



Conference phones for every situation



Konftel 300 Quick Reference Guide

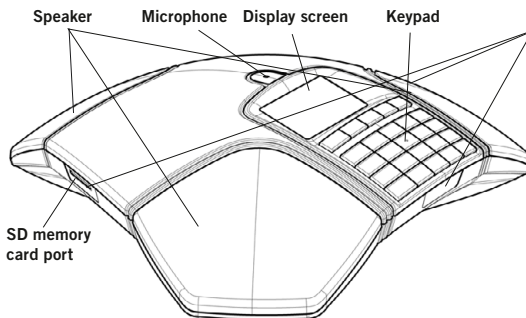
ENGLISH



DESCRIPTION

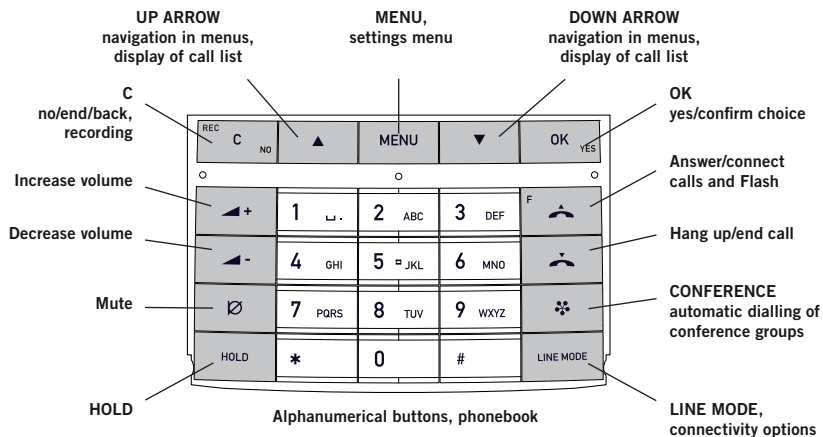
The **Konftel 300** is a conference phone that can be connected to analogue telephone sockets, mobile/DECT telephones or PCs.

A user guide with detailed instructions about connectivity options and features is available on our website: www.konftel.com/300.




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



Connection to a PC

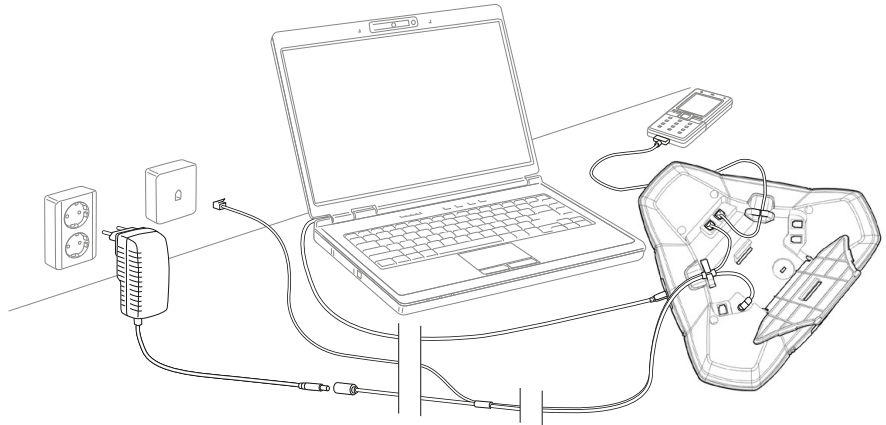
The Konftel 300 acts as a loudspeaker and microphone for your PC and in stand-by mode  (not call mode) can be used to play audio and music.

Used with a conference software (e.g. Skype®) the Konftel 300 becomes the ultimate conference system enabling you to hold group calls with other Skype users across the Internet, a large number of local participants round the conference phone, and participants called via normal phone lines or mobile phones connected to the Konftel 300.

For calls via Skype, the Konftel 300 is put in call mode  and the call is then connected over the Skype network in the usual way.

