

Press the **• ←** button to start and stop recording.

Recordings can be accessed via the menu.

LEDs

Flashing blue

Incoming call

Steady blue light

Call in progress

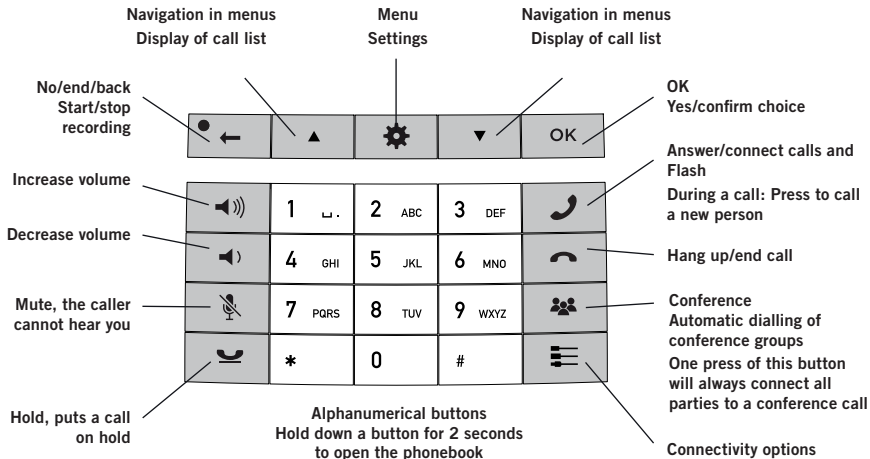
Flashing red

Hold, microphone and speaker turned off

Steady red light

Mute, microphone turned off

DESCRIPTION



NAVIGATE IN MENUS AND MAKE SETTINGS

The Konftel 300 menu contains the following options:

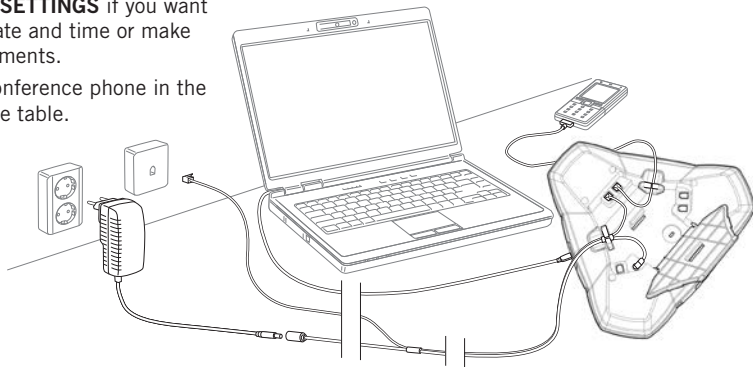
PHONE BOOK
SETTINGS
CONF GUIDE
RECORDING
STATUS

- ⇒ Press **⚙**.
- ⇒ Select the option you want from the menu using the arrow keys. Press **OK** to confirm.
- ⇒ Cancel the setting or go back one level in the menu by pressing **◀**.
- ⇒ Quit the menu by pressing **⚙** again.
- ⓘ Note that after you have made changes to a setting, you must press **OK** to activate the setting.

GETTING STARTED

CONNECTING AND INSTALLING THE UNIT

- ⇒ Connect to an analog line, wireless DECT telephone/mobile phone or PC.
- ❶ An optional phone cable is required for connection to DECT/mobile phones.
- ⇒ Plug the Konftel 300 into the mains using the power adapter as illustrated.
- ❶ The first time the Konftel 300 is started, you will be required to select the region in which you are located. This configures the phone to the telecom network for that region.
- ⇒ Select the region in which you are located. Click **OK** to confirm your selection.
- ⇒ Select the language you want. Click **OK** to confirm your selection.
- ❶ Select **⚙ > SETTINGS** if you want to set the date and time or make other adjustments.
- ⇒ Place the conference phone in the middle of the table.






LINE MODE – SWITCH AND COMBINE





It is possible to switch between and combine two connectivity options.

- ⇒ Press the **≡** key.
- ⇒ Select a connection option and press **OK** to confirm.
- ❶ You can add another line, disconnect or switch between connected lines during a call.
- ❶ Connected to a computer, the Konftel 300 can be used to record sound and music when it is in **☾** mode (standby). For VoIP calls (e.g. via Skype®), the Konftel 300 is put in **☺** mode (call mode) and the call is then connected over the Skype® network in the usual way.

ANSWERING AND MAKING CALLS




- ⇒ Press  to answer an incoming call.
- ⇒ Dial the number and press  to make a call.
- ⇒ Press an arrow key to open a call list containing previously dialled numbers. Call using .
- ⇒ Press and hold an alphanumeric button for two seconds to call a contact in the phonebook.

DURING A CALL


- ⇒ Adjust the speaker volume using the keys  and .
- ⇒ Press  to turn off the microphone.
- ⇒ Press  to put the call on hold.
Both the microphone and the speaker are turned off and the call is on hold.
- ⇒ Press the same button again to reconnect the call.





- ① Note that different PBXs may require different signals. If you experience problems making multi-party calls: Please refer to the manual for information about how to make necessary settings and to your telephone administrator or service provider for specific settings.

ADDING A PARTY TO A CALL

- ⇒ Press the  button during the call.
Calls in progress are put on hold and a second dialling tone is heard.
- ⇒ Dial the second participant's number, press and wait for an answer.
- ⇒ Press the  button and then **3** to connect all the meeting participants or  to return to the previous call.

THE CONFERENCE GUIDE

You can create groups of up to six people via  > **CONF. GUIDE** > **ADD GROUP**.

- ⇒ Press the  (**Conference**) button and choose a conference group. Press **OK** if you want to see who is in the group and  to make the call.
- ⇒ Follow the instructions in the guide and answer with **OK** or .
Calls in progress are put on hold when the next participant calls.
- ⇒ Press the  (**Conference**) button to connect all the meeting participants.

