Snom 300 Instructions

1.   Making Calls

   i.   Outside Calls

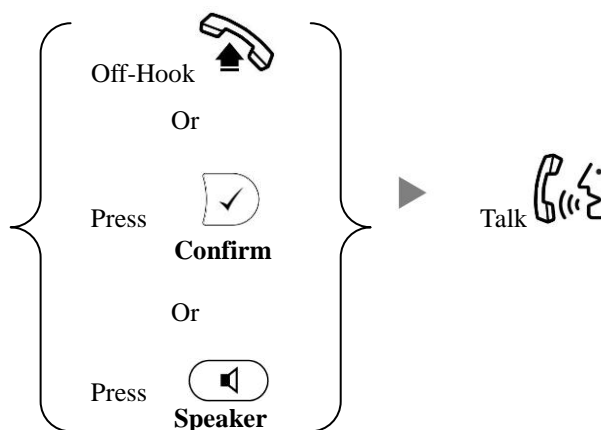Press ⑨(wxyz9) and Desired Phone Number ▶ { Off-Hook 📞

Or

Press ✓ **Confirm**

Or

Press 🔊 **Speaker** } ▶ Talk 📞
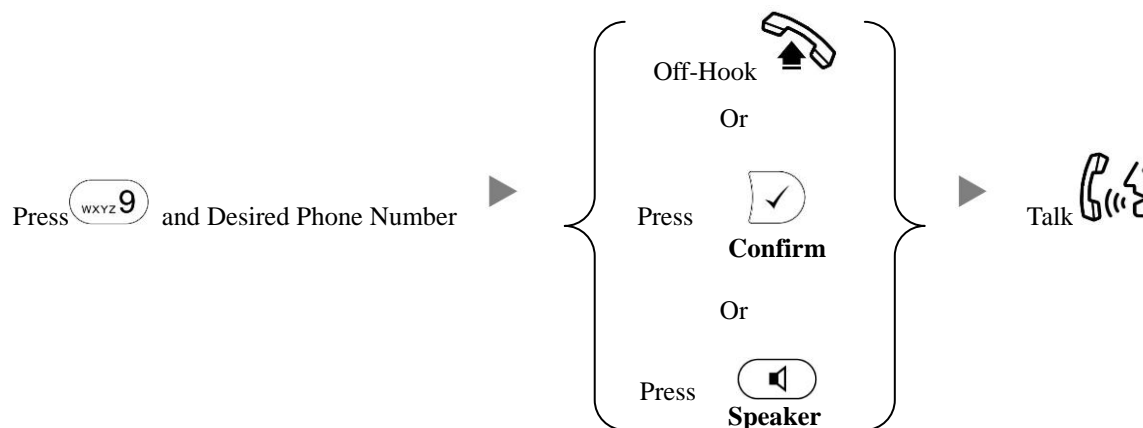
   ii.   Calling Other Extension

Dial Extension Number ▶ { Off-Hook 📞

Or

Press ✓ **Confirm**

Or

Press 🔊 **Speaker** } ▶ Talk 📞

2.   Answering Calls

{ Off-Hook 📞

Or

Press ✓ **Confirm**

Or

Press 🔊 **Speaker** } ▶ Talk 📞
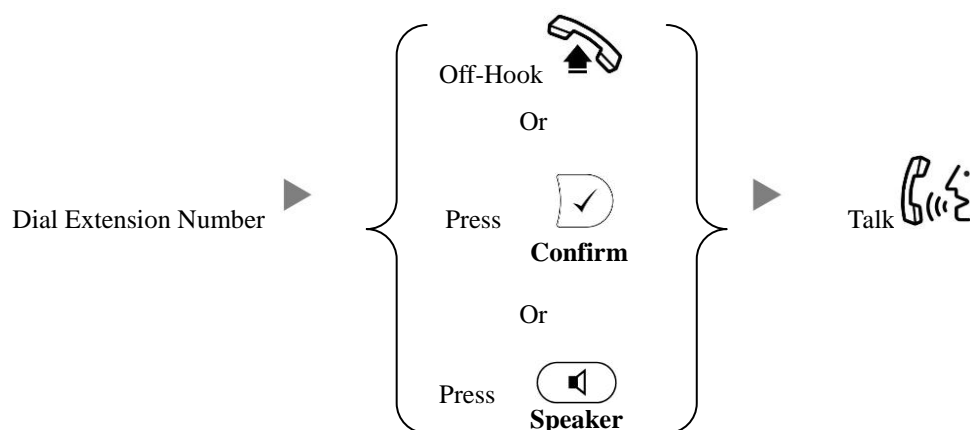
3. Transferring a Call / Call Transfer

    i. Blind / Unattended Transfer

During a conservation ▶ Press ⬭ **Transfer** ▶ Dial Extension Number and Press ☑ **Confirm**

    ii. Supervised / Attended Transfer

During a conservation ▶ Press ⬭ **Line 2** ▶ Dial Extension Number and Press ☑ **Confirm**

▶ inform the 3rd party about the call you are transferring 🔊 ▶ Press ⬭ **Transfer**

4. Holding a Call

    i. To Hold

During a conservation ▶ Press Lighting ⬭ **Line 1** or ⬭ **Line 2**

    ii. To Retrieve a call (Call Hold retrieve)

