KONFTEL

Conference phones for every situation

The Konftel 300W User Guide

ENGLISH

OmniSound®

Our patented audio technology, OmniSound®, is embedded into all Konftel phones to ensure crystal-clear voice transmission. We're now taking OmniSound® to the next level.

OmniSound® 2.0 provides the Konftel 300W with the capability to deliver an even more impressive audio quality. Just like OmniSound® full duplex, OmniSound® 2.0 uses an omni-directional microphone and three speakers for optimal audio performance. OmniSound® 2.0 is enhanced with innovative features – noise suppression minimises distracting background noise, wideband voice transmission gives 7 kHz during VoIP calls and an equaliser allows you to adjust sound levels during your meeting.

DECT conforms to the GAP standard

DECT – Digital Enhanced Cordless Telephone. DECT incorporates encryption for maximum call security. GAP (Global Access Profile) ensures the interoperability of DECT equipment of different manufacturers.

CE

Konftel AB hereby declares that this conference unit complies with all essential requirements and other relevant provisions of Directive 1999/5/EC.

Warning!
Do not expose the Konftel 300W, charging stand or batteries to water or moisture.

Warning!
Do not open the casing of the Konftel 300W.

Warning!
Only use the power adapter provided to connect the unit to the mains.

Warning!
Only use the battery provided or a Konftel-recommended replacement battery.

Warning!
Do not attempt to open or modify the battery.

Warning!
Extreme heat, short-circuiting or any attempt to modify the battery may cause it to ignite or explode.

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GENERAL

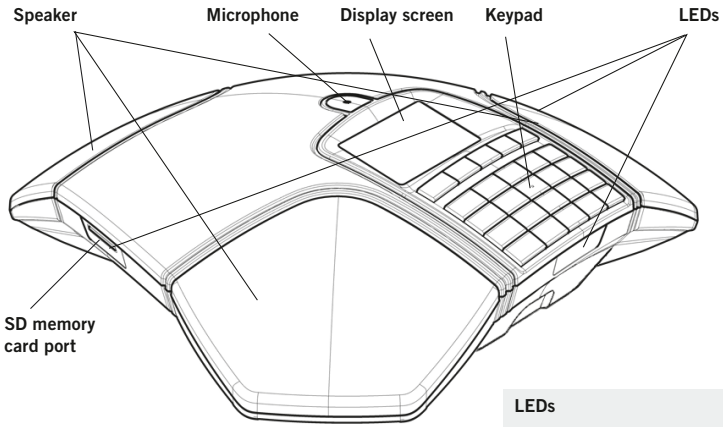
The Konftel 300W is a battery-driven wireless conference phone that can be connected to DECT systems, mobile phones or PCs. It can be connected to a Konftel DECT base station or any GAP-compatible DECT system.

The conference phone has a host of innovative features:

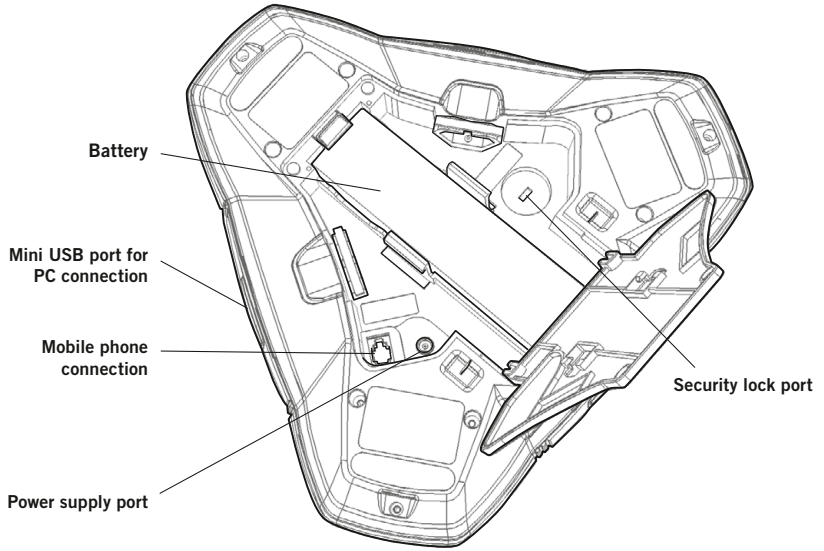
- A fully wireless unit that provides talk time of up to 48 hours without having to recharge.
- OmniSound® 2.0 audio technology.
- USB connectivity allows the phone to be used to make VoIP calls.
- The line mode enables you to combine and switch easily between connectivity technologies – DECT, USB, mobile.
- Conference guide for easy set-up of multiparty calls.
- Record your meetings with an SD memory card so that you can listen to them later on.
- Can be upgraded with smart features, making it future-proof.
- Two-year guarantee.

MAINTENANCE

Clean the equipment with a soft, dry cloth. Never use liquids.

