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](http://www.konftel.com/300ip).

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

### 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

### LEDs

- **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: 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**
  - No/End/Back
  - Start/Stop recording
  - Increase volume
  - Decrease volume
  - Mute, the caller cannot hear you
  - Hold, puts a call on hold

#### Menu Settings

- **OK**
  - Yes/confirm choice
  - Answer/connect calls and Flash
  - During a call: Press to call a new person
  - Hang up/end call
  - Conference
  - Automatic dialling of conference groups
  - One press of this button will always connect all parties to a conference call
  - Line selection

#### 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.
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.

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 Kortele 300IP dials all the contacts in the group.*
  *The box in front of a person’s name fills as soon as that person answers.*

<table>
<thead>
<tr>
<th>Conf 2</th>
<th>1953</th>
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<tbody>
<tr>
<td>David L</td>
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<tr>
<td>Buzz F</td>
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<tr>
<td>Office South</td>
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<td>Office North</td>
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