Conference phones for every situation

Konftel 300 Quick Reference Guide

ENGLISH

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. Characteristic 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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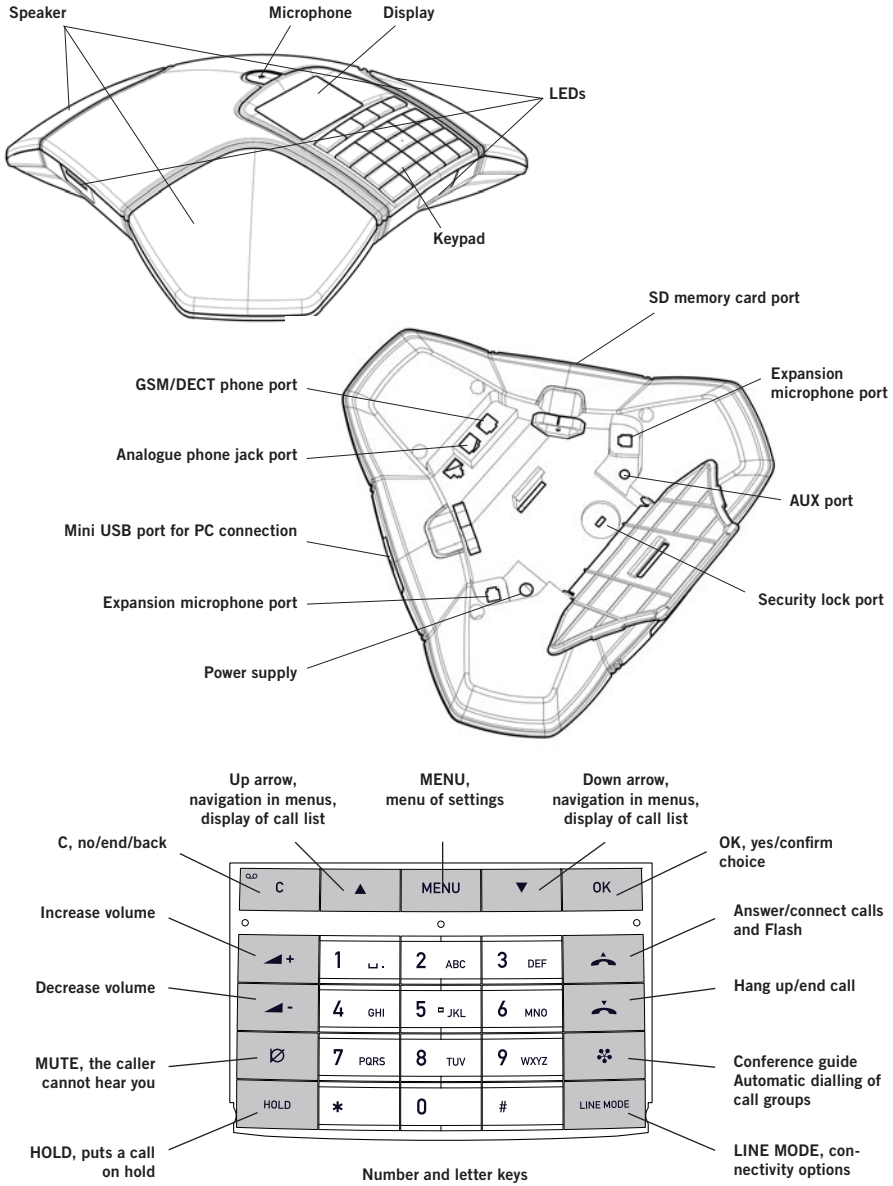
110002-61-001 Rev A

DESCRIPTION OF THE KONFTEL 300

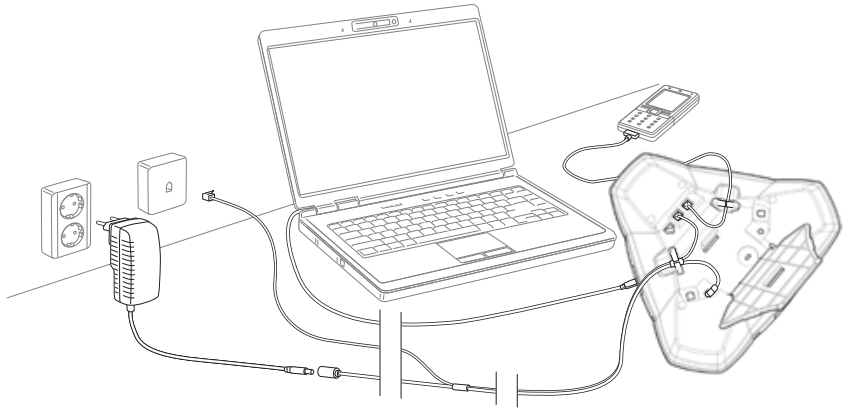
The Konftel 300 is a conference phone that can be connected to analogue telephone sockets, GSM/DECT telephones or PCs. A manual with detailed instructions about connectivity options and features is available on our website: www.konftel.com/300.



CONNECTION AND SETTING GUIDE

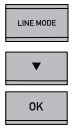
Connecting and installing the unit

- ⇨ Plug the Konftel 300 into the mains using the power adapter as illustrated.
- ⇨ Connect to an analogue line, wireless DECT telephone/GSM telephone or PC as illustrated. (An optional phone cable is required for connection to DECT/GSM phones.)
- ⇨ 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. Please refer to the manual for further details.