CONNECTING AND INSTALLING THE UNIT

- ⇒ Connect to an analogue line, wireless DECT telephone/mobile phone or PC as illustrated.
- ⓘ 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.
- ⓘ 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.
- ⓘ Select **MENU > 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

An analogue phone line is the pre-programmed option, but it is possible to switch between and combine two connectivity options.

- ⇒ Press the **LINE MODE** key.
- ⇒ Select a connection option and press **OK** to confirm.
- ⓘ You can add another line, disconnect or switch between connected lines during a call.

ANSWERING AND MAKING CALLS

Answering calls

A ring tone is heard and the blue LEDs start flashing.

- ⇒ Press  to answer.

The LEDs show a steady blue light.

Making calls

- ⇒ Dial the number.

- ⇒ Press .

The number is called and the LEDs show a steady blue light.

Redialling

- ⇒ Press an arrow key.

The most recent call is displayed.

- ⇒ Use the arrow keys to scroll through the call list.

- ⇒ Press .

The number you have selected is dialled.

Calling from the phonebook

Please refer to the manual for instructions on adding and updating numbers in the phonebook.

- ⇒ Press and hold down an alphanumerical button for two seconds.

The phonebook appears on the display screen. The pre-programmed names appear in alphabetical order, starting with the button's first letter.



- ⇒ Use the arrow buttons to mark the name in the phonebook.

- ⇒ Press .


The number you have selected is dialled.

DURING A CALL


Adjusting the speaker volume

- ⇒ Adjust the speaker volume using the keys  + and .

Mute and hold

- ⇒ Press  (Mute) to turn the microphone off.

The LEDs change from blue to red. The other party cannot hear what you are saying.


- ⇒ Press  (Mute) to reconnect the call.

- ⇒ Press **HOLD** to put the call on hold.

The LEDs change from blue to flashing red. Both the microphone and the speaker are turned off and the call is on hold.

- ⇒ Press **HOLD** to reconnect the call.

Ending calls

- ⇒ End the call by pressing .

RECORDING

You can listen to a recorded phone conference on your Konftel 300 or a computer using an SD memory card reader. Recordings are saved in wav format and can be played back on your choice of media player.

RECORDING

Start recording

- ⇒ During a call, press the **REC/C** key and press **OK** to confirm.

The recording symbol flashes on the display screen.

End recording

- ⇒ Press the **REC/C** key for two seconds and press **OK** to confirm.

The recording symbol is no longer displayed on the screen.

Mute function

- ⇒ Press **∅ (Mute)** during a call to turn off the microphone.

The LEDs change from blue to red.

The other party cannot hear what you are saying and only the called party is recorded.

LISTENING TO A RECORDING

- ⇒ Select **MENU > RECORDING > PLAYBACK FILE**.

- ⇒ Mark the folder you want (date) and press **OK** to confirm.

A list of all recordings for the specified date is displayed. Names, date, time and length are displayed for each recording.

- ⇒ Mark the recording you want and start the playback by pressing **OK**.

Pause playback

- ⇒ Pause the playback by pressing **OK**.
- ⇒ Restart playback by pressing **OK** again.

Move forward in the recording during playback

- ⇒ Move forward in the recording by pressing arrow down or backward by pressing arrow up.
- ⓘ The recording advances about 10 seconds every time you press the key.

Stop playback

- ⇒ Stop the playback by pressing **C**.

CONFERENCE GUIDE

The **conference guide** makes it easy to set up calls with as many as six people. The conference guide helps you through the connection process and shows you explicitly what you should do. You can create 20 groups with six people in each, which means you don't need to remember any numbers. The conference call is set up by simply pressing a few keys.

If the call is connected through a PBX, it may be necessary to make certain selections and settings in the Konftel 300. Please refer to the manual or Konftel's website for information about how to make necessary settings.

CONFERENCE GUIDE

Creating conference groups

- ⇒ Select **MENU > CONF. GUIDE > ADD GROUP**.
- ⇒ Enter a group name and press **OK**.
- ⇒ Press **OK** to enter the first person.
- ⇒ Write the name of the person and press **OK** to confirm. Write the number and press **OK** to confirm.
- ⇒ Press **OK** to add another person and repeat the above steps.
- ⇒ Conclude by pressing **C**.

