








CALLS

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 USB calls

- ⇒ Connect the Konftel 300IPx to a computer using the USB cable provided.
- ⇒ Check that **Konftel 300IPx USB Audio** is selected as the sound unit in the computer's settings.
- ① During a webmeeting, the Konftel 300IPx functions as a speaker and microphone for the computer and the LEDs show a steady blue light.
- ① If you are in an active conference call, incoming USB calls will be included.

MULTI-PARTY CALLS



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 300IPx dials all the contacts in the group.
The box in front of a person's name fills as soon as that person answers.

QUICK START GUIDE

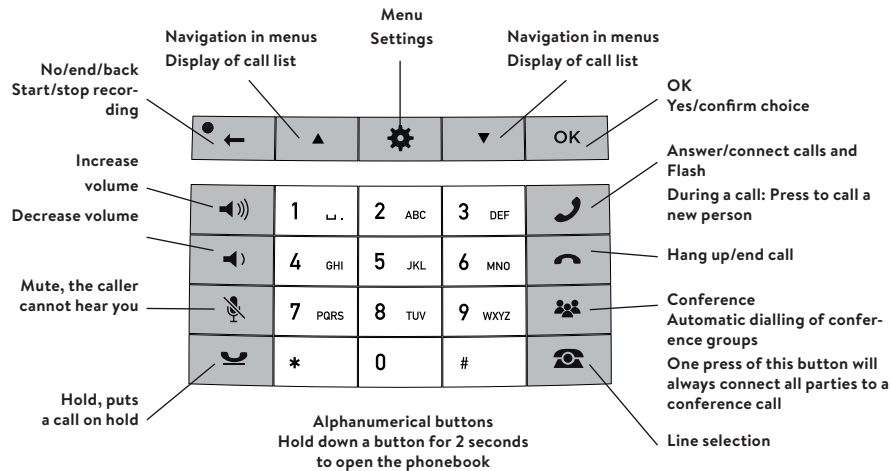
Konftel 300



The **Konftel 300** is a conference phone that can be connected to analogue telephone sockets, mobile/DECT telephones or PCs.

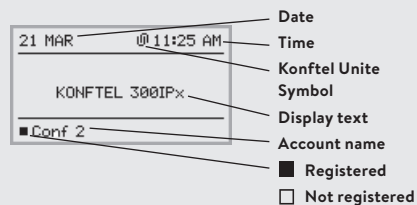
A user guide with detailed instructions about connectivity options and features is available on our website: www.konftel.com/300.

DESCRIPTION



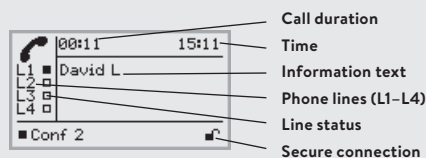
Display On Hook

Press to view this screen.



Display Off Hook

Press to view this screen.



SD memory card port

It is possible to record a call in progress and use the Konftel 300IPx as a dicta-phone.

⇒ 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

USE WITH KONFTEL UNITE

The conference phone and your meetings can be managed from the app instead of the phone's keypad. Call contacts from your local address book, create conference groups, adjust the volume and other features.

Install the app

Konftel Unite is free to download from the **App Store** and **Google Play**. Download and install it from the store like any other app.

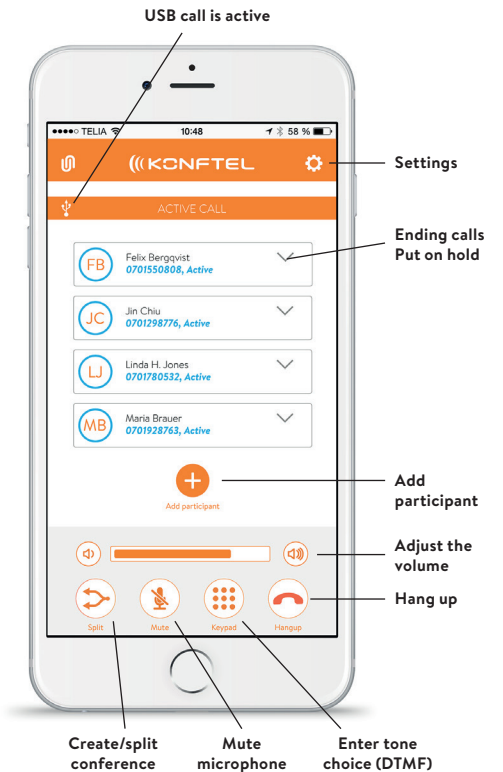


Pairing and connecting

The first time you use the Konftel 300IPx with Konftel Unite in your mobile phone, the devices have to be paired as instructed in the app. They then connect with one click after the app has been opened near the conference phone.

- ⇒ Open **Konftel Unite**. The closest Konftel 300IPx will then be displayed.
- ⇒ When you select the Konftel 300IPx that you want to connect, a pairing code will be displayed.
- ⇒ Enter the code via the keypad on the conference phone and press **OK**.

Pairing will then start. When the devices are paired, the Unite connection symbol will be displayed in both Konftel Unite and the Konftel 300IPx.



Calendar and today's agenda

Today's agenda is displayed in the calendar view. Your bookings and meetings are downloaded from your selected calendars and are displayed here (see Unite settings). A phone symbol is displayed for each activity that contains call information.