

USER GUIDE

# Konftel 300IPx and the app Konftel Unite



## **OmniSound® – superior audio quality**

The patented OmniSound® audio technology guarantees an impressive and crystal-clear full-duplex audio in both directions. The sound is transmitted clearly and powerfully to all attendees thanks to a hypersensitive microphone with 360° audio pick-up and speakers.

OmniSound® delivers HD audio during VoIP calls. It also incorporates automatic echo cancellation and noise suppression, which minimises background noise interference, and an equalizer for personal adaptation of the audio properties. There is no loss of audio quality, no annoying sound clipping, damping or echoes as you move about the room, discussing and talking with others. It's as close to real sound as you can get.



Konftel AB hereby declares that this conference phone is in conformity with all the essential requirements and other relevant provisions of Directive 1999/5/EC.

Please visit **[www.konftel.com](http://www.konftel.com)** to view the complete declaration of conformity.



### **Warning!**

Do not expose the Konftel 300IPx to water or moisture.



### **Warning!**

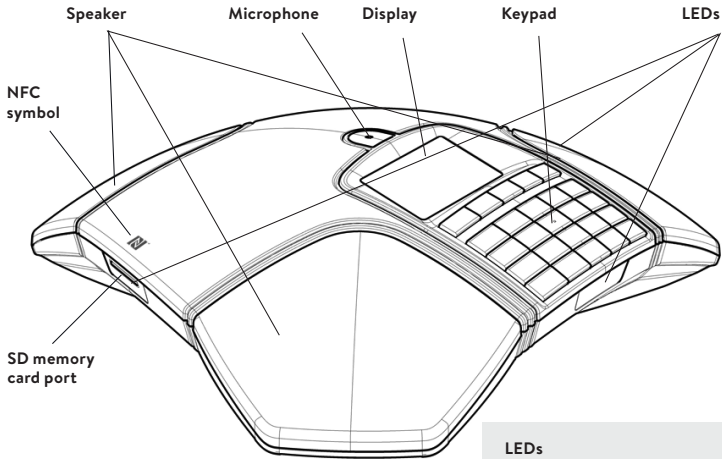
Do not open the casing of the Konftel 300IPx.

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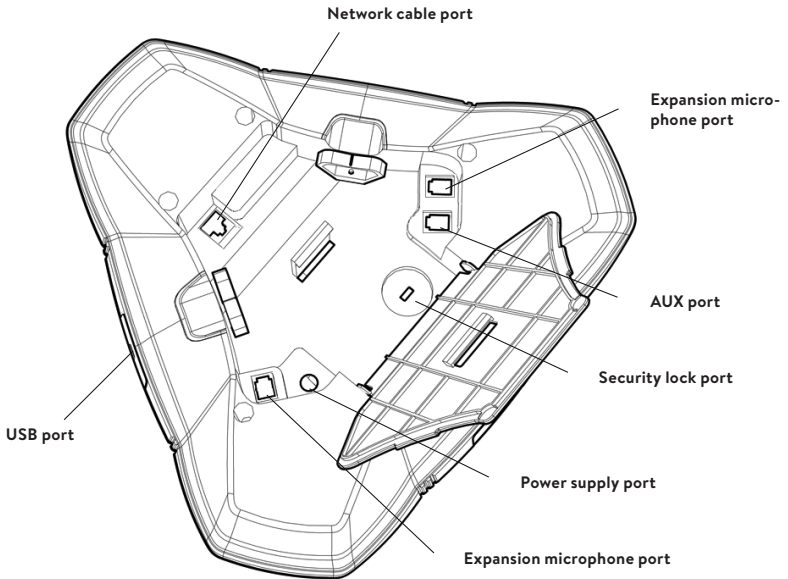
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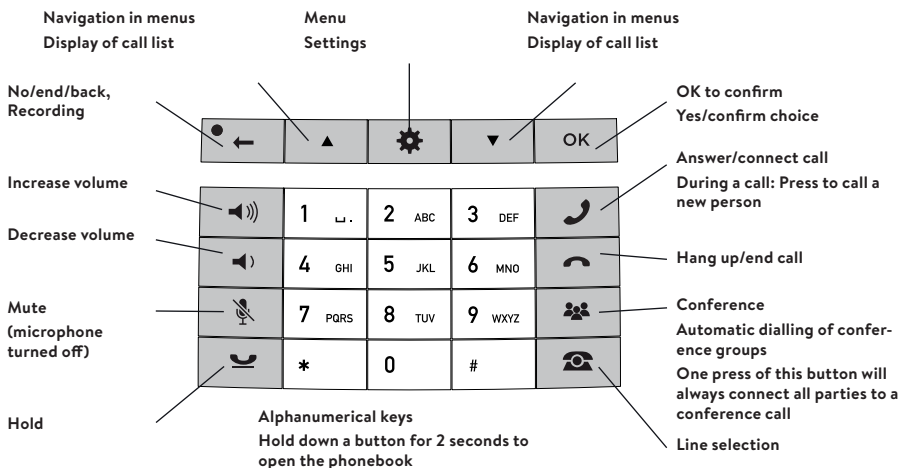
# DESCRIPTION



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



## KEYPAD



## Writing text

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

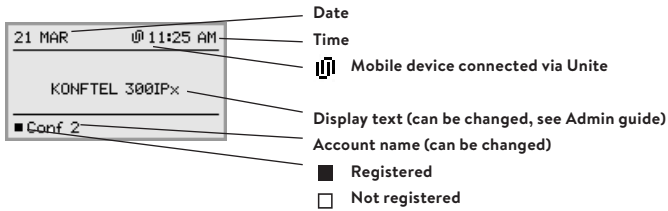
Press **•** **←** to delete the last character you entered.

1 . - 1	2 ABC Å Ä Å 2	3 DE É È 3
4 GHI 4	5 JKL 5	6 MN Ö Ø Ñ 6
7 PQRS 7	8 TUV Ü Ú 8	9 WXYZ 9
*	0 0	#

## DISPLAY

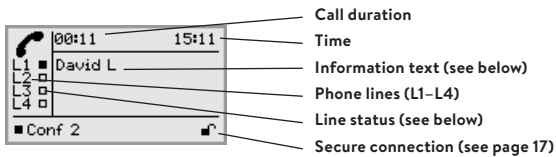
### On Hook

Press  to view this screen.



### Off Hook

Press  to view this screen.



**Line status:**

- Line free (Before account name – telephone not registered)
- Line connected (Before account name – telephone registered)
- Line on hold (“HOLD” displayed on the screen – all calls on hold)
- Line (called party) busy
- Own line put on hold by other party
- Recording call
- Secure connection

**Information text displays one of the following:**

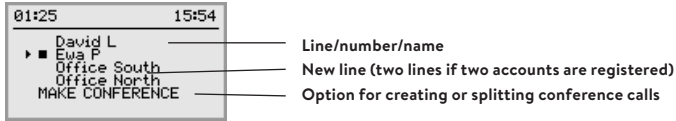
- Number or name of each phone line  
(The name will be displayed if a number is in the phonebook)
- Explanation of what you should do (for example **ENTER NUMBER**)
- Status (for example **HOLD** when placing all calls on hold)

## DESCRIPTION

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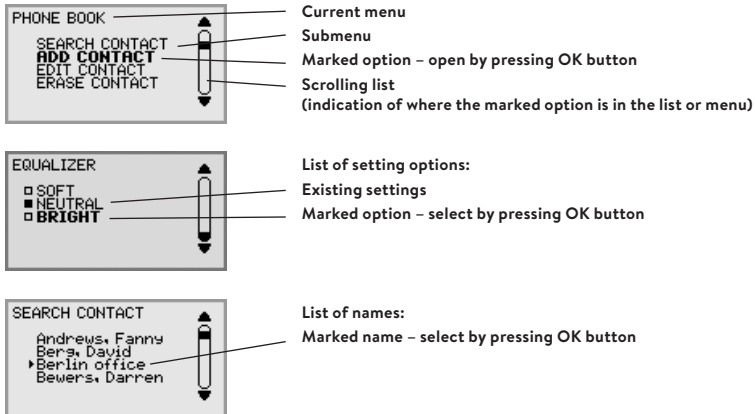
### Line menu

Press  to switch to and from this menu.