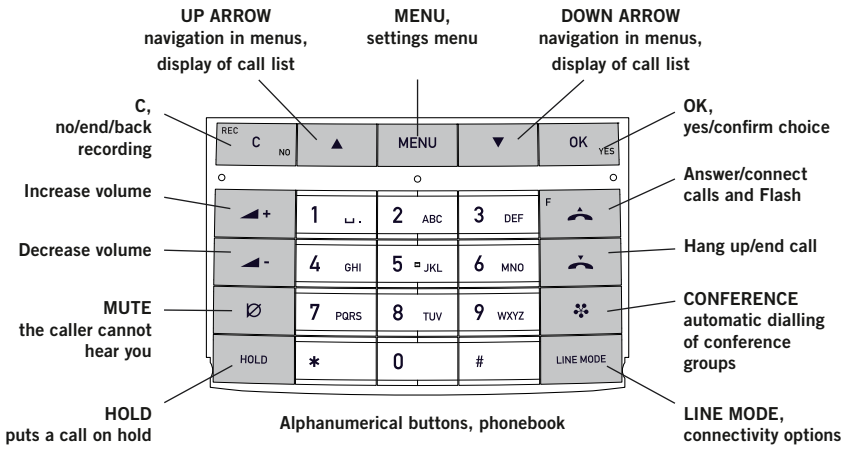


LEDs	
Flashing blue	Incoming call
Steady blue light	Call in progress
Flashing red	Hold, microphone and speaker turned off
Steady red light	Mute, microphone turned off



DESCRIPTION

KEYPAD



Writing text

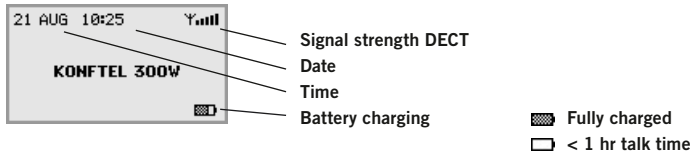
Each button contains letters and characters – more than those shown on the button (see illustration below). Press the same button repeatedly to change to another character. If there are two letters under the same button that you want to enter one after the other, you need to pause slightly before entering the second letter.

Press the **C** button to delete the last character you entered.

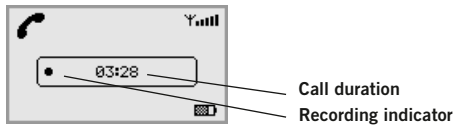
1	(space) . - 1	2 ABC	A B C Å Ä Á À 2	3 DE	D E F É È 3
4 GHI	G H I 4	5 JKL	J K L 5	6 MN	M N O Ö Ø Ñ 6
7 PQRS	P Q R S 7	8 TUV	T U V Ü Ú 8	9 WXY	W X Y Z 9
*		0	0	#	

DISPLAY SCREEN

On Hook



Off Hook

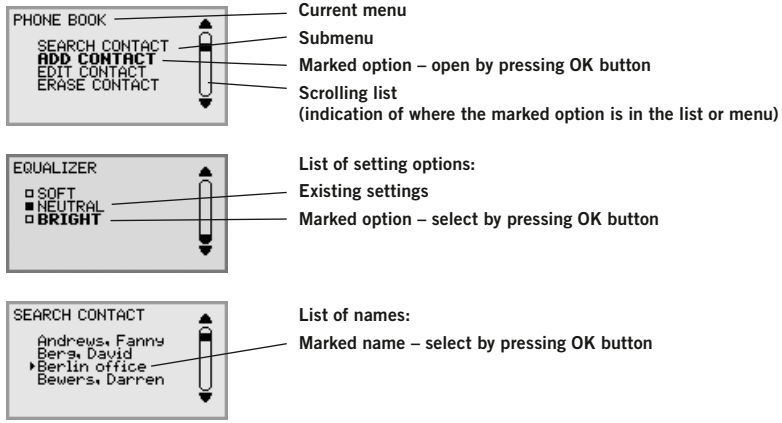


Line menu

Press **LINE** to switch to and from this menu.

Menu

Press **MENU** to switch to and from a menu.



NAVIGATION AND SELECTION IN MENUS

⇨ Press **MENU**.

⇨ Select the option you want from the menu using the arrow buttons.

⇨ Confirm by pressing **OK** to select the marked option.

⇨ 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.

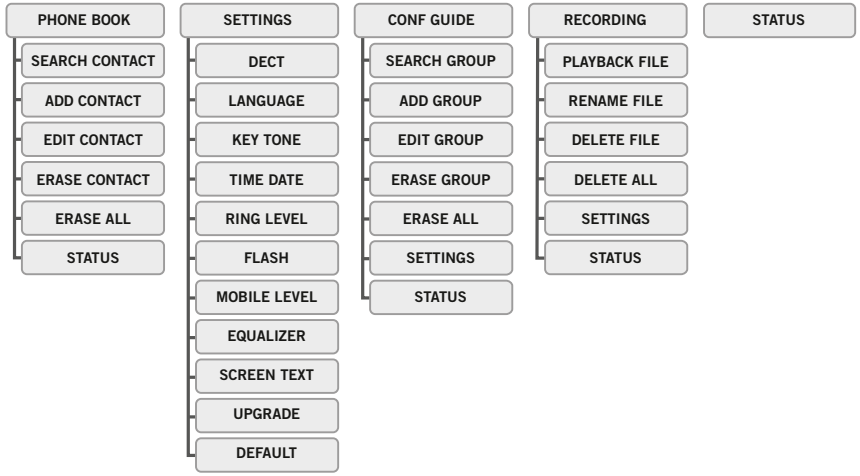
Writing style in instructions

In the instructions, **MENU** > **SETTINGS** means you should:

⇨ Press **MENU**.

⇨ Mark the **SETTINGS** option using the arrow buttons and confirm by pressing **OK** to open the menu.

Menu tree



UNPACKING

⇨ Check that all parts are included in the package. If any parts are missing, please contact your retailer.

