(((KONFTEL

Konftel 250 Quick Reference Guide

The **Konftel 250** is a conference phone that can be connected to analogue telephone sockets. A user guide with detailed instructions about connectivity options and features is available on our website: **www.konftel.com/250**.

SD memory card port

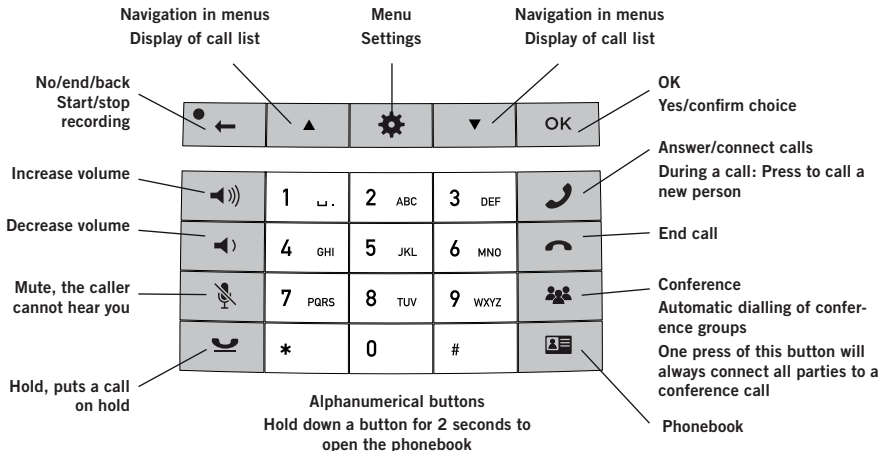It is possible to record a call in progress and use the Konftel 250 as a dictaphone.

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

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

| • ← | ▲ | ✿ | ▼ | OK |

Increase volume

| ◀)) | 1 ␣. | 2 ABC | 3 DEF | ✆ |

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

Decrease volume

| ◀) | 4 GHI | 5 JKL | 6 MNO | ⌢ |

End call

Mute, the caller cannot hear you

| 🔇 | 7 PQRS | 8 TUV | 9 WXYZ | 👥 |

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

Hold, puts a call on hold

| ☎ | ∗ | 0 | # | 📇 |

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

Phonebook

NAVIGATE IN MENUS AND MAKE SETTINGS

The Konftel 250 menu contains the following options:
PHONE BOOK
SETTINGS
CONF GUIDE
RECORDING
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.

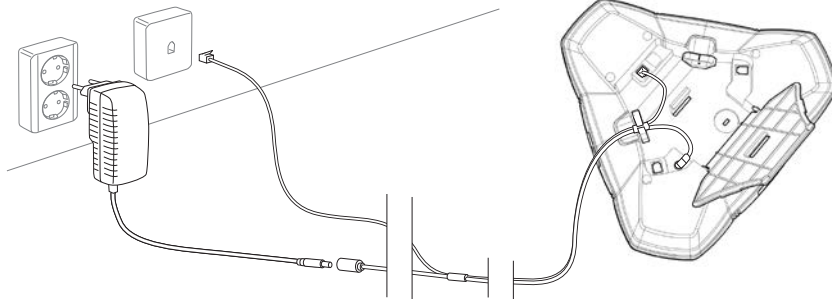ⓘ Note that after you have made changes to a setting, you must press **OK** to activate the setting.

CONNECTING AND INSTALLING THE UNIT

⇨ Connect the Konftel 250 to an analogue line as illustrated.

⇨ Plug into the mains using the power adapter as illustrated.

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

SELECT REGION AND LANGUAGE

The first time the Konftel 250 is started, you will be required to select the region in which you are located. The Konftel 250 then automatically configures to the telecom network for that region.

⇨ Select the region in which you are located. Click **OK** to confirm your selection.

⇨ Select the language you want. Click **OK** to confirm your selection.

ⓘ Select ✿ > **SETTINGS** if you want to set the date and time or make other adjustments.

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.