



Conference phones for every situation



# Konftel 300W Quick Reference Guide

ENGLISH



# DESCRIPTION

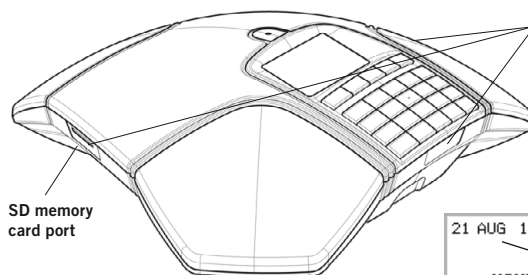
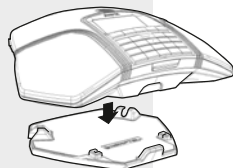
The **Konftel 300W** is a battery-driven wireless conference phone that can be connected to DECT systems, mobile phones or PCs. It can be connected to a Konftel DECT base station or any GAP-compatible DECT system.

A user guide with detailed instructions about connectivity options and features is available on our website: [www.konftel.com/300W](http://www.konftel.com/300W).

## Charging the battery

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

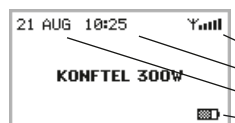
A fully-charged battery provides up to 48 hours of talk time. The Konftel 300W lets you know when there is less than one hour of talk time left.



SD memory card port

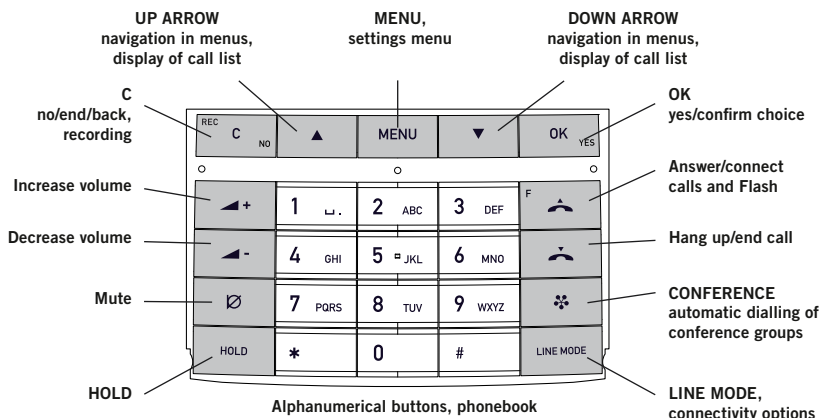
### LEDs

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

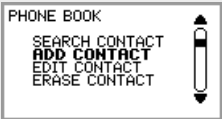


### Display symbols

[Signal strength icon]	Signal strength DECT
[Date icon]	Date
[Time icon]	Time
[Battery level icon]	Battery charging
[Full battery icon]	Fully charged
[Low battery icon]	< 1 hr talk time



# 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.

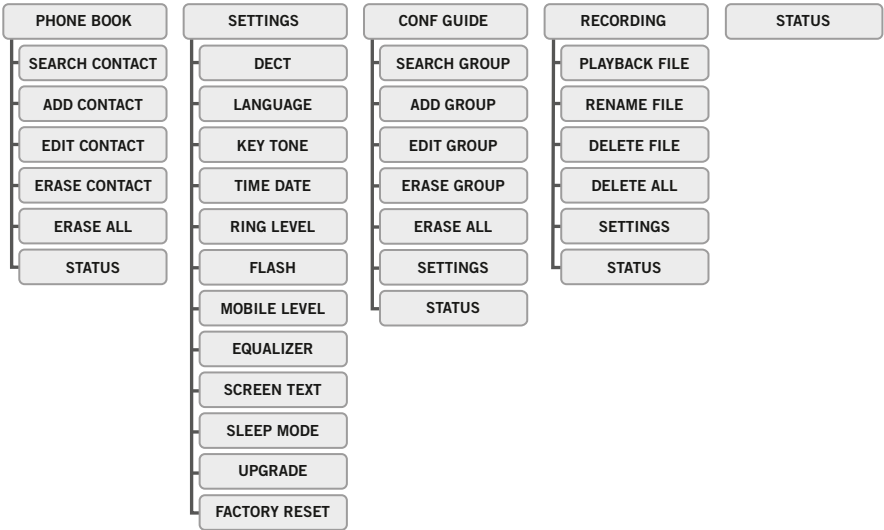


If a menu contains a list of setting options, this is shown with boxes in front of the options. A filled box indicates the current setting.

## 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. 1 to open 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.*

### 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

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

You can listen to a recorded phone conference on your Konftel 300W 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.
- ① 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 300W. Please refer to the manual or Konftel's website for information about how to make necessary settings.

## 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 300W 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**.

## 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 **⬆ (Flash/R-pulse)** 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)**.

# REGISTRATION • LINE MODE

## Line mode

DECT connection is the pre-programmed option, but it is possible to switch between and combine two connectivity options. To do this, press the **LINE MODE** key, select a connectivity option and press **OK** to confirm your choice.

You can add another line, end a line or switch between connected lines during a call.

## BASE STATION REGISTRATION

- ⇒ Put the base station in registration mode.
- ⇒ Select **MENU > SETTINGS > DECT > REGISTER**.
- ⇒ Select a base (**1-4**).
- ⇒ Enter the base station's PIN code.
- ① The default code is **0000** for the *Konftel DECT base station*.


*The conference telephone will now search for a base station. The base station has to be in registration mode. If registration was successful, the word **READY** will appear in the display.*

*The conference phone is now ready to use*

## USING A COMPUTER

- ⇒ Connect the Konftel 300W to a computer using the USB cable provided.
- ⇒ Select **Konftel 300W USB Audio** as the sound unit in the computer's settings.
- ⇒ Press the **LINE MODE** key. Select **USB** and press **OK** to confirm.


## Making VoIP calls

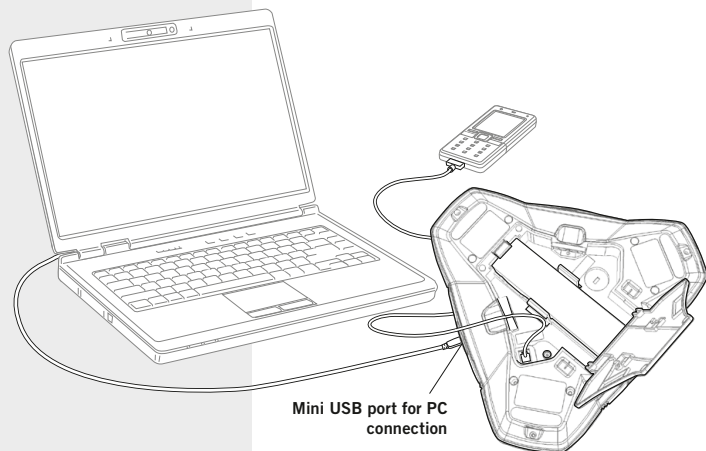
- ⇒ Press  to activate the microphone in the Konftel 300W.
- ⇒ Connect the call to the computer using, for example, web conference software or Skype®.

## USING A MOBILE PHONE

- ⇒ Connect a mobile phone using an accessory cable.
- ⇒ Press the **LINE MODE** key. Select **MOBILE** and press **OK** to confirm.

## Making mobile calls

- ⇒ Press  to activate the Konftel 300W.
- ⇒ Connect the call with the mobile phone.



**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](http://www.konftel.com)**.

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