### Menu

Press  to switch to and from a menu.



## NAVIGATION AND SELECTION IN MENUS

- ⇒ Press .
- ⇒ 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 .
- ⇒ Quit the menu by pressing  again.
- ① Note that after you have made changes to a setting, you must press **OK** to activate the setting.
- 💡 It is possible to open a menu option directly by pressing the number button that corresponds to the position of the option in the menu (e.g. 2 to open PHONEBOOK and then 3 to select EDIT CONTACT).

## DESCRIPTION

### Writing style in instructions

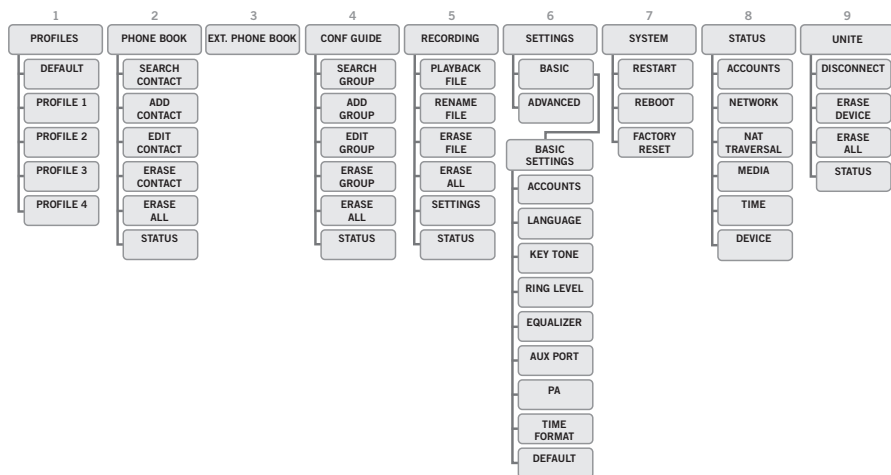
In the instructions, **⚙** > **SETTINGS** (6) means you should:

⇒ Press **⚙**.

⇒ Mark the **SETTINGS** option using the arrow buttons and confirm by pressing **OK** to open the menu (or press button number **6**).

Correspondingly, **Phone book > Conference Guide** in the web interface means you should select the Phone book menu and the Conference Guide tab.

### Menu tree



🌐 It is simplest to make settings and edit contacts using a PC and the Konftel 300IPx web interface (see page 42).

## MAINTENANCE

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

## CONNECTING

See the “Konftel 300IPx Installation Guide” on how to connect and register the conference phone.

See page 9 for wireless connection via Konftel Unite.

See page 16 for connection to a computer via USB.



## USE WITH KONFTEL UNITE

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It is simple to connect the Konftel 300IPx to a mobile phone or tablet on which the Konftel Unite app is installed. The conference phone and your meetings can be managed from the app instead of the phone's keypad. It's much more personal, direct and intuitive when you're holding the user interface in your hand. Call contacts straight from your local address book, create conference groups, adjust the volume and other features.

The Konftel 300IPx and Konftel Unite together bring **One Touch Conferencing** into the conference room. A single touch is all it takes to start or join a phone meeting that's scheduled in your calendar.

## 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.

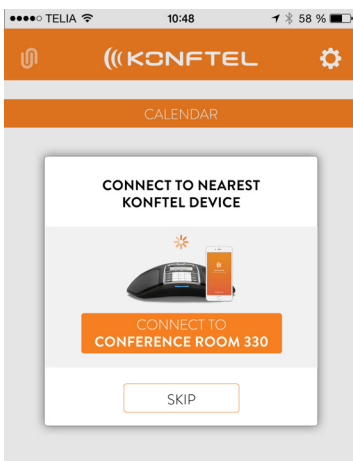


## PAIRING AND CONNECTING

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.

### What to do:

⇒ Open **Konftel Unite**. The closest Konftel 300IPx will then be displayed.

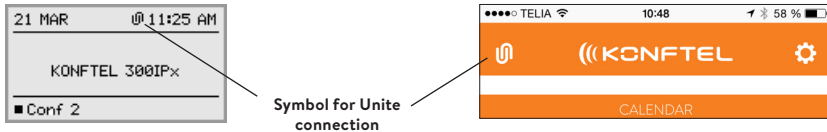


## USE WITH KONFTEL UNITE

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The device name displayed is the name shown on the screen of that Konftel 300IPx phone. (This text can be altered. See SCREEN and text settings in the administration manual for the Konftel 300IPx).

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.



Konftel Unite and the Konftel 300IPx will remain paired while they are close to one another and are being used. A connection breaks after 5 minutes of inactivity, i.e. when no call is being held. The connection range is up to 20 metres, approximately, depending on the setting. The connection breaks if this range is exceeded.

You will be asked to reconnect when Konftel Unite next comes within range of the Konftel 300IPx. One touch is all it takes to reconnect.

You can disconnect manually via the conference phone and the app.

### Via the Konftel 300IPx:

⇒ Select: **MENU > UNITE > DISCONNECT** > confirm with **OK**.

### Via Konftel Unite:

Click on the Unite connection symbol in the upper left-hand corner of the screen and select disconnect from the highlighted device.

① Up to 100 mobile phones or tablets can be paired with a Konftel 300IPx. Note however: Only one user at a time can be actively connected to the conference phone!

The number of paired mobile devices is displayed under the status menu in the Konftel 300IPx.

⇒ Select: **SETTINGS > UNITE > STATUS**

The pairing can be deleted from the conference phone.

⇒ Select: **MENU > UNITE > DELETE DEVICE** or **DELETE ALL DEVICES**.

### 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 📞. An overview and a list of other meeting participants are displayed when you click on one of the scheduled conference calls. Konftel Unite can connect to remote meetings in different ways:

- via a Konftel 300IPx
- via a mobile phone
- via a UC client or web service.

Konftel Unite finds the phone numbers, PIN codes and meeting links in the calendar booking. If you decide to connect to the conference call, Konftel Unite automatically does the dialling and identification.

You simply tap on one key - that's why it's called **One Touch Conferencing**.

Remember that the conference invitation format in the underlying calendar should comply with the E164 international phone number standard. This guarantees that Konftel Unite interprets the information correctly, even if the app is able to manage most non-compliance issues in a smart way.

This is an example of a format that complies with the standard: +46 (0)8 52207018, pin 123456#

### GUIDED CONFERENCE CALL

A few simple steps help you connect your conference room to the remote meeting, using Konftel Unite's automation support and just one touch of the button.

1. You have an invitation to a conference call in your calendar.
2. Shortly before the meeting (5, 10 or 15 minutes depending on your selected setting), a notification is sent to your mobile phone.
3. As soon as you open Konftel Unite, it will start to search for an available Konftel 300IPx and will display the one that is closest.
4. In the conference room, you connect to the meeting via the Konftel 300IPx there by touching the button.
5. The phone dials the number and automatically enters the code for the meeting.

## MANUALLY STARTING A CALL

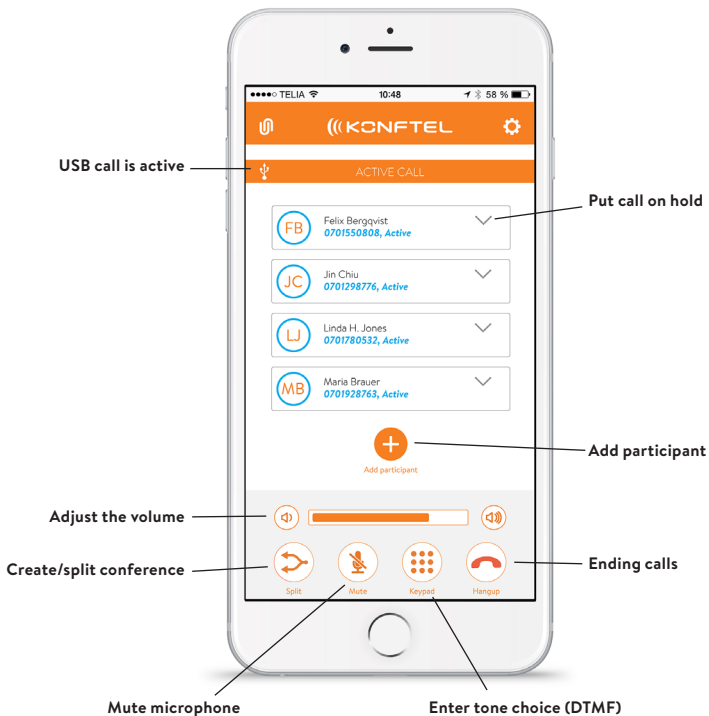
To start a call that is not scheduled in the calendar when Konftel Unite is already connected to a Konftel 300IPx:

- Select a number from your personal, local address book.
- Select a number from your selected favourites.
- Select a number from your call history.
- Dial a number manually using the keypad.

