



Conference phones for every situation



Konftel 300M Quick Reference Guide

ENGLISH



DESCRIPTION

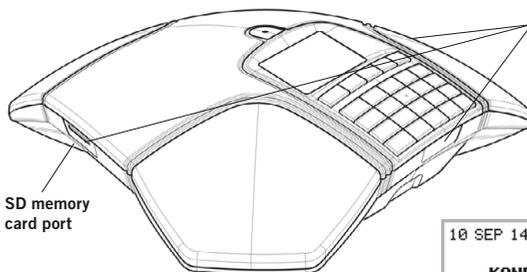
The **Konftel 300M** is a battery-operated wireless conference phone that can be connected to mobile networks (GSM/3G) or PCs (USB).

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

Charging the battery

Charge the battery by placing the Konftel 300M on the charging stand or plug the power cable into the Konftel 300M.

A fully-charged battery provides up to 30 hours of talk time. The Konftel 300M lets you know when there is less than one hour of talk time left.

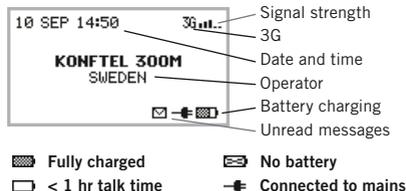


SD memory card port

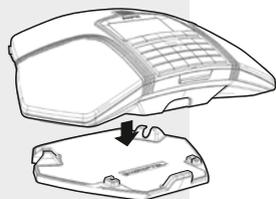
LEDs

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

Display symbols



- Fully charged
- < 1 hr talk time
- No battery
- Connected to mains



	UP ARROW navigation in menus, display of call list	MENU, settings menu	DOWN ARROW navigation in menus, display of call list	
C no/end/back, recording				OK yes/confirm choice
Increase volume		1 .	2 ABC	3 DEF
Decrease volume		4 GHI	5 JKL	6 MNO
Mute		7 PQRS	8 TUV	9 WXYZ
HOLD		* 0	#	LINE MODE
		Alphanumerical buttons, phonebook		CONFERENCE automatic conference group dialling and multi- party call handling
				LINE MODE bridge connection of USB and mobile calls

Answer/connect calls

Hang up/end call

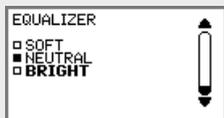
DESCRIPTION



The option chosen from the menu is shown in bold text.



The name chosen from a contact list is shown with an arrow in front of it.

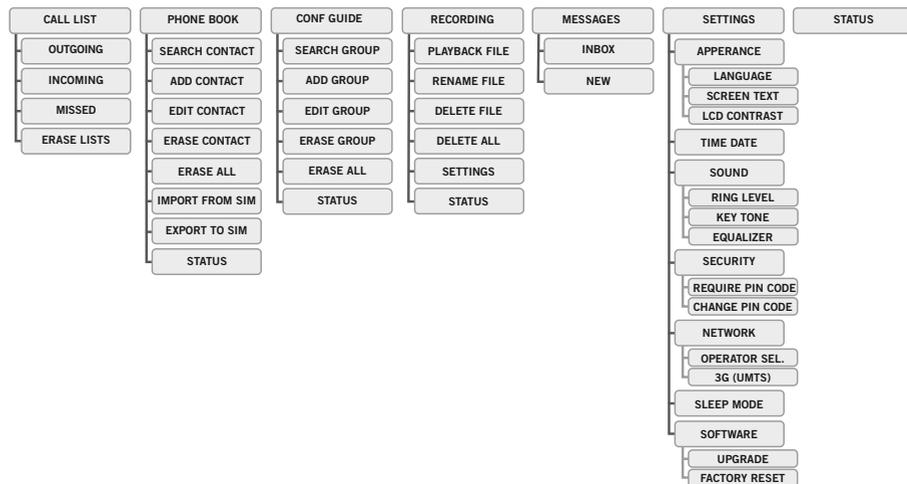


If a menu contains a list of setting options, this is shown with boxes in front of the options. A filled box indicates the current setting.

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.
- 🌐 It is possible to open a menu option directly by pressing the number button that corresponds to the position of the option in the menu (e.g. 2 to open the PHONEBOOK and then 3 to select EDIT CONTACT).

