

Konftel 300IP Quick Reference Guide

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.

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



SD memory card port

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

Press the  button to start and stop recording.

Recordings can be accessed via the menu.

LEDs

Flashing blue

Steady blue light

Flashing red

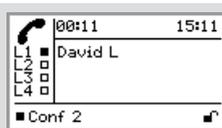
Steady red light

Incoming call

Call in progress

Hold, microphone and speaker turned off

Mute, microphone turned off



Display symbols

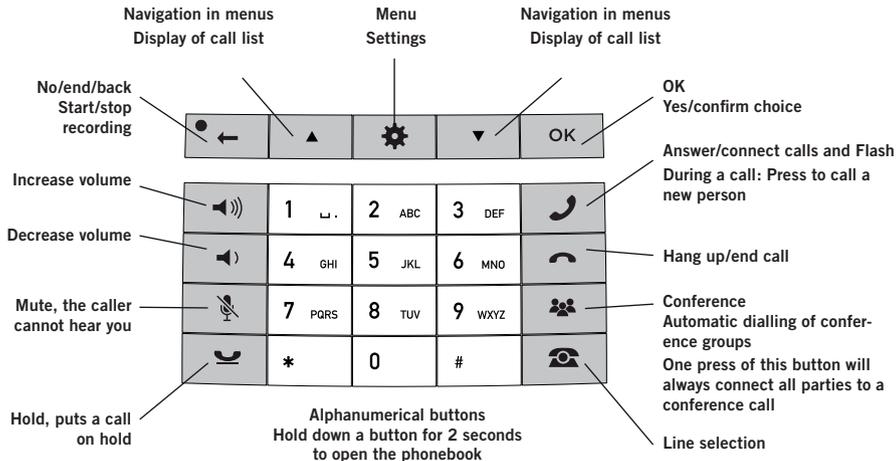
In call mode

- 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

DESCRIPTION



NAVIGATE IN MENUS AND MAKE SETTINGS

The Konftel 300IP menu contains the following options:

PROFILES
PHONE BOOK
EXT. PHONE BOOK
CONF GUIDE
RECORDING
SETTINGS
SYSTEM
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.
- 🌐 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

- ⇒ 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.

MAKING MULTI-PARTY CALLS

- ⇒ Press  during the call to get a new dialling tone.
Calls in progress are put on hold.
- ⇒ Dial the new number.
- ⇒ Press the  (**Conference**) key to connect the calls.

THE CONFERENCE GUIDE

You can create groups of up to six people via

 > **CONF. GUIDE** > **ADD GROUP**.

Making conference group calls

- ⇒ 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.

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.

	00:28	15:53
L1	■ David L	
L2	■ Ewa P	
L3	■ Office South	
L4	■ Office North	
<hr/>		
	■ Conf 2	

MANAGING PHONE LINES WITH THE LINE MODE

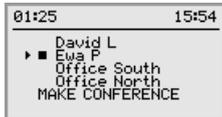
Switching between lines

- ⇒ Press .

All lines are put on hold.

- ⇒ Press .

The line menu is displayed.



- ⇒ Mark a line in the line menu and press **OK** or .

The party is reconnected to the call.

- ⇒ Mark another line in the line menu and press  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 .

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 .

The line menu is displayed.

- ⇒ Mark the line you want to end and press .