The Konftel 300IPx will then dial that number via the SIP account.

## DURING A CALL

The Konftel Unite app gives you complete, direct control of the Konftel 300IPx during the call. You don't need to reach over to the keypad on the conference phone.



### SETTINGS

Click on the cogwheel in the upper right-hand corner to open Konftel Unite's settings menu. Here are some of the features worth getting to know.

#### **Connection to the Konftel 300IPx:**

This is where you turn the app's automatic search for conference phones on and off. We recommend turning the search feature off if Konftel Unite is used for One Touch Conferencing on a mobile phone contract without the Konftel 300IPx.

#### **Moderator code:**

If you usually host conference calls over a bridge service, enter your moderator code here along with the guest code you send out, and then leave the rest to Konftel Unite.

#### **Meeting notification:**

If you want a reminder, you can set how many minutes (5, 10 or 15) before the meeting you are to be notified.

#### **Calendars to view:**

All calendars in the mobile phone are viewed as a list. Tick the calendars from which you want Konftel Unite to retrieve information.

#### **Guide:**

A quick guide of the app's features is presented the first time it is opened. You can start this guide again here if you need to.


## ANSWERING AND MAKING CALLS

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Beside from managing the Konftel 300IPx from the Konftel Unite app, you can use the keypad to make your conference calls.






### ANSWERING CALLS

A ring tone will be heard and the blue LEDs start flashing.

- ⇒ Press  to answer.  
The LEDs show a steady blue light.



### ANSWERING CALLS ON HOLD

If a call is made to the conference phone during another call, you will hear a double tone, INCOMING CALL will be displayed on the screen and the blue LEDs start flashing.

- ⇒ Press  to answer.  
The original call will automatically be put on hold.  
Press the  (**Conference**) button to connect the calls.  
**Press**  to end the new call and  to reconnect the original call.  
Use the line mode  (see page 20) to switch between the calls.

### MAKING CALLS

See “MANAGING PHONE LINES” on page 19 about selecting an account before dialling.

- ⇒ Dial the number.
- ⇒ Press .  
The number is called and the LEDs show a steady blue light. The display shows the duration of the call.
- Or:
- ⇒ Press .
- ⇒ Dial the number and press **OK** to confirm.  
The number is called and the LEDs show a steady blue light. The display shows the duration of the call.

### REDIALLING


- ⇒ Press an arrow button.

The last number that you dialled appears in the display.

- ⇒ Use the arrow buttons to scroll through the call list.

- ⇒ Press .

The number selected is called.

-  You can delete the call list by scrolling to the end of the list and pressing **OK** when the question “CLEAR LIST?” appears.

### CALLING FROM THE PHONE BOOK

Please turn to page 24 for instructions on adding and updating contacts in the phonebook.

- ⇒ Press and hold down a number button for two seconds.

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

- ⇒ Use the arrow buttons to mark the name in the phonebook.

- ⇒ Press .

The number selected is called.

-  The Konftel 300IPx also supports an external phonebook in the form of a catalogue server (LDAP server). Find out more on page 26.

## USE WITH A COMPUTER

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The Konftel 300IPx transforms your computer into high-quality conferencing equipment with OmniSound®.

Unlike normal computer speakers and microphones, the Konftel 300IPx provides full duplex (two-way audio) and efficient echo cancellation and static reduction.

The computer identifies the Konftel 300IPx as an echo cancellation device which means that communication software usually leaves the audio processing to the Konftel 300IPx, resulting in better sound quality. This can also be manually adjusted, for example in Skype®.

## CONNECTING TO A COMPUTER

⇒ Connect the computer to the Konftel 300IPx using the USB cable provided.

① The computer's operating system normally automatically selects the Konftel 300IPx as a speaker and microphone. If the Konftel 300IPx is not automatically selected as an audio device in the computer, you may have to access the computer settings and manually select **Konftel 300IPx**.

① If the computer has active software that is using the computer's built-in speakers, you may need to restart the software to switch to the new speaker (Konftel 300IPx).

① A USB icon appears in the Konftel Unite app during a USB call.

## USB CALLS VIA A COMPUTER

For these instructions, it is assumed that the computer is turned on, the webmeeting software (e.g. Skype®) is running, that the Konftel 300IPx is connected via the USB cable to the computer, and that the **Konftel 300IPx** is selected as the audio device in the computer's settings.

### Making USB calls

⇒ 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.

### Ending a USB call

⇒ End the call in the computer's webmeeting software.



### ADJUSTING THE SPEAKER VOLUME

⇒ Adjust the speaker volume using the buttons  and .

### PLACING CALLS ON TEMPORARY HOLD

#### Mute

⇒ Press  to turn the microphone off.

The LEDs change from blue to red. The other party cannot hear what you are saying.

⇒ Press  to reconnect the call.


#### Hold

⇒ Press  to place 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  to reconnect the call.

### ENDING CALLS

⇒ End the call by pressing .

### SECURE CONNECTION

The Konftel 300IPx supports secure data connections between devices (authentication and encryption). This feature must be activated by the administrator.


You know the feature is activated if you see a closed padlock in the lower right-hand corner of the display screen when the Konftel 300IPx has a secure connection to the other phone. If the phone or PBX you are calling does not support secure connections, you will see an open padlock on the screen. See the illustration on page 6.



## MAKING MULTI-PARTY CALLS

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Turn to “MANAGING PHONE LINES” on the next page for instructions on putting an individual on hold during a multi-party call and other more advanced features.


### ADDING ANOTHER PARTY TO A CALL

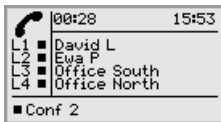
If there are free lines, new parties can be added, regardless of whether you have used the  (**Conference**) button or if you are making a normal call.

- ⇒ Press  during the call to get a new dialling tone.  
Calls in progress are put on hold.
- ⇒ Dial the new number.
- ① You can also press an arrow button to use the call list or use the menu to access the phonebook.
- ⇒ Press the  (**Conference**) button to merge all lines into a multi-party call.

### MAKING CONFERENCE GROUP CALLS

See “CONFERENCE GUIDE” on page 28 to create and edit conference groups.

- ⇒ Press the  (**Conference**) button.
- ⇒ Select the conference group you want to call and press **OK** to confirm.  
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.



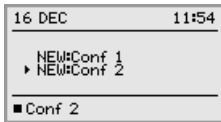
### SELECTING ACCOUNT WHEN DIALLING

If you have more than one account registered in your Konftel 300IPx, you can use the line mode to select the account that you want to use for the new call.

#### Making a 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 .

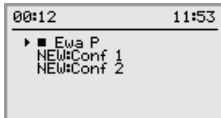
⇒ Dial the number and press **OK** to confirm.

#### Adding a party

In the same way, a party can be added and an account selected for that party during a call.

⇒ Press .

The line menu with the name of your accounts (NEW: Xxx) and lines that are already busy will be displayed.



⇒ Select the account you wish to use for the new call and press **OK** or .

Other calls are put on hold.

⇒ Dial the new number.


⇒ Press the  (**Conference**) button to merge all lines into a multi-party call.

# SWITCHING BETWEEN LINES DURING MULTI-PARTY CALLS

### Talking privately with one individual

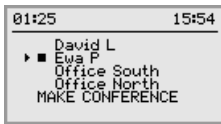
⇒ Press .

All lines are put on hold.

① Alternatively, you can press  after opening the line menu or you can select SPLIT CONFERENCE from the line menu to put the lines on hold.