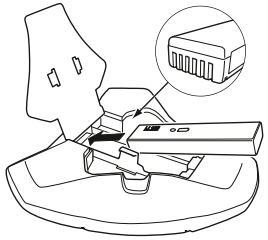
- The Konftel 300W conference phone
- Battery
- Charging stand
- 3-meter power cable for charging stand/Konftel 300W
- Power adapter with universal socket compatibility
- 1.5 metre USB cable
- Quick reference guides in different languages

Packages with base station also include:

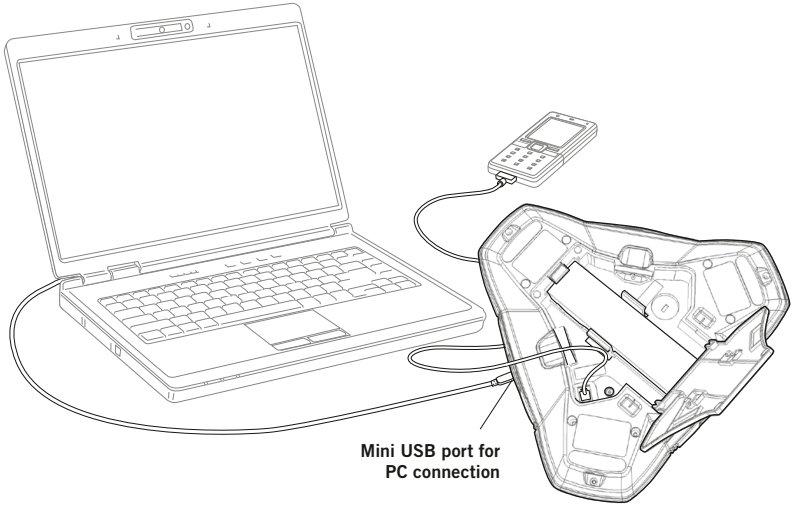
- Konftel DECT Base station
- Power adapter with universal socket compatibility
- 7.5 metre cable for electric power and line connection
- Intermediate plugs for analogue connection
- Quick reference guides in different languages

CONNECTING AND INSTALLING THE UNIT

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



⇨ Connect to a DECT system (see page 11), a mobile phone or a computer as illustrated.
(An optional phone cable is required for connection to mobile phones.)



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

ⓘ Place the conference phone at least 20 cm from the users.

GENERAL

SELECT CONNECTIVITY OPTION WITH THE LINE MODE

The unit is pre-programmed for a DECT connection but it is possible to switch between and combine all available connectivity options.

⇨ Press the **LINE MODE** key.

⇨ Select the connection you want and press **OK** to confirm.
The box in front of the selected option is filled in which indicates that this connectivity option can be used for calls.

⇨ Press the **LINE MODE** key again to close the line mode.

Remove a connectivity option in the same way.

ⓘ If you have selected MOBILE, you connect the call on the mobile phone and via USB use a software program in the PC (see pages 14 and 15).

ⓘ You can add another line, end a line or switch between connected lines during a call.

USING A COMPUTER

When connected to the PC, the Konftel 300W acts as a loudspeaker and microphone when making VoIP calls. In stand-by mode, it can also be used to play audio and music . When the Konftel 300W is in stand-by mode, the display screen shows that the microphone is turned off.

VoIP calls are transmitted as data packets over the network/Internet. For calls via PCs, you need VoIP software (e.g. Skype®) or a service for web meetings whereby several users can communicate and share documents via their web browser or special client software.

⇨ Connect the Konftel 300W to a computer using the USB cable provided.

⇨ Select **Konftel 300W Audio** as the sound unit in the computer's settings.

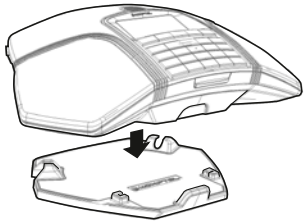
⇨ Press the **LINE MODE** key.

⇨ Select **USB** and press **OK** to confirm.

RECHARGING BATTERIES

The Konftel 300W lets you know when the battery's remaining capacity is less than one hour of talk time. An audible signal is emitted and the LEDs flash three times. The battery recharging symbol on the display screen will also start flashing.

⇨ Recharge the Konftel 300W by placing it on the charging stand.



ⓘ The battery can also be recharged by plugging the power cable into the Konftel 300W.

Batteries

The battery has a button to display the battery's remaining capacity.

The Konftel 300W comes with a charged battery, but it may need recharging to full capacity depending on how long it has been in storage.

A fully-charged battery provides talk time of about 48 hours or 20 days of standby time. The Konftel 300W automatically switches to sleep mode after a few minutes of inactivity.

⚠ Warning!

- Do not attempt to open or modify the battery.
- Do not expose the battery to moisture or extreme heat.
- Extreme heat, short-circuiting or any attempt to modify the battery may cause it to ignite or explode.
- Only use the battery provided or a Konftel-recommended replacement battery.

Battery charger (optional)

The optional battery charger allows for external recharging of one or two batteries. Charge status is denoted by the LED for each charging channel on the charger. The LED is red during charging and green when the battery is fully charged. A red flashing LED indicates that the battery is damaged and must be replaced.

The Konftel 300W connects to different makes of GAP-compatible DECT systems. The Konftel 300W plus Konftel DECT base station package provides a solution for offices without a compatible DECT system.

REGISTRATION

The Konftel 300W has to be registered with a base station before it can be used. Note that both the base station and the Konftel 300W have to be put into registration mode.

Here we explain how to register in a **Konftel DECT base station**. To register your Konftel 300W in other makes of base station, simply follow the same procedure. Please refer to your base station instruction manual or contact your company's switchboard administrator if you are unsure.

ⓘ If you have purchased a Konftel 300W with a Konftel base station, the conference phone will already be registered with the base station. You will only need to register if you have purchased the base station separately or are using a different make of base station.

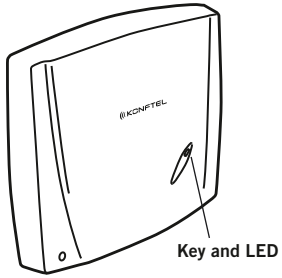
Put the Konftel DECT base station in registration mode

⇨ Hold down the key/LED on the base station for at least 3 seconds.

