

## Konftel 300Mx Quick Reference Guide



The **Konftel 300Mx** is a battery-operated wireless conference phone that can be connected to mobile networks (GSM/3G) or PCs (USB).

A user guide with detailed instructions about connectivity options and features is available on our website: [www.konftel.com/300Mx](http://www.konftel.com/300Mx).

### SD memory card port

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

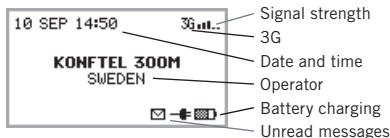
Press the **• ←** button to start and stop recording.

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

### Display symbols

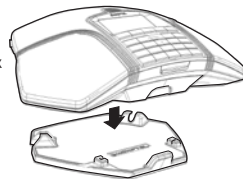


- Fully charged
- < 1 hr talk time
- No battery
- Connected to mains

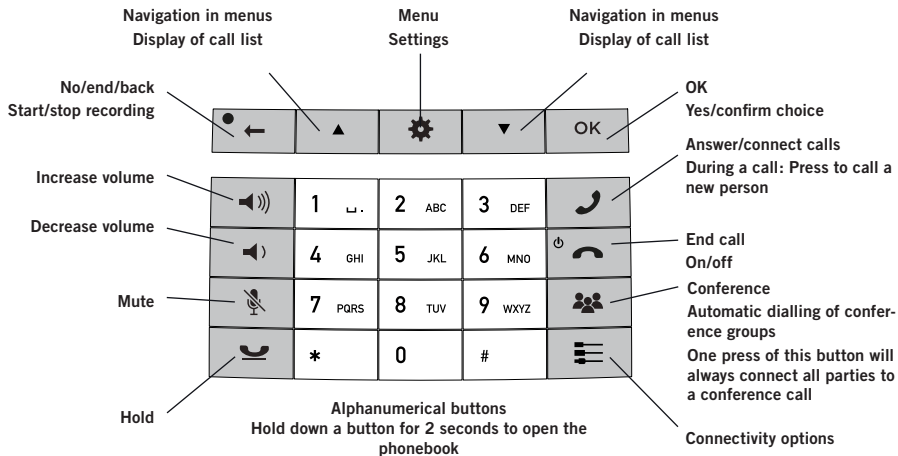
### Charging the battery

Charge the battery by placing the Konftel 300Mx on the charging stand or plug the power cable into the Konftel 300Mx.

A fully-charged battery provides up to 30 hours of talk time. The Konftel 300Mx lets you know when there is less than one hour of talk time left.



# DESCRIPTION



## NAVIGATE IN MENUS AND MAKE SETTINGS

The Konftel 300Mx menu contains the following options:

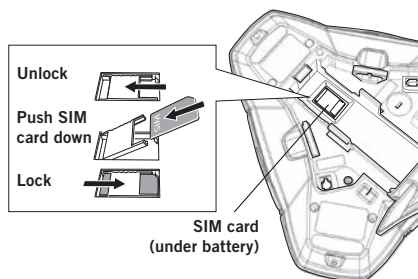
**CALL LIST**  
**PHONE BOOK**  
**CONF GUIDE**  
**RECORDING**  
**MESSAGES**  
**SETTINGS**  
**STATUS**

- ⇒ Press **Settings** gear icon.
- ⇒ 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 **No/end/back**.
- ⇒ Quit the menu by pressing **Settings** gear icon again.
- ⓘ Note that after you have made changes to a setting, you must press **OK** to activate the setting.

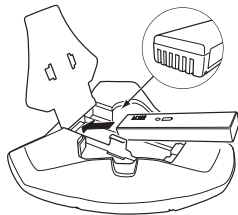
# GETTING STARTED

## INITIAL USE

- ⇒ Open the battery cover and insert the SIM card as illustrated.



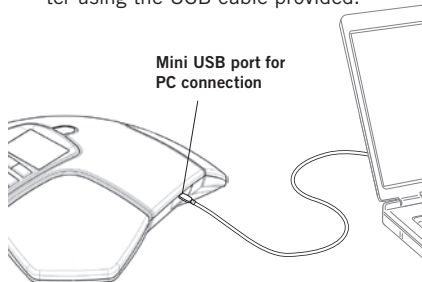
- ⇒ Insert the battery as shown in the picture.



- ⇒ Enter the SIM card's PIN code and confirm with **OK**.
- ⇒ Place the conference phone in the middle of the table.
- ① Place the conference phone at least 20 cm from the users.

## CONNECTION TO A PC

- ⇒ Connect the Konftel 300Mx to a computer using the USB cable provided.





- ⇒ Check that **Konftel 300Mx** USB Audio is selected as the sound unit in the computer's settings.




When connected to a PC, the Konftel 300Mx functions as a conference unit for VoIP calls, which means that speakers and microphones are activated, as is advanced sound management in OmniSound®.

## BRIDGE CONNECTION





As default, the sound via the mobile network and USB is bridge-connected. It is possible to turn off the bridging if you do not want any sound from the computer to be heard during mobile calls.

- ⇒ Press the  button.
- ⇒ Confirm with **OK** or cancel with .

## 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 dialed 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.





- ① 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.