⇒ Press .

The line menu is displayed.



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

The party is reconnected to the call.

### Switching to another caller

This assumes that you are talking with just one individual as described above.

⇒ Mark another party in the line menu and press .

The first party is put on hold and the other is connected to the call.

### Talking to several parties

This assumes that you are talking with just one individual as described above.

⇒ Mark another party in the line menu and press **OK**.

Both the first and the second party are connected to the call.

### Talking to all parties

⇒ Press  (**Conference**).

All parties are connected to the call.

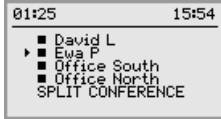
① An alternative way to connect all lines to the call is to select CREATE CONFERENCE in the line menu.


### CUTTING A LINE

Individual lines can be cut out of a multi-party call.

⇒ Press .

The line menu is displayed.



⇒ Mark the line you want to cut, then press .

### TRANSFERRING CALLS

If you wish to transfer a call to another telephone.

⇒ Select  > **TRANSFER**.

⇒ Dial the number and press **OK** to confirm.

The call is transferred to the other telephone.

① NB. Some PBXs do not support this option.

## PROFILES

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The Konftel 300IPx gives you the option of using a password to protect contact information in the phonebook and conference guide. All contacts entered by default can be accessed by all users and cannot be password protected. All contacts entered by Admin are also displayed in default mode.

To enter personal contacts, conference groups and settings that are inaccessible to other users, select user profile and enter the PIN code for the profile. The four personal user profiles each hold up to 1000 contacts and 20 conference groups.


Settings that are unique for each profile are:

- Standard account (If two accounts are registered)
- Languages
- Ringtone level
- Keypad tone
- Time format
- Equalizer
- Display text

Contacts and other settings are managed in the same way if you log in with a user profile, except that the changes you make do not affect other users.

Note the user profile name and PIN code can only be changed via the web interface. Admin is able to change all user profile names and PIN codes.

## USING A USER PROFILE

- ⇒ Select  > **PROFILES** (1).
- ⇒ Mark the profile you want and press **OK**.
- ⇒ Enter the PIN code for the profile.
- ① The default code is **0000**.

### Logging out of the profile

- ⇒ Select  > **PROFILES** (1).
- ⇒ Press **OK** with the LOGOUT option marked.

### CHANGING THE PROFILE NAME AND PASSWORD

- ⇒ Log in to Konftel 300IPx, see pages 43.
- ⇒ Select **Settings > Basic**.
- ⇒ Click on the **Edit** button under the heading **Profiles**.
- ⇒ Enter a name and a new PIN code.
- ⇒ Click on **Set** and save your settings by clicking on **Save**.
- 🌐 Make a note of the name and PIN code and keep them in a safe place.  
The administrator is able to reset the settings.

## PHONEBOOK


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The Konftel 300IPx phonebook can hold up to 1000 numbers in each user profile. See page 15 for making calls via the phonebook.

### Entering text with the keypad


Turn to page 5 for information on how to use the keypad to enter text.




## SEARCHING FOR CONTACTS

 The simplest way to search for a contact in the address book is to hold down an alphanumeric button for two seconds (see page 15). You can also search for a contact via the PHONEBOOK menu.

⇒ Select  > **PHONEBOOK** > **SEARCH CONTACT** (2,1).

⇒ 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,  to return to the PHONEBOOK menu or  to exit the menu.

## ADDING CONTACTS

⇒ Select  > **PHONEBOOK** > **ADD CONT.** (2,2).

⇒ 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  to exit the menu.

## EDITING CONTACTS

⇒ Select  > **PHONEBOOK** > **EDIT CONT.** (2,3).

⇒ 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  . If you want to cancel the change you are making and leave the name or number as they were, press   until the PHONEBOOK menu appears.



### DELETING CONTACTS

- ⇒ Select **⚙** > **PHONEBOOK** > **DELETE CONTACT** (2,4).
- ⇒ 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 **• ←**.

### DELETING ALL CONFERENCE GROUPS

- ⇒ Select **⚙** > **PHONEBOOK** > **DELETE ALL** (2,5).
- ⇒ Confirm that you really want to delete all contacts by pressing **OK** or cancel the deletion by pressing **• ←**.

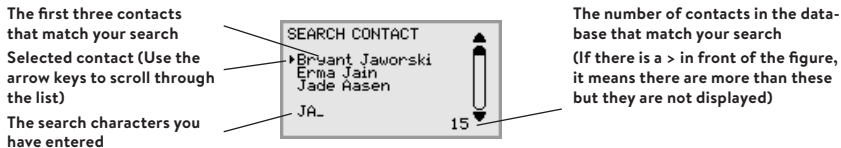
### DISPLAYING PHONEBOOK STATUS

- ⇒ Select **⚙** > **PHONEBOOK** > **STATUS** (2,6).  
The display screen indicates the number of contacts already stored plus how many more contacts can be added.

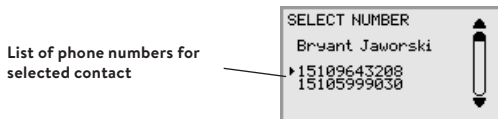
## EXTERNAL PHONEBOOK (LDAP)

The Konftel 300IPx also supports an external phonebook, which means it can communicate with an LDAP catalogue server (Lightweight Directory Access Protocol). To make the external phonebook accessible, an administrator has to activate and configure the LDAP service in the Konftel 300IPx.

An LDAP database can contain thousands of contacts and the Konftel 300IPx therefore has a search function that dynamically filters the content from the LDAP database, based on the search characters you enter.



When you have found the right contact, you open it by pressing **OK**. You can then select which of the contact's phone numbers you want to dial (work, mobile or home).



① Note that the administrator is able to configure the function in different ways, which means that it may not work exactly as described here.

The administrator can specify which database fields your search characters are used in, how many hits and which details (name, company, department, phone number) the Konftel 300IPx will display.

Contact the company's phone or network manager for information on how LDAP is configured in your Konftel 300IPx.

### SEARCH AND DIAL CONTACT

⇒ Select **☒** > **EXT. PHONEBOOK (3)**.

The Konftel 300IPx contacts the database which sends all contacts. The first 50 contacts are displayed in the Konftel 300IPx (with default setting).

⇒ Enter one or more search characters to filter the list.

Each character you enter will reduce the number of hits in the database.

① If there is a > in front of the information about the number of hits, it means there are more than these but they are not displayed.

① Enter the search characters until the number of hits are so few that it is easy for you to find the contact you are looking for.

① You can delete an incorrect character by pressing the **• ←** button.

① Turn to page 5 for information on how to use the keypad to enter text.

⇒ Mark the contact you want using the arrow buttons and open it by pressing **OK**.

① Press **• ←** if you want to return to the search results or **☒** to end the search.

⇒ Mark the number you want to call (if several numbers are displayed for the contact) and press **OK** or **☎**.

The number selected is called.

## CONFERENCE GUIDE



---


The conference guide makes it easy to set up calls with as many as five people, including your own phone. The Konftel 300IPx automatically dials all the conference group members. You can create 20 conference groups in each user profile.

### Entering text with the keypad

Turn to page 5 for information on how to use the keypad to enter text.

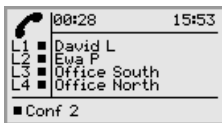
## MAKING CONFERENCE GROUP CALLS

- ⇒ Press the  (**Conference**) button.
- ⇒ Select the conference group you want to call.
- ① 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 make the call.)

Press  directly if you want to make the call without first checking who is in the group.

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.



You can also use the menu to search for and dial a conference group.

- ⇒ Select  > **CONF. GUIDE** > **SEARCH GROUP** (4,1), select the conference group you want to call and confirm by pressing **OK** or  in the same way as above.

### Adding another party to a call

- ⇒ Press  during the call to get a new dialling tone. Calls in progress are put on hold.
- ⇒ Dial the new number.
- ① You can also press an arrow button to use the call list or use the menu to access the phonebook.
- ⇒ Press the  (**Conference**) button to connect the calls.