The LED flashes rapidly.

The base station is now in registration mode. Once registration has been completed, the LED will stop flashing. If the base station does not identify a DECT phone within 10 minutes, the registration mode will switch off automatically.

ⓘ A Konftel DECT Base station is automatically set to registration mode when it is connected to the power supply.



Registering the Konftel 300W with a DECT base station

⇨ Select **MENU** > **SETTINGS** > **DECT > REGISTER** to start the registration guide in the Konftel 300W.

ⓘ Please note that you must confirm all your choices by pressing **OK**.

⇨ Select base (**1–4**).

ⓘ Four base stations can be registered in the Konftel 300W. If no base station has been programmed, choose no. 1. Numbers being used are indicated by a filled box.

⇨ Enter the base station's security code (PIN code).

ⓘ The code is **0000** for *the Konftel DECT base station.* Check with your company's switchboard administrator if a different DECT system is being used.

The Konftel 300W is now in registration mode and is searching for a base station in registration mode. Wait until you receive confirmation that registration has been completed. (The base station has to be in registration mode.)

ⓘ Registration can be interrupted by pressing **C**. If registration was successful, the word **READY** will appear in the display.

The Konftel 300W is now ready to use.

Please see page 27 for other menu options and settings.

If registration was not successful

If registration was not successful, the word **Fail** will appear in the display. Possible reasons for this:

- Incorrect security code (check with your company's switchboard administrator)
- Incorrect or missing PARK code (check with your company's switchboard administrator)
- No base station within range or not activated in registration mode

ANSWERING CALLS

A ring tone is heard and the blue LEDs start flashing.

⇨ Press ⌒ to answer.

The LEDs show a steady blue light. The duration of the call is shown on the display screen.

MAKING CALLS

⇨ Dial the number.

⇨ Press ⌒.

The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

Or:

⇨ Press ⌒.

⇨ Dial the number.

The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

Redialling

⇨ Press an arrow button.

The last number that you dialled appears on the display screen.

⇨ Use the arrow buttons to look through previously dialled numbers.

⇨ Press ⌒.

The number you select is dialled.

Calling from the phonebook

Please turn to page 22 for instructions on adding and updating contacts in the phonebook.

⇨ Press and hold down a number button for two seconds.

The phonebook appears on the display screen. The pre-programmed names appear in alphabetical order, starting with the number button's first letter.

⇨ Use the arrow buttons to look through the phonebook.

⇨ Press ⌒.

The contact you select is dialled.

MAKING THREE-WAY CALLS (DECT)

The simplest way to set up a multi-party call is to use the conference guide (see page 18). You can connect another party to an on-going call as follows. During a call, the button acts as Flash/R-pulse, which means it transmits commands to the PBX.

ⓘ This description applies for DECT calls only.

ⓘ Please note that you may have to use keys other than F3 and F to send commands to the PBX/phone operator to link a call and return to an active call. Contact your switchboard administrator if these command keys do not work. The flash/R-pulse time may also need to be changed (see page 28).

⇨ Press (**F**).
A second dialling tone is heard.

⇨ Dial the second participant's number and wait for an answer.

⇨ Press the (**F**) button and then **3**.
All three participants are now linked together in one call.

If you don't get an answer when you dial the second number

⇨ Go back to the first call by pressing (**F**).

VOIP CALLS VIA A COMPUTER

For these instructions, it is assumed that the computer is turned on, the VoIP software (e.g. web meeting software or Skype®) is running, that the Konftel 300W is connected via the USB cable to the computer and that **Konftel 300W Audio** is selected as the sound unit in the computer's settings.

Line mode

⇨ Press **LINE MODE** and select USB as a phone line. Press **OK** to confirm.
The box in front of USB is filled in which indicates that this connectivity option can be used for calls.

⇨ Other connectivity options can be deselected in the same way if they are not going to be used.

ⓘ You can combine all available connectivity options.

⇨ Press the **LINE MODE** key again to close the line mode.

ⓘ You can add another line, end a line or switch between connected lines during a call.

Making VoIP calls

⇨ Press .
The Konftel 300W has now been put into call mode and the LEDs show a steady blue light.

⇨ Indicate whether you want to connect a call with one user or several users in the computer's VoIP software.
The Konftel 300W functions as a speaker and microphone for the computer.

Answering a VoIP call

⇨ Press .
The Konftel 300W has now been put into call mode and the LEDs show a steady blue light.

⇨ Indicate whether you want to start the call by answering in the computer's VoIP software.
The Konftel 300W functions as a speaker and microphone for the computer.

Ending a VoIP call

⇨ End the call in the computer's VoIP software and put the Konftel 300W on stand-by by pressing .
The Konftel 300W now only functions as a speaker for the computer.

CALLS VIA MOBILE PHONES

For these instructions, it is assumed that the Konftel 300W is connected to a mobile phone via a cable (optional accessory).

Select mobile as the telephone line

⇨ Press **LINE MODE** and select MOBILE as a phone line. Press **OK** to confirm.
The box in front of MOBILE is filled in which indicates that this connectivity option can be used for calls.

⇨ Other connectivity options can be deselected in the same way if they are not going to be used.

ⓘ You can combine all available connectivity options.

⇨ Press the **LINE MODE** key again to close the line mode.

ⓘ You can add another line, end a line or switch between connected lines during a call.

Making calls using a mobile phone

⇨ Press to activate Konftel 300W.

⇨ Dial the number on the mobile phone as you normally would.
The Konftel 300W now functions as a speaker and microphone for the mobile phone. The LEDs show a steady blue light.

Ending calls

⇨ Ending the call on the mobile phone.

⇨ Press to turn off the Konftel 300W.

