(((KONFTEL

Konftel 300M Quick Reference Guide

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**.
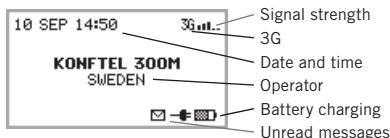
SD memory card port

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

Press the ● ↵ 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

Display symbols

```
10 SEP 14:50          3G.nl.      ← Signal strength
                                  ← 3G
     KONFTEL 300M                 ← Date and time
       SWEDEN                     ← Operator
                      ✉ ⊸⊩ ▦      ← Battery charging
                                  ← Unread messages
```

▦ **Fully charged**   ✉ **No battery**

▭ **< 1 hr talk time**   ⊸⊩ **Connected to mains**

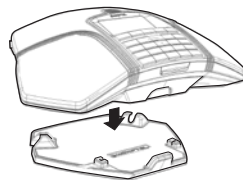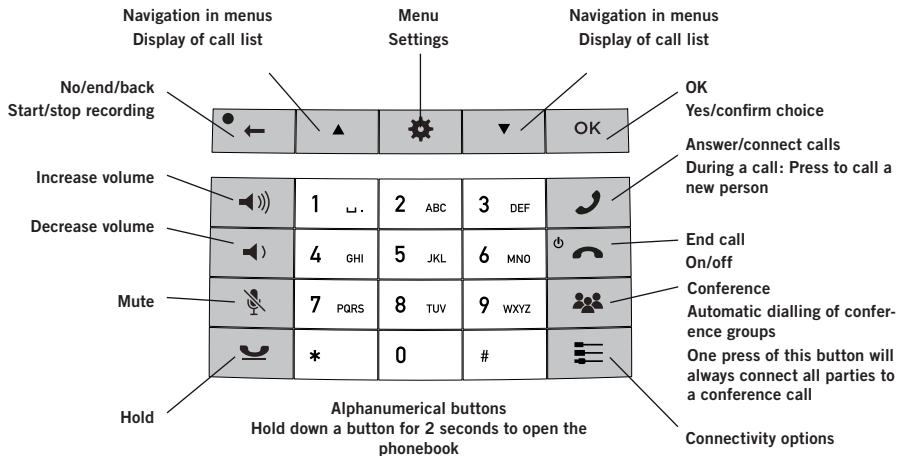## Charging the battery

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.

DESCRIPTION

Navigation in menus
Display of call list

Menu
Settings

Navigation in menus
Display of call list

No/end/back
Start/stop recording

OK
Yes/confirm choice

Increase volume

Answer/connect calls
During a call: Press to call a new person

Decrease volume

End call
On/off

Mute

Conference
Automatic dialling of conference groups
One press of this button will always connect all parties to a conference call

Hold

Alphanumerical buttons
Hold down a button for 2 seconds to open the phonebook

Connectivity options

NAVIGATE IN MENUS AND MAKE SETTINGS

The Konftel 300M menu contains the following options:
CALL LIST
PHONE BOOK
CONF GUIDE
RECORDING
MESSAGES
SETTINGS
STATUS

⇨ Press ✿.

⇨ 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 ● ←.

⇨ Quit the menu by pressing ✿ again.

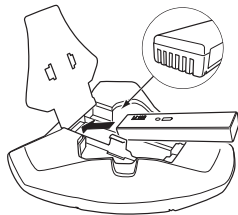ⓘ Note that after you have made changes to a setting, you must press **OK** to activate the setting.

INITIAL USE

⇨ Open the battery cover and insert the SIM card as illustrated.

Unlock

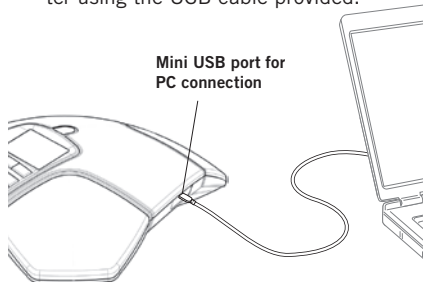**Push SIM card down**

Lock

SIM card (under battery)
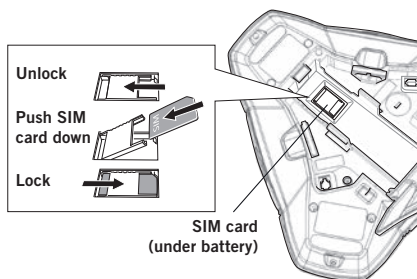
⇨ Insert the battery as shown in the picture.

⇨ Enter the SIM card's PIN code and confirm with **OK**.

⇨ Place the conference phone in the middle of the table.

ⓘ 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.

Mini USB port for PC connection

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

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®.

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 ☰ button.

⇨ Confirm with **OK** or cancel with ● ←.

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 🎤 to turn off the microphone.

⇨ Press ☎ 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.

ⓘ 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 📞 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 📞 button and then **3** to connect all the meeting participants or 📞 to return to the previous call.

THE CONFERENCE GUIDE

You can create groups of up to six people via ✿ > **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 ● ◂—.
Calls in progress are put on hold when the next participant calls.

⇨ Press the 👥 (**Conference**) button to connect all the meeting participants.