- ⇨ Press the **LINE MODE** key.
- ⇨ Use the arrow keys to select a connection option and press **OK** to confirm.

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 programme (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.

ANSWERING AND MAKING CALLS

Answering calls

A ring tone will be 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.

Ending calls

⇨ End the call by pressing .

Redialling

⇨ Press an arrow key.
The last number that you dialled appears in the display.

⇨ Use the arrow keys to look through previously dialled numbers.

⇨ Press .
The number you have selected is dialled.

Calling from the phone book

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

⇨ Press and hold down a number key for two seconds.
The phone book appears in the display. The pre-programmed names appear in alphabetical order, starting with the number key's first letter.

⇨ Use the arrow keys to look through the phone book.

⇨ Press .
The number you have selected is dialled.

During a call: adjusting speaker volume, mute and hold

⇨ Adjust the speaker volume using **VOL+** and **VOL–**.

⇨ Press the **mute** button to turn the microphone off.
The LEDs change from blue to red. The other party cannot hear what you are saying. Press the same button to reconnect the call.

⇨ Press the **HOLD** button 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 the same button to reconnect the call.

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.

Creating conference groups

The manual gives you detailed, step-by-step instructions.

⇨ Press the **MENU** key, select CONFERENCE GUIDE and ADD GROUP.

⇨ Enter a group name and press **OK** to confirm.

⇨ 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 key **conference guide**.

⇨ Select the group you want to call using the arrow keys. Press **OK** to confirm.
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**.
If the person does not answer, you can either end the conference guide or continue to the next person.

When the guide has finished, you will be connected with up to six people and ready to start your conference.

Making direct conference calls

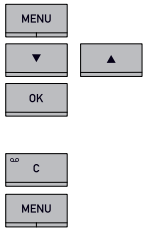
⇨ Press the **conference guide** key.

⇨ 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.

SETTINGS

Navigation and selection in menus



⇨ Press the **MENU** key.

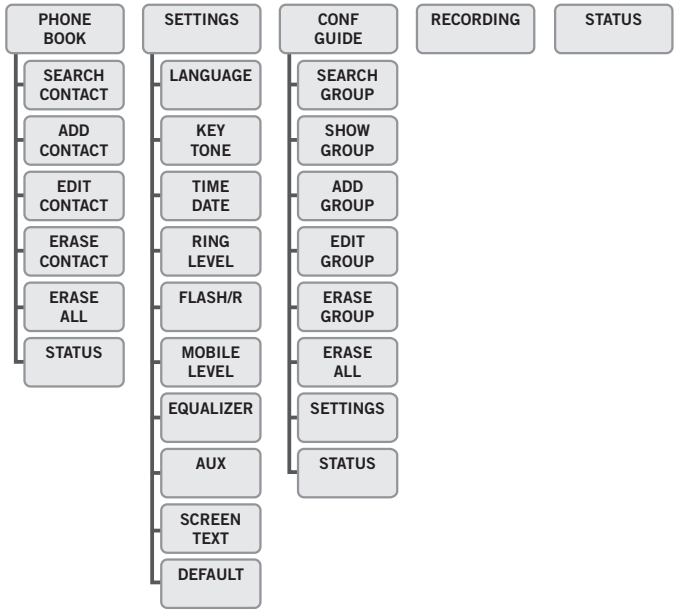
⇨ Select the menu you want using the arrow keys. Press **OK** to confirm.

⇨ Repeat the selection of menu or setting by using the arrow keys. Press **OK** to confirm.

⇨ End the setting or go back one level in the menu by pressing **C**.

⇨ Press the **MENU** key again to leave the menu.

Note that after you have made changes to a setting, you must press **OK** to activate the setting. Please refer to the manual for a detailed description of all menus.



FEATURES, UPGRADES AND ACCESSORIES

The Konftel 300 gives you:

- A new generation of OmniSound® audio technology.
- USB connectivity allows the phone to be used for VoIP calls.
- The line mode enables you to combine and switch easily between connectivity technologies – analogue, USB, GSM/DECT.
- Conference guide for easy set-up of multiparty calls.
- Record and listen to your meetings with an SD memory card.
- Expansion microphones can be added to increase the voice pickup range. (Optional.)
- Wireless headset or PA system can be connected. (Optional.)
- Can be upgraded with smart features, making it future-proof.
- 2-year guarantee

Easy to upgrade over the Internet

The Konftel 300 is future-proof and new, smart features are being developed all the time. Some of these can be downloaded free.

You must first download software to your PC. This allows you to download new features for your Konftel 300. Please visit **www.konftel.com/300** for more details.

Accessories

900102080	Expansion microphones extend the voice pickup range to 70 m^2.
900102081	SD call recorder Please visit www.konftel.com/300 for software upgrades.
900102082	Wireless headset connection Please visit www.konftel.com/300 for software upgrades.
900102083	Travel case
900102084	Wall mounting bracket
900102087	PA system connection Please visit www.konftel.com/300 for software upgrades.
900103392	PA system connection cable
	GSM/DECT phone connection cable. Please visit Konftel's website for a list of compatible models.