Menu tree



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.

Call list

- ⇒ Select **MENU > CALL LIST**.

- ⇒ Select **OUTGOING, INCOMING** or **MISSED**.

The call list is shown in the display.

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

- ⇒ Press .

The number selected is called.

- ① The list of outgoing calls can also be accessed by pressing an arrow button.

Calling from 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

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

You can listen to a recorded phone conference on your Konftel 300M 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

- ⇒ 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 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. You can create 20 conference groups and then call a group by simply pressing a few buttons.

Please note! Some operators and subscriptions have limits for multi-party calls, which means that certain functions will not work. Contact your operator for more information.

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.
- ⇒ Press **OK** if you want to see who is in the group before you make the call. Then press **OK** again or **☘** to call. (If you want to make the call without first checking who is in the group, just press **☘** directly.)

The Konftel 300M dials the first person and asks you to confirm when the person answers.

- ⇒ Press **OK** when the first person has answered.

Calls in progress are put on hold.

- ⇒ 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**.
- ⇒ Press the **☘ (Conference)** button.
All participants are now linked together in one call.

ADD PARTY TO CALL

- ⇒ Press **☘**.
An input window for new numbers is displayed.
- ⇒ Dial the second participant's number, press **OK** or **☘** and wait for an answer.
Calls in progress are put on hold.
- ⇒ Press the **☘ (Conference)** button.
All participants are now linked together in one call.

If you don't get an answer

- ⇒ Go back to the first call by pressing **☘ (Conference)**.

GETTING STARTED • BRIDGE CONNECTION

PIN code

If you choose not to enter the PIN code or if the SIM card is missing, the Konftel 300M will only work with the USB connection and the SIM card symbol will flash in the display.

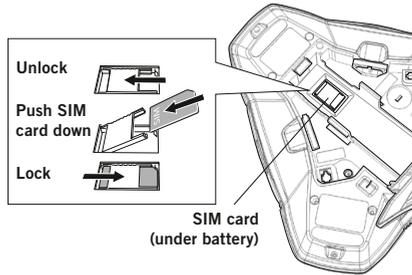
Use as a conference unit

When connected to a PC, the Konftel 300M functions as a conference unit for VoIP calls, which means that speakers and microphones are activated, as is advanced sound management in OmniSound®. The microphone can be turned off using the  (Mute) button.

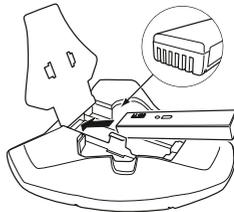
VoIP (Voice over IP) calls are transmitted as data packets over the network/Internet. For calls via PCs, you need VoIP software (e.g. Microsoft Lync or Skype®) or a service for web meetings whereby several users can communicate and share documents via their web browser or special client software.

INITIAL USE

- ⇒ Open the battery cover and insert the SIM card as illustrated.



- ⇒ Insert the battery as shown in the picture.

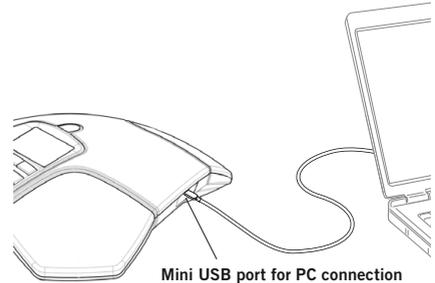


The Konftel 300M starts up and after a while an input window for the PIN code is shown in the display.

- ⇒ Enter the SIM card's PIN code and confirm with **OK**.
- ⇒ Place the conference phone in the middle of the table.
- ① Place the conference phone at least 20 cm from the users.

CONNECTION TO A PC

- ⇒ Connect the Konftel 300M to a computer using the USB cable provided.



- ⇒ Check that **Konftel 300M USB Audio** is selected as the sound unit in the computer's settings.

BRIDGE CONNECTION

As default, the sound via the mobile network and USB is bridge-connected. It is possible to turn off the bridging if you do not want any sound from the computer to be heard during mobile calls.

- ⇒ Press the **LINE MODE** button.
You will be asked if you want to turn off bridging (or turn it on if it has been turned off).
- ⇒ Confirm with **OK** or cancel with **C**.

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.

www.konftel.com



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