### DISPLAYING CONFERENCE GROUP PARTICIPANTS

- ⇒ Select **☛** > **CONF. GUIDE** > **SEARCH GROUP** (4,1).
- ⇒ Mark the group you want and press **OK**.  
The names of the conference group participants are displayed.
- ⇒ Press **• ←** to return to the CONFERENCE GUIDE menu or **☛** to exit the menu. Press **OK** or **↶** to dial the group.

### ADDING A CONFERENCE GROUP

- ⇒ Select **☛** > **CONF. GUIDE** > **ADD GROUP** (4,2).
- ⇒ Enter a group name and press **OK** to confirm.
- ⇒ Press **OK** to enter the first group member.
- ⇒ Write the name of the person and press **OK** to confirm. Write the number and press **OK** to confirm.
- ⇒ Press **OK** to add another person and repeat the above steps.
- ⇒ Conclude by pressing **• ←**.

### EDITING A CONFERENCE GROUP

- ⇒ Select **☛** > **CONF. GUIDE** > **EDIT GROUP** (4,3).

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 using the arrow buttons and press **OK** to confirm.  
The names of the conference groups are displayed.
- ⇒ Mark the group you want to change. Press **OK** to confirm.
- ⇒ Mark a person you want to change. Press **OK** to confirm.
- ⇒ Make the change and press **OK** to confirm.
- ① Delete a number or a letter in a name by pressing **• ←**. If you want to cancel the change you are making and leave the name or number as they were, press **• ←** until the CONFERENCE GUIDE menu appears.

### DELETING A CONFERENCE GROUP

- ⇒ Select **⚙** > **CONF. GUIDE** > **DELETE GROUP** (4,4).
- ⇒ 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 by pressing **•** **←**.

### DELETING ALL CONFERENCE GROUPS

- ⇒ Select **⚙** > **CONF. GUIDE** > **DELETE ALL** (4,5).
- ⇒ Confirm that you really want to delete all groups by pressing **OK** or cancel the deletion by pressing **•** **←**.

### DISPLAYING CONFERENCE GUIDE STATUS

- ⇒ Select **⚙** > **CONF. GUIDE** > **STATUS** (4,6).  
The display screen indicates the number of conference groups already stored plus how many more groups can be added.

## RECORDING

---

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 300IPx as a dictaphone. The Konftel 300IPx supports SD and SDHC cards. Recording capacity is 35 hours per GB.

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 33).


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.

## STARTING A RECORDING


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

- ⇒ Press the **• ←** button for two seconds and press **OK** to confirm.  
The recording symbol flashes on the display screen.


## MUTE FUNCTION

- ⇒ Press the  button to turn the microphone off during a call.  
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  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 **• ←** 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 300IPx 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 300IPx:

- ⇒ Select **☛** > **RECORDING** > **PLAY BACK** (5,1).
- ⇒ 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**.
- ⇒ Resume playback by pressing **OK** again.

### Move forward in the recording during playback

- ⇒ Press arrow down to move forward in the recording. Press arrow up to move backward in the recording.
- ① The recording advances about 10 seconds every time you press the button.

### Stop playback

- ⇒ Stop the playback by pressing **• ←**

### EDITING THE NAME OF A RECORDING

- ① The recording is named by default with the time at which the recording started.
- ⇒ Select **☛** > **RECORDING** > **CHANGE NAME** (5,2).
- ⇒ Mark the folder you want and press **OK**.
- ⇒ Mark the recording to be edited and press **OK**.
- ⇒ Make the change and press **OK** to confirm.
- ① Delete a number or a letter in a name by pressing **• ←**

If you want to cancel the change you are making and leave the name or number as they were, press **• ←** repeatedly until the CHANGE NAME menu appears.



### DELETING A RECORDING

- ⇒ Select **v** > **RECORDING** > **DELETE FILE** (5,3).
- ⇒ 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 by pressing **•** ←.

### DELETING ALL RECORDINGS

- ⇒ Select **⚙** > **RECORDING** > **DELETE ALL** (5,4).
- ⇒ Confirm that you really want to delete all recordings by pressing **OK** again, or cancel the deletion by pressing **•** ←.

### 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 **⚙** > **RECORDING** > **SETTINGS** (5,5).
- ⇒ Select your choice and press **OK** to confirm.

### DISPLAYING RECORDING FEATURE STATUS

- ⇒ Select **⚙** > **RECORDING** > **STATUS** (5,6).

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.

## SETTINGS

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The Konftel 300IPx has two groups of settings: Basic and Advanced. You must enter the Admin. PIN code to access the advanced settings.

- 🔗 The simplest way to make settings is using a PC and the Konftel 300IPx web interface (see page 42).

## BASIC SETTINGS

### Select default account

If the phone has two registered accounts, you can choose one of them as default.

- ⇒ Select **⚙️** > **SETTINGS** > **BASIC** > **ACCOUNT** (6,1,1).

- ⇒ Select ACCOUNT 1 or ACCOUNT 2 and press **OK** to confirm.

The account name is displayed. NOT CONFIGURED will be displayed if the selected account is not registered.

### Selecting languages

- ⇒ Select **⚙️** > **SETTINGS** > **BASIC** > **LANGUAGE** (6,1,2).

- ⇒ 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 key. Note that this setting does not affect the tone you hear when you dial a number in call mode.

- ⇒ Select **⚙️** > **SETTINGS** > **BASIC** > **KEYPAD TONE** (6,1,3).

- ⇒ Select your choice and press **OK** to confirm.

### Adjusting ring volume

- ⇒ Select **⚙️** > **SETTINGS** > **BASIC** > **RING TONE** (6,1,4).

- ⇒ 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 sound (equalizer)

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

- ⇒ Select **⚙️** > **SETTINGS** > **BASIC** > **EQUALIZER** (6,1,5).

- ⇒ Select your choice and press **OK** to confirm.

### Settings when connecting external equipment (Aux)

The Konftel 300IPx can be connected to a wireless headset or an external PA system. An optional PA box is required for PA system connection.

- ⇒ Select **⚙** > **SETTINGS** > **BASIC** > **AUX-PORT** (6,1,6).
- ⇒ Select the PA option to activate features for external microphone mixer and PA system.
- ① Do not select the PA option unless a PA system is connected. This option turns off the internal microphone and internal speakers. The HEADSET option may be selected whether or not a headset is connected.

### Settings for external PA system

It is assumed that the PA option has been activated in the previous menu before making these settings.

- ⇒ Select **⚙** > **SETTINGS** > **BASIC** > **PA** (6,1,7).



- ⇒ Select INTERNAL MICROPHONE and press **OK** to switch between on (shaded box) and off.
- ① To ensure maximum audio quality, do not use the internal microphone and external microphones connected via the interface box at the same time.
- ① Only the internal microphone is turned off. Any external microphones connected to the Konftel 300IPx are still turned on.
- ⇒ Select INTERNAL SPEAKERS and press **OK** to switch between on (shaded box) and off.
- ① To ensure maximum audio quality, do not use the internal speakers and external speakers connected via the interface box at the same time.

### Time format

The date and time can only be set by **Admin**. The time is normally retrieved from a time server. The time format has 12-hour and 24-hour options.

- ⇒ Select **⚙** > **SETTINGS** > **BASIC** > **TIME FORMAT** (6,1,8).
- ⇒ Select your choice and press **OK** to confirm.

## SETTINGS

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### Resetting

This resets all user settings for the user profile shown to factory default settings. The phonebook, conference guide and all basic settings are reset. Account, network and SIP settings are not reset.

⇒ Select **⚙** > **SETTINGS** > **BASIC** > **DEFAULT**.

⇒ Confirm that you really want to reset by pressing **OK** again, or cancel the reset by pressing **•** ←

### ADVANCED SETTINGS

Only Admin. is able to make these settings. See “Installation and Administration of Konftel 300IPx”.

### SETTINGS DURING A CALL

The HEADSET/PA, PHONE BOOK, TRANSFER and EQUALIZER menus may be accessed during a call and are displayed when the **⚙** button is pressed. The first option is either HEADSET or PA depending on whether PA is enabled or not.

① These HEADSET/PA settings can only be accessed when a call is connected.

#### Turn off the internal speakers when using a headset

① PA should not be enabled when using the HEADSET menu option.