DURING A CALL

ADJUSTING THE SPEAKER VOLUME

⇨ Adjust the speaker volume using the buttons ◢ **+** and ◢ **-**.

Adjusting the speaker volume when multiple lines are connected

If you have selected multiple lines, you can adjust the volume level for each line. This is useful if the lines have different volume levels.

⇨ Press the ◢ **+** or ◢ **-** key to display the current volume setting.

The current main volume appears on the display screen. Above it are three smaller volume indicators which can be used to adjust the different connection lines.

⇨ Increase or decrease the speaker volume for all lines in the normal way using the ◢ **+** and ◢ **-** keys.

⇨ Use the arrow keys to mark one of the connected lines.

⇨ Adjust the speaker volume for the selected connection line using the keys ◢ **+** and ◢ **-**.

PLACING CALLS ON TEMPORARY HOLD

Mute

⇨ Press ∅ (**Mute**) to turn off the microphone.
The LEDs change from blue to red. The other party cannot hear what you are saying.

⇨ Press ∅ (**Mute**) to reconnect the call.

Hold

⇨ 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 ⌒.

SWITCHING LINES DURING CALLS

Connecting a new line during a call

You can add another line or switch between connected lines during a call.

⇨ Press the **LINE MODE** button during the call.
An indicator appears on the display screen in front of the selected line(s).

⇨ Use the arrow buttons to mark the line you want to connect and confirm your choice by pressing **OK**.
If you selected USB or MOBILE, this line will open. You then connect the call via the computer or mobile phone.
If you selected DECT, you will hear a dialling tone. You then dial the number on the Konftel 300W or use the Phonebook.

⇨ Press the **LINE MODE** key again to close the line mode.

Putting a line on hold during a call

⇨ Press the **LINE MODE** button during the call.

⇨ Use the arrow buttons to mark the line you want to put on hold and press the **HOLD** button.
The indicator in front of the selected line starts to flash.

⇨ Repeat the above to reconnect the line.

⇨ Press the **LINE MODE** key again to close the line mode.

Disconnecting a line during a call

⇨ Press the **LINE MODE** button during the call.

⇨ Use the arrow buttons to mark the line you want to disconnect and confirm your choice by pressing ⌒.
The indicator in front of the selected line goes out and the line is disconnected. The other calls can continue.

⇨ Press the **LINE MODE** key again to close the line mode.

The conference guide allows you to create 20 conference groups with up to six people in each. You can now call the participants in a meeting by simply pressing a few buttons.

You may need to adjust some settings in your Konftel 300W to make it compatible with your PBX. Please turn to page 21 in this User Guide for more details.

ⓘ Please note that the conference guide is used for DECT calls. Calls via USB are connected via the PC and calls via MOBILE from the mobile phone.

Entering text with the keypad

Please turn to page 4 for instructions on using the keypad to enter text.

CREATING CONFERENCE GROUPS

⇨ Select **MENU** > **CONF GUIDE** > **ADD GROUP**.

⇨ 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. Enter 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**) button.

⇨ Select the conference group you want to call.

ⓘ You can use the arrow buttons to press an alphanumeric button to jump to the first name that starts with that letter in the list.

⇨ 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 300W dials the first person and asks you to confirm when the person answers.

⇨ Press **OK** when the first person has answered.

⇨ Continue in the same way for each person in the group.

If you don't get an answer

⇨ Press **C** if one of the persons you are trying to call does not answer.
The conference guide will ask you if you want to redial that person.

⇨ Either press **OK** or **C**.
*If you decide not to redial (**C**) you will be asked if you want to end the conference guide or continue to the next person.*

⇨ Press **OK** to continue and **C** to end the guide.
When the guide has ended, you will be connected with up to six people and ready to start your conference.

ⓘ Please note that you can also call a conference group via SEARCH GROUP in the CONF GUIDE menu.

MAKING A TEMPORARY CONFERENCE GROUP CALL (MULTI-PARTY CALL) USING THE INSTANT GUIDE

⇨ Press the ✣ (**Conference**) button.

⇨ Select INSTANT with the arrow buttons. Press **OK** to confirm.
The Instant guide asks you to dial the first number.

⇨ Dial the first person's telephone number. Press **OK** to confirm.

⇨ Press **OK** when the first person has answered.

⇨ Press **OK** to call another person and repeat the above steps. Press **C** when you have called all the persons you want for your meeting.

If one of the persons does not answer, follow the steps for calling a saved conference group (see above).

DISPLAYING CONFERENCE GROUP PARTICIPANTS

⇨ Select **MENU** > **CONF GUIDE** > **SEARCH GROUP**.

⇨ Mark the group you want and press **OK**.
The names of the conference group participants are displayed.

⇨ Press **C** to return to the CONFERENCE GUIDE menu or **MENU** to exit the menu.
Press **OK** or ☎ to dial the group.

EDITING CONFERENCE GROUPS

⇨ Select **MENU** > **CONF GUIDE** > **EDIT GROUP**.

Here, you can change the name of a conference group, add or delete a person from a group and change a person's name and phone number.

⇨ Mark your choice of option in the menu and press **OK** to confirm.
The names of the conference groups are displayed.

⇨ Mark the group you want to change and press **OK** to confirm.

⇨ Mark a person you want to change and press **OK** to confirm.

⇨ Make the change and press **OK** to confirm.

ⓘ Delete a number or a letter in a name by pressing **C**. If you want to cancel the change you are making and leave the name or number as they were, press **C** until the CONFERENCE GUIDE menu appears.

DELETING CONFERENCE GROUPS

⇨ Select **MENU** > **CONF GUIDE** > **ERASE GROUP**.

⇨ Mark the group you want to delete and press **OK**.

