

## Konftel 300Wx Quick Start Guide



### SD memory card port

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

Press the **•** button to start and stop recording. Recordings can be accessed via the menu.

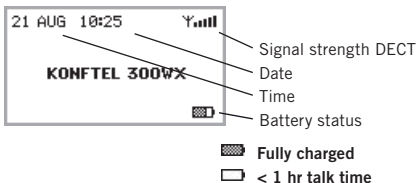
The **Konftel 300Wx** is a battery-driven wireless conference phone that can be connected to DECT systems, mobile phones or PCs. It can be connected to a Konftel DECT base station or any GAP-compatible DECT system.

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

### 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

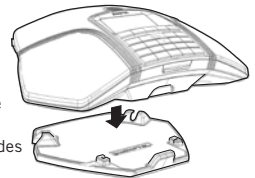
### Display symbols



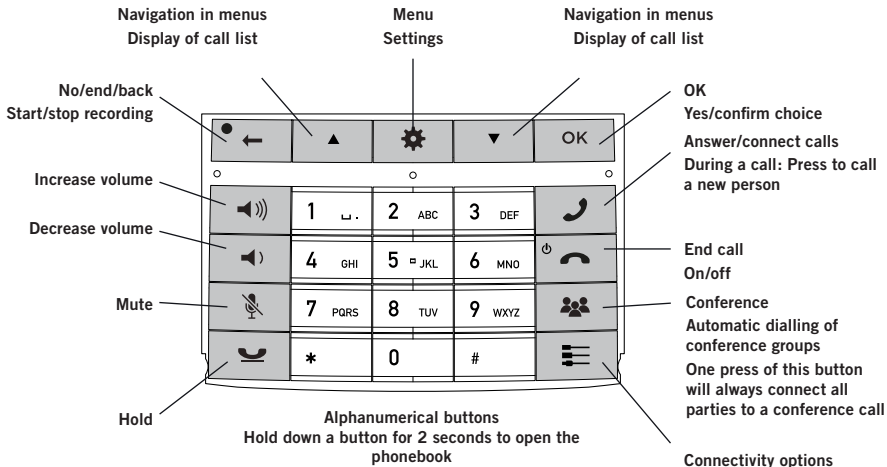
### Charging the battery

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

A fully-charged battery provides up to 48 hours of talk time. The Konftel 300Wx lets you know when there is less than one hour of talk time left.



# DESCRIPTION



## NAVIGATE IN MENUS AND MAKE SETTINGS

The Konftel 300Wx menu contains the following options:

**CALL LIST**  
**PHONE BOOK**  
**CONF GUIDE**  
**RECORDING**  
**SETTINGS**  
**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.

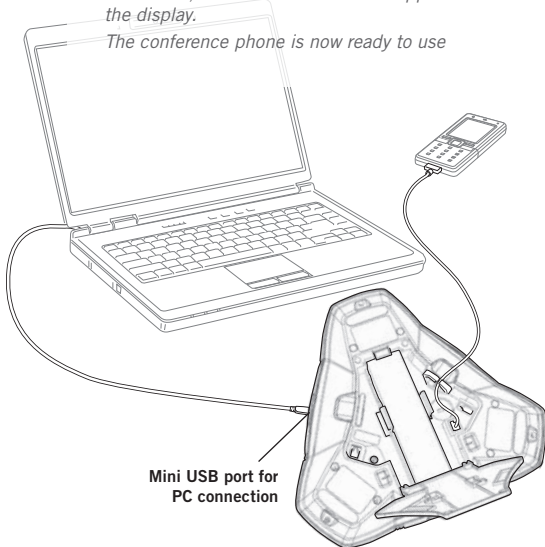
# GETTING STARTED

## BASE STATION REGISTRATION

- ⇒ Put the base station in registration mode.
- ⇒ Select **☛** > **SETTINGS** > **DECT** > **REGISTER**.
- ⇒ Select a base (1–4).
- ⇒ Enter the base station's PIN code.
- ⓘ The default code is **0000** for the *Konftel DECT base station*.

*The conference telephone will now search for a base station. The base station has to be in registration mode. If registration was successful, the word **SUCCESS** will appear in the display.*

*The conference phone is now ready to use*



## USING A COMPUTER

- ⇒ Connect the Konftel 300Wx to a computer using the USB cable provided.
- ⇒ Check that **Konftel 300Wx USB Audio** is set as the sound device in the computer's settings.

## Making VoIP calls

- ⇒ Make the call (or answer an incoming call) using the computer's VoIP software, for example a web conference software, Microsoft Lync® or Skype®.




## USING A MOBILE PHONE

- ⇒ Connect a mobile phone using an accessory cable.
- ⇒ Press the **☰** key. Select **MOBILE** and press **OK** to confirm.





## Making mobile calls

- ⇒ Press **☎** to activate the Konftel 300Wx.
- ⇒ Connect the call with the mobile phone.

## 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.




- 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 to connect all the meeting participants.

## THE CONFERENCE GUIDE

You can create groups of up to six people via  > **CONF. GUIDE** > **ADD GROUP**.

- ⇒ Press the  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.*
- When all participants have been called, they are automatically connected for a conference call.*