A wireless headset can be used if a person needs to move far away from the conference phone (e.g. during a seminar or presentation). The internal speakers can be turned off temporarily if you wish to use the Konftel 300IPx as a personal telephone with a headset.

⇒ Select **⚙** > **HEADSET**.

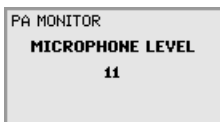
⇒ Select YES when asked “SPEAKER OFF?”.

① The speakers come on automatically when the call is ended.

#### Adjusting microphone volume from PA

① PA should be enabled when using the PA menu option.

⇒ Select **⚙** > **PA** > **PA MONITOR**.



⇒ Adjust the microphone volume from the mixer so that the level on the display screen is around 10–12 when speaking in a normal tone.

#### Adjusting PA calibration manually

It is possible to calibrate the duplex performance of the conference phone when it is connected to a PA system. The calibration level can be set automatically by the Konftel 300IPx or adjusted manually to any value between 0 and 5 (0 being full duplex).

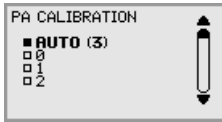
- Increase the calibration if the other party experiences disturbing echo.
- Decrease the calibration if the other party experiences low duplex, i.e. your voice is muted or clipped when the other party is speaking.

① The position of the PA system’s microphones and speakers and the amplifier’s settings may affect full duplex performance.

## SETTINGS

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⇒ Select **⚙️** > **PA** > **CALIBRATION**.



- ① AUTO is the default setting and is recommended in most cases. The figure shown in brackets is the measured calibration value.
- ⇒ Select different levels and compare the audio quality to achieve your preferred setting.
- ① NB. You must ask the person you are calling to assess the effect of the adjustments you make.

## SYSTEM

The system menu can be used for manual restarts and resets.

### Restarting the phone programme

This restarts the telephone application, which takes less than 30 seconds.

- ⇒ Select **⚙️** > **SYSTEM** > **RESTART APPL.** (7,1).
- ⇒ Confirm that you really want to restart by pressing **OK** again, or cancel the restart by pressing **•** ←

### Restarting the phone

This restarts the phone, which takes about two minutes.

- ⇒ Select **⚙️** > **SYSTEM** > **RESTART TEL.** (7,2).
- ⇒ Confirm that you really want to restart by pressing **OK** again, or cancel the restart by pressing **•** ←

### Restore to factory settings

This option fully restores the Konftel 300IPx to factory settings. All settings are deleted, including PIN codes and registered accounts. Alternatively, a PIN code is required for Admin.

- ⇒ Select **⚙️** > **SYSTEM** > **TOTAL RESET** (7,3).
- ⇒ Enter the PIN code for Admin and press **OK**.
- ⇒ Confirm that you really want to restart by pressing **OK** again, or cancel the restart by pressing **•** ←

### CHECKING STATUS

The status menu can be used for troubleshooting. Only the administrator is able to change these settings. See “Installation and Administration of Konftel 300IPx” for an explanation of the settings.

#### Account 1

To check account settings for SIP account 1.

⇒ Select  > **STATUS** > **ACCOUNT** > **ACCOUNT 1** (8,1,1).

This shows the status for:

- ACCOUNT NAME
- STATUS
- REGISTRAR
- USER
- USERNAME
- REALM
- PROXY

#### Account 2

To check account settings for SIP account 2.

⇒ Select  > **STATUS** > **ACCOUNT** > **ACCOUNT 2** (8,1,2).

Shows the same information as the menu option above.

#### Transfer protocol

To check which protocol is used to transmit data packages over the network.

⇒ Select  > **STATUS** > **ACCOUNT** > **TRANSPORT** (8,1,3).

Current protocol is displayed.

#### Network

To check which protocol is used to transmit data packages over the network.

⇒ Select  > **STATUS** > **NETWORK** (8,2).

This shows the status for:

- DHCP
- IP ADDRESS
- HOSTNAME
- DOMAIN
- SUBNET MASK
- GATEWAY
- DNS 1
- DNS 2
- VLAN

# SETTINGS

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## NAT Traversal

To check whether address conversion is activated, which may be necessary if the phone is behind a firewall.

⇒ Select **⚙️** > **STATUS** > **NAT TRAVERSAL**. (8,3).

This shows the status for:

- STUN
- TURN
- ICE

## Media

To check priorities of audio codecs and DTMF signalling.

⇒ Select **⚙️** > **STATUS** > **MEDIA** (8,4).

This shows the status for:

- CODEC PRIORITY
- VAD
- DTMF SIGNALLING
- SECURE RTP
- SECURE SIGNALLING

## Time

To check time servers and time zones.

⇒ Select **⚙️** > **STATUS** > **TIME** (8,5).

This shows the status for:

- NTP
- NTP SERVER
- TIME ZONE

## Device

To check the phone's serial number and software version.

⇒ Select **⚙️** > **STATUS** > **DEVICE** (8,6).

This shows the status for:

- KONFTEL 300IPx (software version and date)
- SERIAL NUMBER
- MAC ADDRESS



### UNITE

The Unite menu in the Konftel 300IPx is used to disconnect and manage paired devices. Devices are paired via Konftel Unite (app for download from the Apple App Store and Google Play) and only when Konftel Unite and Konftel 300IPx are first connected. Pairing instructions are provided via Konftel Unite.

#### Disconnect

- ⇒ Select  > **UNITE** > **DISCONNECT** (9,1).  
Used to disconnect a device connected to Unite.


#### Delete device

- ⇒ Select  > **UNITE** > **DELETE DEVICE** (9,2).  
Used to delete information about a previously paired device.

#### Delete all

- ⇒ Select  > **UNITE** > **DELETE ALL** (9,3).  
Deletes all previously paired devices.

#### Status

- ⇒ Select  > **UNITE** > **STATUS** (9,4).  
Shows the number of paired devices and how many more can be added.

## USING THE WEB INTERFACE

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You can use the web browser of a PC connected to the same network to manage contacts, conference groups and settings in the Konftel 300IPx.

① Your choice of language for the Konftel 300IPx does not affect the web interface, which is only in English.

For security reasons, recordings can only be managed directly on the Konftel 300IPx. All other settings that can be made directly on the Konftel 300IPx can also be made via the web interface. It is also possible to import and export contacts and conference groups, name user profiles and change PIN codes, which can only be done via the web interface. The administrator can also view logs, update software and create a configuration file.

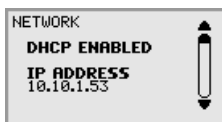
Settings for accounts and networks require you to log in as an administrator. However, you can always check all settings as a user. Settings that require administrator rights are listed in the “Konftel 300IPx Installation Guide” and “Installation and Administration of Konftel 300IPx” (in English only).

The default setting for the PIN code is **0000** for the user account (Default, Profile 1, Profile 2, Profile 3 and Profile 4). We recommend that you change the PIN codes in order to protect the settings. The code may consist of eight digits. The administrator can always view and change the PIN codes to the user accounts. The administrator’s PIN code can only be reset with a complete reset to factory settings.

## CHECKING NETWORK ADDRESSES

You must use the network address to log into the web server in the Konftel 300IPx.

- ⇒ Press **⚙** and select the menu option **STATUS > NETWORK** (8,2).
- ⇒ Check the conference phone’s network address under the heading **IP ADDRESS**.



### LOGGING IN TO THE KONFTEL 300IPX

⇒ Enter the phone's network address in the web browser address bar.



⇒ Select **Default** or an empty user profile in Profile and enter the PIN code.

① The default code is **0000**.

🌐 You can create a personal password-protected phonebook using a user profile.

A screenshot of the KONFTEL web interface. At the top left is the KONFTEL logo. At the top right, it says "You are logged out" with a [Login](#) link. Below this is a navigation menu with "Status", "Phone book", "Call list", and "Settings". The main content area is titled "Login" and contains a "Profile" dropdown menu set to "Default", a "PIN" input field with four dots, and a "Login" button.

# MANAGING THE PHONEBOOK

⇒ Select **Phone Book**.