⇨ Confirm that you really want to delete the group by pressing **OK** or cancel the deletion of a group by pressing **C**.

DELETE ALL CONFERENCE GROUPS

⇨ Select **MENU** > **CONF GUIDE** > **ERASE ALL**.

⇨ Confirm that you really want to delete all groups by pressing **OK** or cancel the deletion of all groups by pressing **C**.

CONFERENCE GUIDE SETTINGS

When a multi-party call is going to be connected, a special signal (flash or R-pulse) is produced which transmits the command (request, return and conference) to the PBX. It may be necessary to change the type of signal if calls are connected via a PBX. Different PBXs may require different signals. These requirements should be specified in the technical data for the PBX. Settings for the most common PBXs are listed on Konftel's website.

⇨ Select **MENU** > **CONF GUIDE** > **SETTINGS**.

⇨ Enter the command for a request for a new dialling tone and press **OK** to confirm. ("F" is the default setting)

⇨ Enter the command to connect everyone to a multi-party call and press **OK** to confirm. ("F3" is the default setting)

⇨ Enter the command to return to your original call and press **OK** to confirm. ("F" is the default setting)

If you experience problems making multi-party calls

It may be necessary to change the duration of the pulse so that it works with your PBX. Read "Adjusting Flash/R-pulse duration" on page 28.

Your PBX may not be programmed to admit multi-party calls or the procedure may be different. Please contact your telephone administrator or service provider.

DISPLAYING CONFERENCE GUIDE STATUS

⇨ Select **MENU** > **CONF GUIDE** > **STATUS**.
The display screen indicates the number of conference groups already stored plus how many more groups can be added.

The Konftel 300W has a phonebook that holds up to 200 entries. See page 13 for making calls via the phonebook.

Entering text with the keypad

Please turn to page 4 for instructions on using the keypad to enter text.

SEARCHING FOR CONTACTS

- The simplest way to search for a contact in the address book is to hold down a number button for two seconds (see page 13). You can also search for a contact via the PHONEBOOK menu.
- ⇨ Select **MENU** > **PHONE BOOK** > **SEARCH CONTACT**.
- ⇨ Mark the contact you want.
- ⓘ You can use the arrow buttons to press an alphanumeric button to jump to the first name that starts with that letter in the list.
- ⇨ Press **OK** or ⌒ to dial the selected contact, **C** to return to the PHONEBOOK menu or **MENU** to exit the menu.

ADDING CONTACTS

- ⇨ Select **MENU** > **PHONE BOOK** > **ADD CONTACT**.
- ⇨ Enter the name of the contact and press **OK** to confirm.
- ⇨ Write the number and press **OK** to confirm.
- ⇨ Press **OK** to add another contact or **MENU** to exit the menu.

EDITING CONTACTS

- ⇨ Select **MENU** > **PHONE BOOK** > **EDIT CONTACT**.
- ⇨ Mark the contact you want to change. Press **OK** to confirm.
- ⇨ Make the change and press **OK** to confirm.
- ⓘ Delete a number or a letter in a name by pressing **C**. If you want to cancel the change you are making and leave the name or number as they were, press **C** until the PHONEBOOK menu appears.

DELETING CONTACTS

- ⇨ Select **MENU** > **PHONE BOOK** > **ERASE CONTACT**.
- ⇨ Mark the contact you want to delete and press **OK**.
- ⇨ Confirm that you really want to delete the contact by pressing **OK** or cancel the deletion of a contact by pressing **C**.

DELETING ALL CONFERENCE GROUPS

- ⇨ Select **MENU** > **PHONE BOOK** > **ERASE ALL**.
- ⇨ Confirm that you really want to delete all contacts by pressing **OK** or cancel the deletion of a contact by pressing **C**.

DISPLAYING PHONEBOOK STATUS

- ⇨ Select **MENU** > **PHONE BOOK** > **STATUS**.

  The display screen indicates the number of contacts already stored plus how many more contacts can be added.

It is possible to record a phone conference on an SD (Secure Digital) memory card so you can listen to it later on. It is possible to record a call in progress and use the Konftel 300W as a dictaphone.

A flashing symbol appears on the display screen during recording. A beep is heard every 20 seconds so that other parties in the call know it is being recorded. The beep can be turned off (see page 26).

The recorded call is saved on the memory card. The document is named after the time at which the recording began (e.g. 14-35-01.wav) and is saved in a folder with the current date. This name can be changed after the recording has ended (see page 26).

STARTING A RECORDING

Remember to notify all parties in the call before you start recording.

⇨ Press the **REC/C** button for two seconds and press **OK** to confirm.
The recording symbol flashes on the display screen.

MUTE FUNCTION

⇨ Press the ⌀ (**Mute**) button during a call to turn the microphone off.
The LEDs change from blue to red.
The other party cannot hear what you are saying and only the called party is recorded.

HOLD

⇨ Press **HOLD** during the call 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. None of the parties will now be recorded.

ENDING A RECORDING

⇨ Press the **REC/C** button for two seconds and press **OK** to confirm.
The recording symbol is no longer displayed on the screen.

ⓘ If you are recording a call and the call is ended, you will be asked if you want to stop recording.

LISTENING TO A RECORDING

You can listen to a recorded phone conference on your Konftel 300W 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 300W:

⇨ Select **MENU** > **RECORDING** > **PLAYBACK FILE**.

⇨ 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**.

Adjusting the speaker volume

⇨ Increase the volume using the ◢ **+** button and lower it using ◢ **-**.

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 button. You can also jump further forward in the recording:

Key 3 – forward 1 minute
Key 6 – forward 10 minutes
Key 1 – backward 1 minute
Key 4 – backward 10 minutes

Stop playback

⇨ Stop the playback by pressing **C**.

