Activating and deactivating of internal microphone and internal speakers

The internal microphone and speakers are turned off by default when the PA box is connected.

⇨ Press **MENU** and select **SETTINGS** > **BASIC** > **PA** (Konftel 300: **SETTINGS** > **PA**).

```
PA SETTINGS
☐ INTERNAL MIC
■ INTERNAL SPKR
```

⇨ Select **INTERNAL MIC** or **INTERNAL SPKR** and press **OK** to switch between ON (shaded box) and OFF.
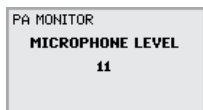
ⓘ To ensure maximum audio quality, do not use internal and external microphones/speakers connected via the PA interface box at the same time.

Adjusting microphone volume from PA system

PA monitor can be used to adjust the microphone level from an external microphone mixer.

⇨ Make a call.

⇨ Press **MENU** and select **PA** > **MONITOR**.

```
PA MONITOR
  MICROPHONE LEVEL
        11
```

⇨ Adjust the microphone level from the mixer so that this level value on the display screen is around 10–12 when speaking in a normal tone of voice.

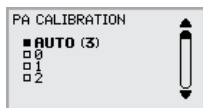### Adjusting PA calibration manually

If needed it is possible to calibrate the full duplex performance. The calibration value can be set to AUTO or be adjusted manually in steps from 0 to 5 where 0 is the highest grade of duplex.

• Increase the calibration if the remote party experiences disturbing echoes.

• Decrease the calibration if the remote party experiences low duplex, i.e. your voice is muted or clipped when the other party is speaking.

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

⇨ Make a call.

⇨ Press **MENU** and select **PA** > **CALIBRATION**.

```
PA CALIBRATION
■ AUTO (3)
☐ 0
☐ 1
☐ 2
```

ⓘ 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.

ⓘ NB. You must ask the person you are calling to assess the effect of the adjustments you make.

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((KONFTEL

Conference phones for every situation

Connecting a PA interface box to the Konftel 300 or 300IP

ENGLISH

The PA interface box connects the conference phone with an existing PA system. To match several types of situations and equipment, there are some settings available in the Konftel 300/300IP menu, see "SETTINGS" on the back page.

Parts included

• Interface box
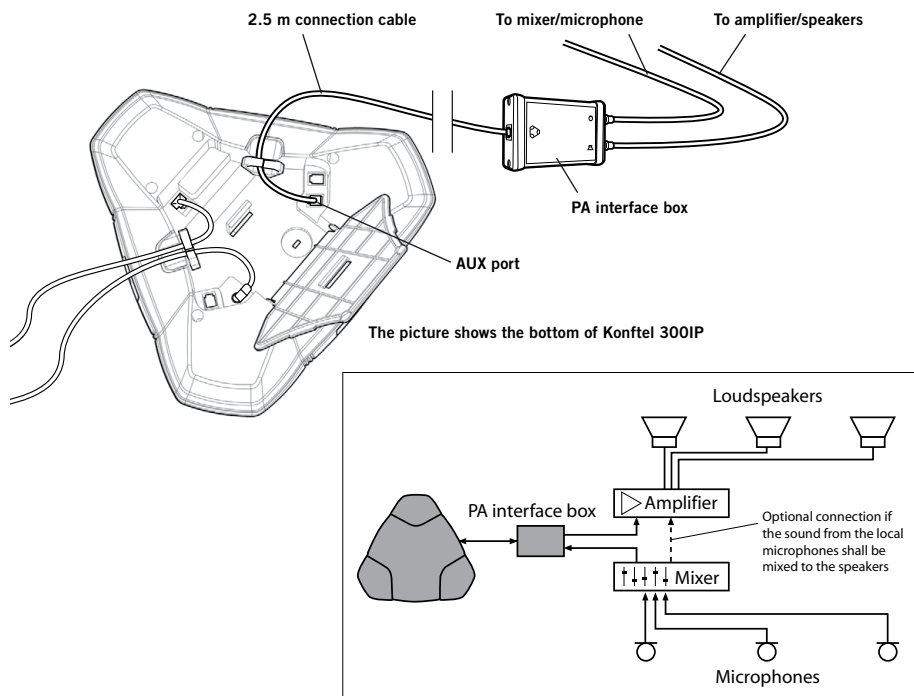
• Connection cable, 2.5 metres

Output specification		Input specification	
Connector	RCA	Connector	RCA
Impedance	600Ω	Impedance	5kΩ
Output level	200mV RMS	Input level	300mV RMS

Connecting the PA interface box

ⓘ Always disconnect the power supply from the electrical outlet before disconnecting or connecting equipment to the Konftel 300/300IP.

⇨ Connect the PA interface box to the AUX port on Konftel 300/300IP with the included cable.

⇨ Connect the external amplifier to the RCA connector marked with a speaker.

⇨ Connect the microphone mixer to the RCA connector marked with a microphone.

2.5 m connection cable   To mixer/microphone   To amplifier/speakers

PA interface box

AUX port

The picture shows the bottom of Konftel 300IP

Loudspeakers

PA interface box   Amplifier

Optional connection if the sound from the local microphones shall be mixed to the speakers

Mixer

Microphones

Installing Konftel Upgrade Utility

You upgrade Konftel 300 using a PC and a free Windows software called **Konftel Upgrade Utility**.

⇨ Download the Konftel PC Suite from **www.konftel.com/upgrades**.

⇨ Install the downloaded software on your PC.

Upgrading the software in the Konftel 300

⇨ Start the **Konftel Upgrade Utility** software on your computer from the **Start** menu.

⇨ Follow the instructions in the upgrade guide to set Konftel 300 in upgrade mode and install the latest software directly via Internet. (It is also possible to download the software and install it from your computer's hard drive.)
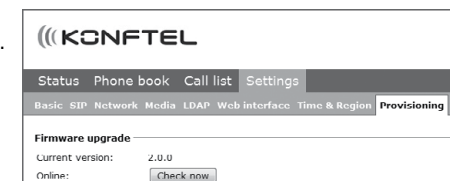
Changing the auxiliary port setting in the Konftel 300

⇨ Press **MENU** and select **SETTINGS** > **AUX PORT**.

⇨ Select the PA option to activate features for external microphone mixer and PA system.

⇨ Press **OK** to confirm.

ⓘ Do not select the PA option unless a PA system is connected. This option turns off the internal microphone and speakers.

Upgrading the software in the Konftel 300IP

⇨ Check the conference phone's **IP ADDRESS**. (**MENU** > **STATUS** > **NETWORK**).

⇨ Log into the web server in Konftel 300IP by entering the phone's IP address in your computer's web browser.

⇨ Select **Admin** as Profile and enter your PIN.

⇨ Select **Settings** > **Provisioning**.

⇨ Click on **Check Now**.

⇨ Select the latest version and click on **Upgrade**.

Changing the auxiliary port setting in the Konftel 300IP

⇨ Select **Settings** > **Basic**.

⇨ Select **PA** under the heading **Auxiliary port** to activate the functions for external microphones and speaker system.

⇨ Click on **Save**.

ⓘ Do not select the PA option unless a PA system is connected. This option turns off the internal microphone and speakers.