The screenshot shows the KONFTEL web interface. At the top left is the KONFTEL logo. At the top right, it says "You are logged in as: DEFAULT" with a "Logout" link. Below this is a navigation bar with tabs for "Status", "Phone book", "Call list", and "Settings". Underneath, there are sub-tabs for "Contacts" and "Conference guide". The main content area is titled "Phone book" and contains a table with two columns: "Name" and "Number/URI". Below the table, there are two input fields for adding a new contact, followed by an "Add contact" button. There is also an "Erase all" button. Below that is an "Import" section with a "File" label, a "Välj fil" button, the text "ingen fil vald", and an "Import" button. At the bottom, there is an "Export" section with an "Export" button.

Here, you can add, change and delete contacts. You can also import existing contacts.

① When you call or are called by a contact who is already in the phonebook, that person's name is displayed on the screen.

## Adding a contact

⇒ Enter the contact's name under **Name**:

⇒ Enter the contact's phone number or URI under **Number/URI**.

① The way the number can be written may depend on the SIP PBX being used, but normally you can use:

- Complete phone number, including country code
- Phone number, including area code
- Local phone number only
- Internal speed dial number (with company's own PBX)
- URI, e.g. **sip:user@company.com**
- URI with IP address, e.g. **sip:10.10.1.100** (within a local network)

⇒ Click on **Add contact**.

## USING THE WEB INTERFACE

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### Editing contacts

- ⇒ Click on the **Edit contact** button next to the contact you want to change.
- ⇒ Edit the contact and click on **Save contact**.

### Deleting contacts

- ⇒ Click on the **Erase contact** button next to the contact you want to delete.
- ⇒ Confirm that you want to delete the contact.

You can also delete all contacts by pressing the **Erase all** button.

### Importing contacts

You can import contacts from a comma separated values (CSV) file. One way of creating a CSV file is using Microsoft Excel and saving the file in CSV format.

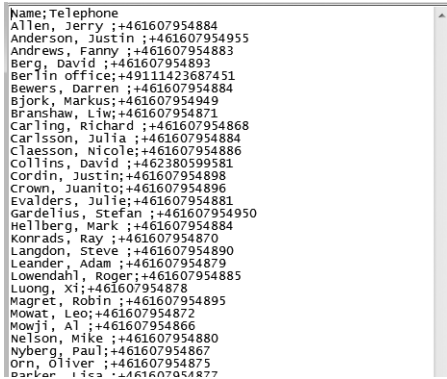
Enter the names of the contacts in the first column and their phone numbers or URIs in the second. Do not use hyphens or spaces in the number. Note that Excel ignores zeros at the beginning of numbers. The cells must therefore be formatted as text.

	A	B	C	D	E	F
1	Name	Telephone				
2	Allen, Jerry	+461607954884				
3	Anderson, Justin	+461607954955				
4	Andrews, Fanny	+461607954883				
5	Berg, David	+461607954893				
6	Berlin office	+49116603687451				
7	Bewers, Darren	+461607954884				
8	Bjork, Markus	+461607954949				
9	Branshaw, Liw	+461607954871				
10	Carling, Richard	+461607954868				
11	Carlsson, Julia	+461607954884				
12	Claesson, Nicole	+461607954886				
13	Collins, David	+461111599581				
14	Cordin, Justin	+461607954898				
15	Crown, Juanito	+461607954896				
16	Evalders, Julie	+461607954881				
17	Gardelius, Stefan	+461607954950				
18	Hellberg, Mark	+461607954884				
19	Konrads, Ray	+461607954870				
20	Langdon, Steve	+461607954890				
21	Leander, Adam	+461607954879				
22	Lowendahl, Roger	+461607954885				
23	Luong, Xi	+461607954878				
24	Magret, Robin	+461607954895				
25	Mowat, Leo	+461607954872				

## USING THE WEB INTERFACE

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CSV files can also be created using software that can save in unformatted text format. Write a name, followed by a semi-colon and number – one contact on each line. When you save the file, give it a **csv** extension instead of **txt**.



```
Name;Telephone
Allen, Jerry ;+461607954884
Anderson, Justin ;+461607954955
Andrews, Fanny ;+461607954883
Berg, David ;+461607954893
Berlin office;+49111423687451
Bewers, Darren ;+461607954884
Bjork, Markus;+461607954949
Branshaw, Ltw;+461607954871
Carling, Richard ;+461607954868
Carlsson, Julia ;+461607954884
Claesson, Nicole;+461607954886
collins, David ;+462380599581
cordin, Justin;+461607954898
Crown, Juanito;+461607954896
Evalders, Julie;+461607954881
Gardelius, Stefan ;+461607954950
Hellberg, Mark ;+461607954884
Komrads, Ray ;+461607954870
Langdon, Steve ;+461607954890
Leander, Adam ;+461607954879
Lowendahl, Roger;+461607954885
Luong, XT;+461607954878
Magret, Robin ;+461607954895
Mowat, Leo;+461607954872
Mowji, Al ;+461607954866
Nelson, Mike ;+461607954880
Nyberg, Paul;+461607954867
Orn, Oliver ;+461607954875
Parker, Lisa ;+461607954877
```

- 🔦 It is normally possible to export contact books stored in your PC in csv format.
- ⇒ Click on the **Scroll...** button under the heading Import in the web window.
- ⇒ Open your csv file.
- ⇒ Click on **Import**.
- 📄 The name is limited to 15 characters which is the maximum number of characters that the Konftel 300IPx screen can display

### Exporting contacts

You can export your contacts as a CSV document in order to import them into another phone.

- ⇒ Click on **Export**.
- ⇒ Save the document.

## MANAGING THE CONFERENCE GUIDE

⇒ Select **Phone Book** > **Conference guide**.

**KONFTEL** You are logged in as: DEFAULT [Logout](#)

Status Phone book Call list Settings

Contacts **Conference guide**

**Edit Conference Groups**

Group name:	Part name:	Number/URI	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Phone book ▼
<input type="button" value="Add group"/>	<input type="text"/>	<input type="text"/>	Phone book ▼
	<input type="text"/>	<input type="text"/>	Phone book ▼
	<input type="text"/>	<input type="text"/>	Phone book ▼

**Import**

File  ingen fil vald

**Export**

Here, you can add, change and delete conference groups. It is also possible to import groups that you have created.

① When a call is connected to a contact who is already in the phonebook, that person's name is displayed on the screen.

### Adding a conference group

- ⇒ Give the group a name, enter the names and phone numbers of the group members.
- 🔍 You can also add members from the phonebook by clicking in the **Phone book** list.
- ⇒ Save the group by clicking on **Add group**.

### Editing a conference group

- ⇒ Click on **Edit group** next to the contact you want to change.
- ⇒ Edit the group and click on **Save group**.

### Deleting a conference group

- ⇒ Click on the **Erase group** button next to the group you want to delete.
- ⇒ Confirm that you want to delete the group.
- ① You can also delete all groups by pressing the **Erase all groups** button.

### Importing conference groups

You can import conference groups using a comma separated values (CSV) file. See “Importing contacts” on page 45 for more information.

Enter the name of the group in the first column, the names of the group members in the second and their phone numbers or URIs in the third.

	A	B	C	D	E	F	G
1	Group	Name	Number				
2	Sales	Carlsson, Julia	+4616017954884				
3	Sales	Berg, David	+4616017954893				
4	Sales	Berlin office	+4966023687451				
5	Sales	UK office	+4416057953687				
6	Development	Bjork, Markus	+4616017954949				
7	Development	Branshaw, Liw	+4616017954871				
8	Development	Luong, Xi	+4616017954878				
9	Development	Lowendahl, Roger	+4616017954885				

- ⇒ Click on the **Scroll...** button under the heading Import in the web window.
- ⇒ Open your csv file.
- ⇒ Click on **Import**.

### Exporting conference groups

You can export your groups as a CSV document in order to import them into another phone.

- ⇒ Click on **Export**.
- ⇒ Save the document.




## CHECKING THE CALL LIST

Incoming, outgoing and missed calls are displayed in the call list in chronological order.

⇒ Select **Call list** > **Recent**.

⇒ Select one of the tabs **Incoming**, **Outgoing** or **Missed** to filter the list.