MANAGING RECORDINGS

Editing the name of a recording

ⓘ The recording is named by default with the time at which the recording started.

⇨ Select **MENU** > **RECORDING** > **EDIT FILE**.

⇨ Mark the folder you want and press **OK** to confirm.

⇨ Mark the recording to be edited and press **OK**.

⇨ Make the change and press **OK** to confirm.

ⓘ Delete a number or a letter in a name by pressing **C**.

If you want to cancel the change you are making and leave the name or number as they were, press **C** several times until the RECORDING menu appears.

Deleting a recording

⇨ Select **MENU** > **RECORDING** > **DELETE FILE**.

⇨ Mark the folder you want and press **OK**.

⇨ Mark the recording to be deleted and press **OK**.

⇨ Confirm that you really want to delete the recording by pressing **OK** again, or cancel the deletion of a recording by pressing **C**.

Deleting all recordings

⇨ Select **MENU** > **RECORDING** > **DELETE ALL**.

⇨ Confirm that you really want to delete all recordings by pressing **OK** again, or cancel the deletion of a recording by pressing **C**.

ADJUSTING THE RECORDING INDICATOR

A short beep is heard every 20 seconds so that all the parties in the call know it is being recorded. This feature can be turned off.

⇨ Select **MENU** > **RECORDING** > **SETTINGS**.

⇨ Select your choice and press **OK** to confirm.

DISPLAYING RECORDING FEATURE STATUS

⇨ Select **MENU** > **RECORDING** > **STATUS**.

The display screen indicates the number of recordings, the total length of recorded calls and how many hours of recording time are left before the memory card is full.

DECT

Select a base station

⇨ Select **MENU** > **SETTINGS** > **DECT > BASE**.

The AUTO option and the base stations that are registered are displayed as options in the menu.

AUTO means that the Konftel 300W automatically selects the registered base station that has the greatest signal strength.

Registering with a base station

⇨ Select **MENU** > **SETTINGS** > **DECT > REGISTER**.

The Konftel 300W registration guide starts.

See page 12 for a detailed description of the registration process.

Deregistering from a base station

This option only works with a Konftel DECT base station.

⇨ Select **MENU** > **SETTINGS** > **DECT > DEREGISTER**.

The Konftel 300W retrieves a list of the handsets that have been registered with that particular Konftel DECT base station. There is a filled box in front of the name of the handset that you are using (Konftel 300W).

⇨ Mark the handset you want to deregister and press **OK** to deregister it.

⇨ Enter the base station's PIN code (**0000**) and confirm your choice by pressing **OK**.

SELECTING LANGUAGES

⇨ Select **MENU** > **SETTINGS** > **LANGUAGE**.

⇨ Select the language you want and press **OK** to confirm.

DEACTIVATING KEYPAD TONES

You can select whether or not you want a tone to be heard when you press a button. Note that this setting does not affect the tone you hear when you dial a number in call mode.

⇨ Select **MENU** > **SETTINGS** > **KEY TONE**.

⇨ Select your choice and press **OK** to confirm.

ADJUSTING DATE AND TIME

Changing the date

⇨ Select **MENU** > **SETTINGS** > **TIME DATE** > **DATE**.

⇨ Change the flashing figures for the year using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to the month, and then proceed in the same way for the day.

Changing the time

⇨ Select **MENU** > **SETTINGS** > **TIME DATE** > **TIME**.

⇨ Change the flashing figures for the hour using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to minutes.

Changing the time format

⇨ Select **MENU** > **SETTINGS** > **TIME DATE** > **TIME FORMAT**.

⇨ Select either a 12-hour or a 24-hour format using the arrow buttons and press **OK** to confirm your choice.

ADJUSTING RING LEVEL VOLUME

⇨ Select **MENU** > **SETTINGS** > **RING LEVEL**.

⇨ Select your choice and press **OK** to confirm.

ⓘ There are six volume levels plus a silent mode. You will hear the ring tone for each level you select. If you select silent mode, an LED on the phone flashes when an incoming call is received.

ADJUSTING FLASH/R-PULSE DURATION

The R pulse/Flash (Register recall) is used to request a new line from the PBX. Different countries and PBXs may require different durations for activating the pulse. Duration requirements should be specified in the technical data for the PBXs.

⇨ Select **MENU** > **SETTINGS** > **FLASH**.

⇨ Select your choice and press **OK** to confirm.

Applicable settings:
100 ms – Scandinavia, Europe, Siemens HiPath
300 ms – Germany, France, Israel
500 ms – USA

ADJUSTING MICROPHONE VOLUME WITH MOBILE PHONE CONNECTED

The Konftel 300W microphone has seven volume settings, so if the volume of calls via Mobile phones is too soft or too loud, you can easily adjust it to the right level.

⇨ Select **MENU** > **SETTINGS** > **MOBILE LEVEL**.

⇨ Select your choice and press **OK** to confirm.

ADJUSTING SOUND (EQUALIZER)

The sound reproduction can be adjusted to the required pitch (SOFT, NEUTRAL and BRIGHT).

⇨ Select **MENU** > **SETTINGS** > **MOBILE LEVEL**.

⇨ Select your choice and press **OK** to confirm.

CHANGING TEXT ON THE DISPLAY SCREEN

The text on the display screen can be changed when the Konftel 300W is on hook.

⇨ Select **MENU** > **SETTINGS** > **SCREEN TEXT**.

⇨ Delete existing text using **C** and enter your new text. Press **OK** to confirm.

UPGRADING

This menu option restarts the Konftel 300W in upgrade mode. See page 30.

RESETTING

There is a menu option under SETTINGS that resets all settings to default. Please note that this also deletes all contacts in the phonebook and all groups saved in the conference guide.

