



# Konftel 300IP Quick Reference Guide

ENGLISH

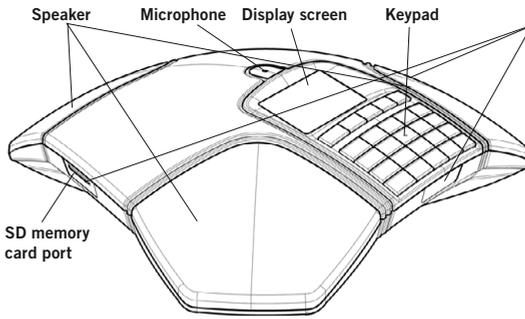


**Konftel** is a leading company within loudspeaker communication and audio technology. We develop and sell products and technology for telephone conferences based on cutting-edge expertise within acoustics and digital signal processing. A key attribute of our products is that all the conference telephones 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).

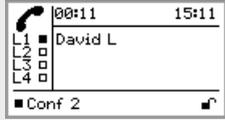


The **Konftel 300IP** is a conference phone for IP telephony. A manual containing details of features and settings and an administrator's manual for advanced configurations are both available on our website: [www.konftel.com/300ip](http://www.konftel.com/300ip).

Please refer to the enclosed "Konftel 300IP Installation Guide" for connection and installation instructions.



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

#### In call mode

- Line free
- Line connected
- Line on hold
- Line (called party) busy
- Line put on hold by other party
- Recording call
- Secure connection

#### Before account name

- Telephone not registered
- Telephone registered



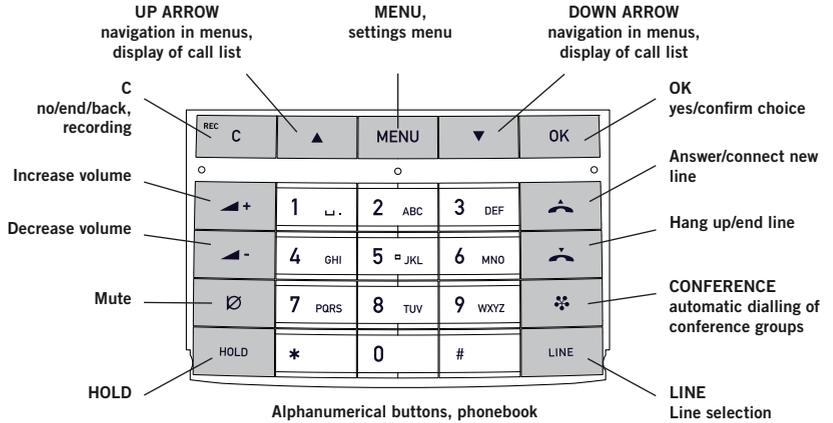
The option chosen from the menu is shown in bold text.



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

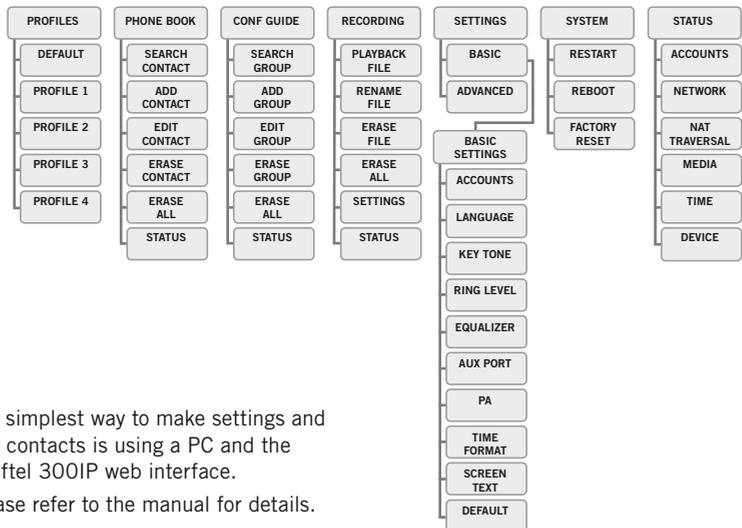


If a menu contains a list of setting options, this is shown with boxes in front of the options. A filled box indicates the current setting.



## 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.
- ⓘ 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 PHONEBOOK and then 3 to select EDIT CONTACT).



- 🌐 The simplest way to make settings and edit contacts is using a PC and the Konftel 300IP web interface. Please refer to the manual for details.

## 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 300IP as a dictaphone.

### Start recording

- ⇒ Press the **REC/C** key for two seconds 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

You can listen to a recorded phone conference on your Konftel 300IP 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. Listening to recordings on the Konftel 300IP:

- ⇒ Select **MENU > RECORDING > PLAYBACK FILE (4,1)**.

- ⇒ 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**.

## MAKING MULTI-PARTY CALLS

The Konftel 300IP makes it easy to make calls with as many as five people (four outgoing lines).

- ⇒ Press  during the call to get a new dialling tone.  
*Calls in progress are put on hold.*
- ⇒ Dial the new number.
- ① You can also press an arrow key to use the call list or use the menu to access the phonebook.
- ⇒ Press the  (**Conference**) key to connect the calls.

## USING THE CONFERENCE GUIDE

The **conference guide** makes it easy to set up regular teleconferences. The Konftel 300IP automatically dials all the contacts in the conference group. You can create 20 conference groups in each user profile.

### Creating conference groups

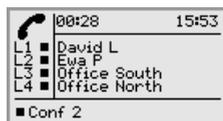
- ⇒ Select **MENU > CONF GUIDE > ADD GROUP (3,2)**.
- ⇒ Enter a group name and press **OK** to confirm.
- ⇒ Press **OK** to enter the first person.
- ⇒ Write the name of the first person and press **OK** to confirm. Write the number and press **OK** to confirm.
- ⇒ Press **OK** to add another person and repeat the above steps.
- ⇒ Conclude by pressing **C**.

### Making conference group calls

- ⇒ 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.) Press  directly if you want to make the call without first checking who is in the group.

*The Konftel 300IP dials all the contacts in the group.*

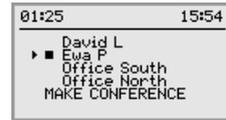
*The box in front of a person's name fills as soon as that person answers.*



## MANAGING PHONE LINES WITH THE LINE MODE

### Switching between lines

- ⇒ Press **HOLD**.  
*All lines are put on hold.*
- ⇒ Press **LINE**.  
*The line menu is displayed.*



- ⇒ Mark a line in the line menu and press **OK** or **HOLD**.  
*The party is reconnected to the call.*
- ⇒ Mark **another** line in the line menu and press **HOLD** to switch to it or press **OK** to connect both the parties.
- ⇒ Press  (**Conference**) to connect all parties to the call.

### Select account when dialling

If you have more than one account registered in your Konftel 300IP, you can use the line mode to select the account that you want to use for the new call.

- ⇒ Press **LINE**.  
*The line menu with the name of your accounts is displayed.*
- ⇒ Select the account you wish to use for the new call and press **OK** or .
- ⇒ Dial the number and press **OK** to confirm.

### End line

- ⇒ Press **LINE**.  
*The line menu is displayed.*
- ⇒ Mark the line you want to end and press .