

Konftel 300W Quick Reference Guide



SD memory card port

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

Press the **REC/C** button to start and stop recording.

Recordings can be accessed via the menu.

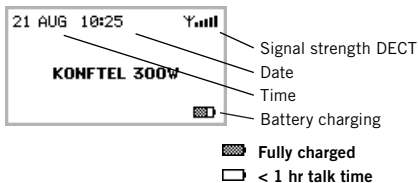
LEDs

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

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.

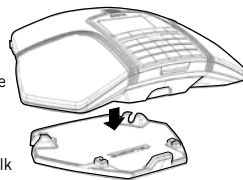
Display symbols



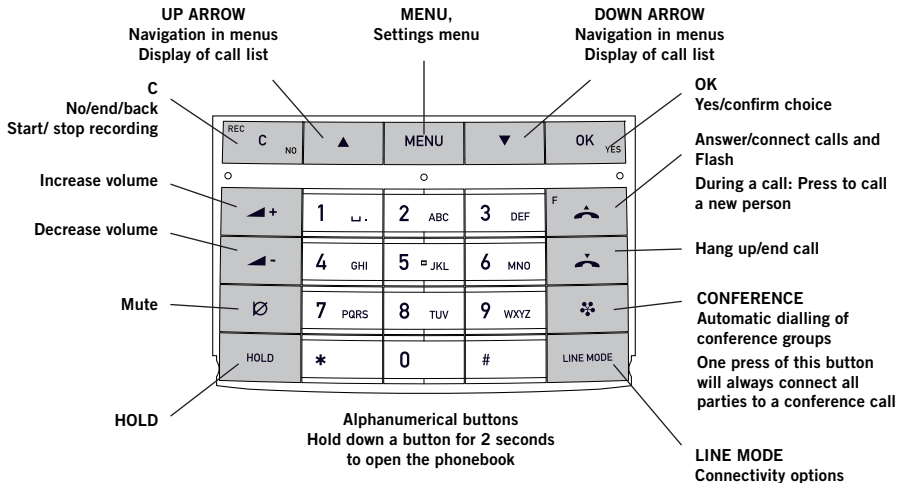
Charging the battery

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.



DESCRIPTION



NAVIGATE IN MENUS AND MAKE SETTINGS

The Konftel 300W menu contains the following options:

PHONE BOOK
SETTINGS
CONF GUIDE
RECORDING
STATUS

- ⇒ 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.

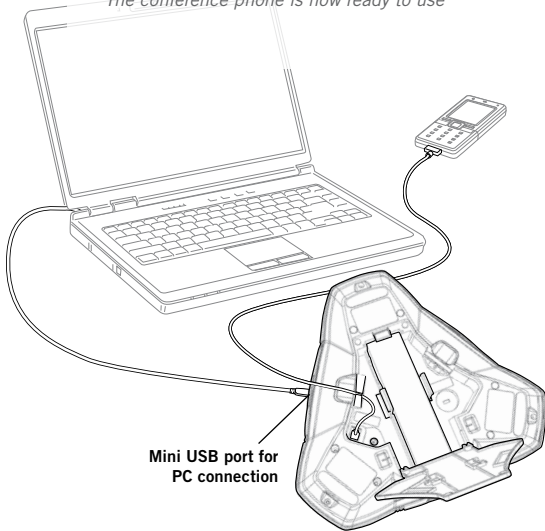
GETTING STARTED

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.
- ❶ 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.

ANSWERING AND MAKING CALLS




- ⇒ Press  to answer an incoming call.
- ⇒ Dial the number and press  to make a call.
- ⇒ Press an arrow key to open a call list containing previously dialled numbers. Call using .
- ⇒ Press and hold an alphanumeric button for two seconds to call a contact in the phonebook.

DURING A CALL

- ⇒ Adjust the speaker volume using the keys  + and .
- ⇒ Press  (**Mute**) to turn off the microphone.
- ⇒ Press **HOLD** to put the call on hold.
Both the microphone and the speaker are turned off and the call is on hold.
- ⇒ Press the same button again to reconnect the call.




- ① Note that different PBXs may require different signals. If you experience problems making multi-party calls: Please refer to the manual for information about how to make necessary settings and to your telephone administrator or service provider for specific settings.

ADDING A PARTY TO A CALL

- ⇒ Press the  (**F**) button during the call.
Calls in progress are put on hold and a second dialling tone is heard.
- ⇒ Dial the second participant's number, press and wait for an answer.
- ⇒ Press the  (**F**) button and then **3** to connect all the meeting participants or  (**F**) to return to the previous call.

THE CONFERENCE GUIDE

You can create groups of up to six people via **MENU > CONF. GUIDE > ADD GROUP**.

- ⇒ Press the  (**Conference**) button and choose a conference group. Press **OK** if you want to see who is in the group and  to make the call.
- ⇒ Follow the instructions in the guide and answer with **OK** or **C**.
Calls in progress are put on hold when the next participant calls.
- ⇒ Press the  (**Conference**) button to connect all the meeting participants.