⇨ Select **MENU** > **SETTINGS** > **DEFAULT**.

⇨ Confirm that you really want to reset the settings to default by pressing **OK** again, or cancel the resetting procedure by pressing **C**.

CHECKING STATUS

If you need to check the software version or serial number.

⇨ Select **MENU** > **STATUS**.

UPGRADING SOFTWARE

The Konftel 300W is continually being developed with smart features and the software can be upgraded to ensure the unit is always running the latest software version.

UPGRADING FROM A PC

Installing Konftel PC Suite

⇨ Visit www.konftel.com/upgrades and select Konftel 300W.

⇨ Click to download Konftel PC Suite.

⇨ Install the software on your computer.
Follow the instructions given by the installation program.
We recommend that you open and read the installation instructions document (PDF).

Restart the Konftel 300W in upgrade mode

⇨ Connect the Konftel 300W to the PC using the USB cable.

⇨ Select **MENU** > **SETTINGS** > **UPGRADING**.

⇨ Confirm that you want to restart in upgrade mode by pressing **OK** or cancel the restart procedure by pressing **C**.

ⓘ You can also restart the unit in upgrade mode by holding down the **Menu** key while the Konftel 300W is being started – i.e. the battery is inserted.

Updating software

⇨ Start the Konftel PC Suite software on your computer from the Start menu.
Follow the instructions that the software guide gives you.
We recommend that you open and read the installation instructions document (PDF).

ⓘ We recommend that you let Konftel PC Suite automatically download and install the latest version from Konftel's website. You can also install a Konftel firmware file that has already been downloaded to the PC's hard drive.

OPTIONAL ACCESSORIES

Please visit Konftel's website **www.konftel.com/300W**.

TROUBLESHOOTING

If your Konftel 300W is not working properly:

- If there is no dialling tone, check that an DECT line has been selected.
- Check that the Konftel 300W is within range for a DECT base station and that it is registered with the base station.
- Check that the microphone is turned on during the call. The blue microphone LEDs must be lit.
- If the Konftel 300W needs to wait for a second dialling tone, you should enter a pause using the pause/mute button when entering a telephone number as an instruction or in the phonebook.

You can find more FAQ on the Konftel website, www.konftel.com/300W.

Size	Diameter 240 mm, height 77 mm
Weight	1 kg
Colour	Liquorice black
Display screen	Illuminated graphics (LCD), 128x64
Keypad	Alphanumerical 0–9, *, flash/R, off, mute, hold, volume up, volume down, 5 buttons for menu navigation, line mode, conference guide
Anti-theft protection	Kensington security slot
Memory	Support for SD memory cards up to 2 GB
Upgrades	The Konftel PC Suite upgrades Konftel 300W software via the USB connection

Connectivity

Wireless	DECT / DECT 6.0, GAP-compatible
PC connection	USB 2.0 Mini B
Mobile connection	6/6 DEC
Power supply	Battery: Emerging Power Li 18S, 7.2 V 5200 mAh Lithium ion
	Konftel 300W charging cradle

Konftel charging station

	Transformer 100–240 V AC / 14 V DC, 1.5 A
	Charging 8.4 V 0.75 A

Audio

Technology	OmniSound® 2.0 Wideband
Microphone	Omni-directional
Reception area	Up to 30 metres^2, >10 people
Speakers	Frequency band 200–3300 Hz, analogue line (DECT) 200–7000 Hz, USB VoIP 150–15000 Hz, USB playback
Volume	90 dB SPL 0.5 m
Equalizer	Three pitches: soft, neutral, bright

TECHNICAL SPECIFICATIONS

Environment

Temperature	5°–40°C
Relative humidity	20–80% condensation free
Recommended acoustic conditions	
	Reverberation period: 0.5 S Rt 60
	Background noise: 45 dBA

Approvals

Radio/Telecommunication	EN301406, ES 203021-1, ES 203021-2, ES 203021-3, EN 301 489 V1.8.1 (2008-04), EN 301489-6, FCC Part 68, FCC Part 15 subpart D
Electrical safety	IEC 60950-1:2005, EN 60950-1:2006 and A11, ANSI/UL 60950-1-2007, CAN/CSA-C22.2 No. 60950-1-07

KONFTEL DECT BASE STATION (ACCESSORIES)

Power supply	Transformer 100–240 V AC / 6 V DC, 600 mA
Cable length	2 metres
Tele connection	Analogue PBX or PSTN, RJ-11
Compatibility	A Konftel DECT base station is GAP-compatible and can be connected to analogue lines or any PBX equipped with an analogue extension.
	Up to 7 GAP-compatible DECT units can be connected to a Konftel DECT base station, EU version
	Up to 4 GAP-compatible DECT units can be connected to a Konftel DECT base station, US version
Dimensions	175x160 mm
Weight	240 grams

Approvals

Electrical safety	EN60950:2001
EMC	EN301489-01/06:2000
DECT/radio	European DECT standard: EN301406-V1.4.1 2001
GAP standard	TBR22
Tele	TBR21:1998

If anything is wrong with your Konftel unit, please contact the place of purchase.

Guarantee

We give a two-year guarantee on our conference telephones.

Service

Service is offered after the expiration of the guarantee. Please contact your retailer and ask for a cost estimate.

Konftel support

If you have any questions about the guarantee and service, please contact your Konftel support centre

Europe: +46(0)90-706 489 (Monday–Friday 8.00–17.00 GMT+1)

E-mail: rma@konftel.com

USA and Canada:

+1 866-606-4728 (Monday–Friday 08.00–17.00 GMT-8)

E-mail: konftel.usa@konftel.com

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**.

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