 You are logged in as: DEFAULT [Logout](#)

Status Phone book **Call list** Settings

**Recent** Incoming Outgoing Missed

**Call list**

<b>Calls:</b>	<b>Time:</b>	<b>Name/Number/URI</b>
Out	10-10 09:39	Berg, David
Out	10-10 09:39	Carlsson, Julia
Out	10-10 09:35	Bjork, Markus
Out	10-07 15:48	+46(0)706430708
Out	09-29 11:37	90510
Missed	09-29 10:44	0702249430
Out	09-29 10:42	90510
Out	09-29 10:35	Evalders, Julie
Out	09-29 08:19	90510
In	09-28 15:07	485
Missed	09-27 12:33	903
Missed	09-27 10:16	901
Out	09-27 10:15	905
In	09-27 10:15	910
Out	09-27 10:14	+46(0)1517954949

## BASIC SETTINGS

- ① The settings only affect the user profile you selected when you logged in.
- ⇒ Select **Settings > Basic**.

**KONFTEL** You are logged in as DEFAULT [Logout](#)

Status Phone book Call list **Settings**

**Basic** SIP Network Media LDAP LLDP Web interface Time & Region Provisioning System Unite

**Profiles**

	Name	PIN		
Default	DEFAULT	****	Edit	Set

**Default account**

Account  Account 1  Account 2

**Preferences**

Phone language

Ring level

Key tone  On  Off

Recording tone  On  Off

Auxiliary port  Headset  PA *Refer to the user guide before changing to PA*

Time format  12 Hour  24 Hour

Equalizer  Soft  Neutral  Bright

Screen text


### Changing PIN code and profile name

The PIN code can be changed from the default setting to protect against unauthorised use.

- ⇒ Click on the **Edit** button under the heading **Profiles**.
- ⇒ Enter a new PIN code.
- ① The code may consist of 8 digits.
- ① If you are changing a user profile, you can also change the name.
- ⇒ Click on the **Set** and **Save** buttons.
- ① Make a note of the new PIN code and keep it in a safe place.
- ① The administrator is always able to view and change the name and PIN code of the profile.

### Select default account

The Konftel 300IPx can save settings for two accounts, e.g. a company PBX and a public IP telephony service provider. This setting determines which account should be used as default.

You can select the account you want to use for the call by pressing  before dialling a number.

⇒ Select **Account 1** or **Account 2** under the heading **Default account** and click on **Save**.

### Selecting languages

⇒ Select a language in the list under the heading **Language** and click on **Save**.

### Changing the ring tone level

⇒ Select a level in the list under the heading **Ring level** and click on **Save**.

### Changing key tone

⇒ Select **On** or **Off** under the heading **Key tone** and click on **Save**.

### Changing 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 **On** or **Off** under the heading **Recording tone** and click on **Save**.

### Settings when connecting external equipment (Auxiliary port)

The Konftel 300IPx can be connected to a wireless headset or an external PA system. An optional PA box is required for PA system connection.

⇒ Select the **PA** option to enable features for external microphone mixer and PA system.

① Do not select the PA option unless a PA system is connected. This option turns off the internal microphone and internal speakers. The HEADSET option may be selected whether or not a headset is connected.

### Changing the time format

⇒ Select **12 hour** or **24 hour** under the heading **Time format** and click on **Save**.

### Adjusting the sound

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

⇒ Select **Soft**, **Neutral** or **Bright** under the heading **Equalizer** and click on **Save**.

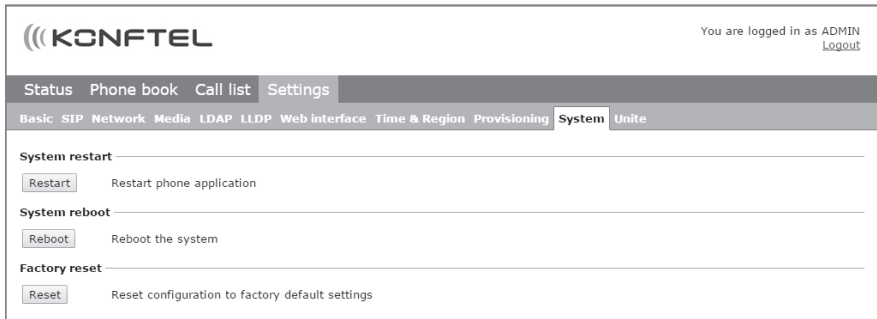
### Display text

The display text appears on the screen when the Konftel 300IPx is on hook. This is also used to identify the Konftel 300IPx when connected with Konftel Unite.

⇒ Enter the text you want in the text box and click on **Save**.

## RESTARTING THE KONFTEL 300IPX

⇒ Select **Settings > System**.



### Restarting the phone application

This only restarts the phone software with the current settings. The restart takes about 30 seconds.

⇒ Click on **Restart**.

### Restarting the phone

This shuts down and restarts the phone. This restart takes about three minutes.

⇒ Click on **Reboot**.

## UNITE

⇒ Select **Settings** > **Unite**.



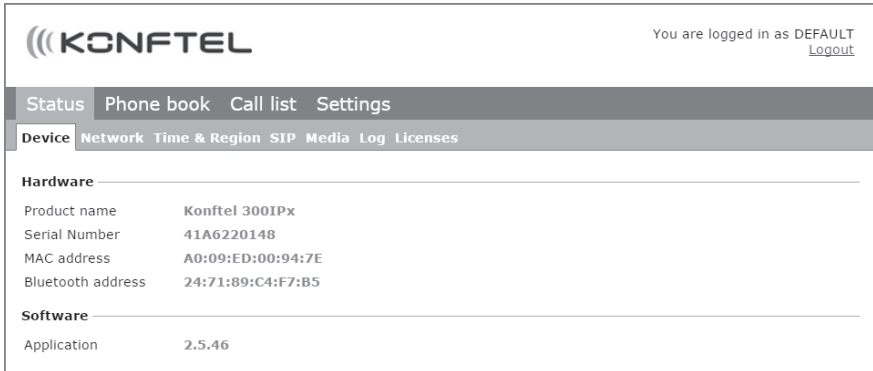
### Delete paired devices

You can delete all or selected devices that are paired with the Konftel 300IPx on this page.

### CHECKING STATUS

Although it is not possible to make settings in the Status menu, the information here may be useful when troubleshooting.

⇒ Select **Status**.



The screenshot shows the Konftel web interface. At the top left is the Konftel logo. At the top right, it says "You are logged in as DEFAULT" with a "Logout" link. Below this is a navigation bar with tabs for "Status", "Phone book", "Call list", and "Settings". Under the "Status" tab, there is a sub-navigation bar with tabs for "Device", "Network", "Time & Region", "SIP", "Media", "Log", and "Licenses". The "Device" sub-tab is selected, showing a table of hardware and software information.

Hardware	
Product name	Konftel 300IPx
Serial Number	41A6220148
MAC address	A0:09:ED:00:94:7E
Bluetooth address	24:71:89:C4:F7:B5

Software	
Application	2.5.46

You can find the phone's serial number, network port address, Bluetooth address and current software version on the **Basic** tab. Settings made by the administrator for the network, time server, SIP accounts and media are on other tabs.

## SERVICE AND WARRANTY

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

### **Warranty**

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

### **Service**

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

### **Konftel support**

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

#### **Europe:**

+44 1483 308 003 (Monday-Friday 8.00 AM-5.00 PM GMT-1)

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

E-mail: [support@konftel.com](mailto:support@konftel.com)

Website: [www.konftel.com/contact-support](http://www.konftel.com/contact-support)

#### **USA and Canada:**

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

E-mail: [support@konftel.com](mailto:support@konftel.com)

Website: [www.konftel.com/contact-support](http://www.konftel.com/contact-support)

Konftel is an industry leader and a strong brand within audio conferencing equipment. Since 1988, our mission has been to help people around the world to conduct meetings despite distances. Based on our success, we know that audio conferencing is a great way to save time, money and at the same time contribute to a better environment.

High audio quality is essential for efficient meetings, and this is why our patented OmniSound® audio technology is built into all Konftel conference phones.

The company's products are sold globally under the Konftel name and our headquarters are in Sweden

Find out more about the company and our products at [www.konftel.com](http://www.konftel.com)

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