Calling conference groups

- ⇒ Press the **☘ (Conference)** key.
- ⇒ Select the conference group you want to call.
The Konftel 300 dials the first person and asks you to confirm when the person answers.
- ⇒ Press **OK** when the first person has answered.
- ⇒ Continue in the same way for each person in the group.
- ⇒ Press **C** if someone does not answer.

The conference guide will ask you if you want to redial that person.

- ⇒ Either press **OK** or **C**.
- ① If the person does not answer, you can either end the conference guide or continue to the next person.

INSTANT CONFERENCE CALLS

- ⇒ Press the **☘ (Conference)** key.
- ⇒ Select **INSTANT** and press **OK** to confirm.
- ⇒ Follow the conference guide in the same way as described above, but this time you have to dial the number of each participant.

ADD PARTY TO CALL

During a call, the **▲** button acts as Flash/R-pulse, which means it transmits commands to the PBX.

- ⇒ Press **▲ (F)**.
A second dialling tone is heard.
- ⇒ Dial the second participant's number and wait for an answer.
- ⇒ Press the **▲ (F)** button and then **3**.
All three participants are now linked together in one call.
- ① If you experience problems making multi-party calls: Different PBXs may require different signals. Please contact your telephone administrator or service provider.

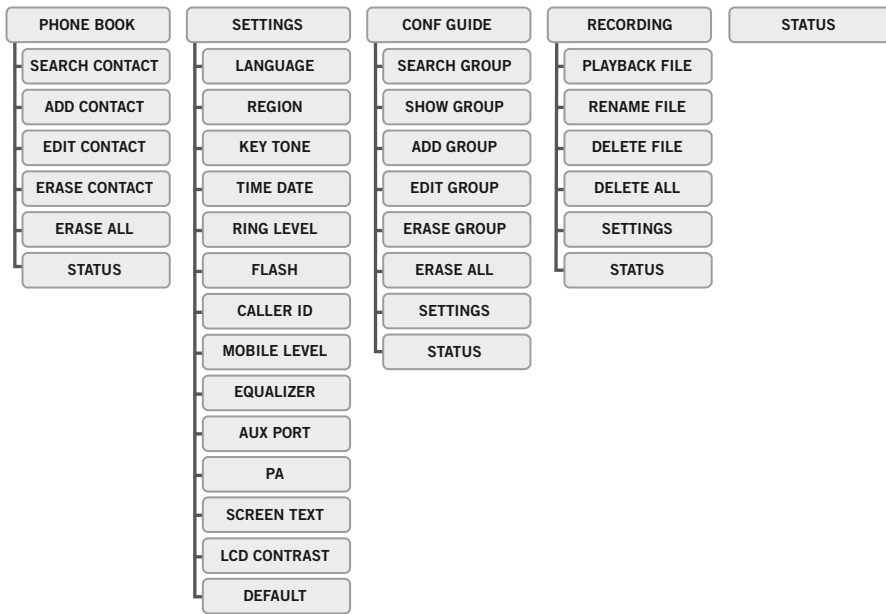
If you don't get an answer

- ⇒ Go back to the first call by pressing **▲ (F)**.

NAVIGATE IN MENUS AND MAKE SETTINGS

- ⇒ Press **MENU**.
- ⇒ 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 **C**.
- ⇒ Quit the menu by pressing **MENU** again.
- ① Note that after you have made changes to a setting, you must press **OK** to activate the setting.

Menu tree



Konftel is a leading company within loudspeaker communication and audio technology. We develop and sell products and technology for telephone conferences based on cutting-edge expertise within acoustics and digital signal processing. A key attribute of our products is that all the conference telephones have built-in, high-quality audio technology – OmniSound® providing crystal-clear sound. Read more about Konftel and our products on www.konftel.com.

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