Press Flashing Line Key ⬭ **Line 1** or ⬭ **Line 2**

5. Making a conference (Conference Call)

    i. To Establish a Conference

During a conservation ▶ Press ⬭ **Line 2** ▶ Dial to 3rd Party ▶ Press ☑ **Confirm** ▶ Talk 🔊

    ii. To Leave a conference and talk to the original person

During a conference ▶ Press ✖ **Cancel** ▶ Press ⬭ **Line 2** ▶ Press ✖ **Cancel** ▶ Press ⬭ **Line 1** ▶ Talk 🔊

    iii. To Leave a conference and talk to the 3rd person

During a conference ▶ Press ✖ **Cancel** ▶ Press ⬭ **Line 1** ▶ Press ✖ **Cancel** ▶ Press ⬭ **Line 2** ▶ Talk 🔊

    iv. To Leave a conference

During a conference ▶ On-Hook 📞

6. **Checking Voice Mail**

When message LED light is flashing ▶ dial (a→A ✱)(wxyz 9)(pqrs 7) ▶ Enter Password

Press (1) to **Listen** Message ▶ { Press (jkl 5) to **Repeat** Message

Press (mno 6) to **Play Next** Message

Press (pqrs 7) to **Delete/Un-Delete** Message }
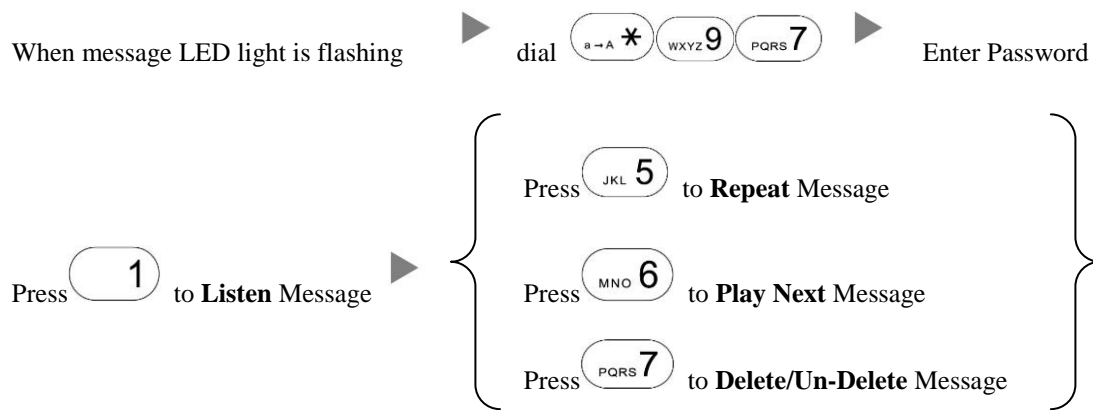
7. **Checking Call History**

    i.   To check the Missed Calls

    Press the Navigation Key UP ▶ Press ✓
    Confirm
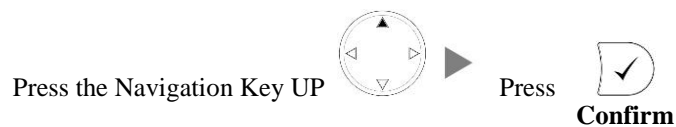
    ii.   To check the Received Calls

    Press the Navigation Key UP ▶ and Navigation Key RIGHT ▶ Press ✓
    Confirm
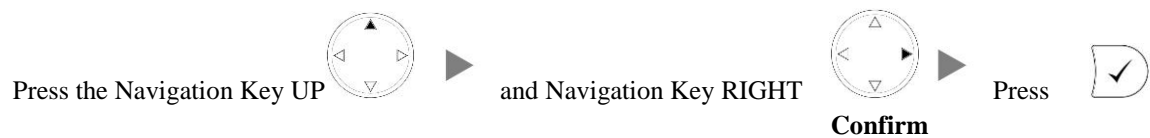
    iii.   To check the Dialed Calls

    Press the Navigation Key UP ▶ and Navigation Key RIGHT **twice** ▶ Press ✓
    Confirm
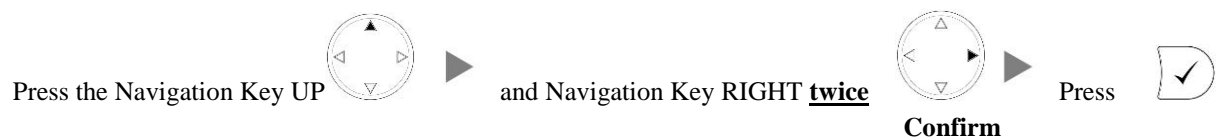
8. Forward Call

i. <u>To set up Time Limited / No Answer Mode</u>

Press the Navigation Key DOWN ▶

Press the Navigation Key RIGHT   until the screen displays the word "Time"

▶ Input the target extension Number (e.g. 108) ▶ Press **Confirm**

▶ Input the Time Limit (e.g. 20 second) ▶ Press **Confirm**
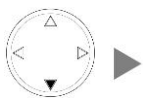
ii. <u>To set up Busy Mode</u>

Press the Navigation Key DOWN ▶

Press the Navigation Key RIGHT   until the screen displays the word " Busy" ▶ Press **Confirm**

iii. <u>To set up the Always mode</u>

Press the Navigation Key DOWN ▶

Press the Navigation Key RIGHT   until the screen displays the word " Always"

▶ Input the target extension Number (e.g. 108) ▶ Press **Confirm**

iv. <u>To Cancel Calls Forwarding</u>

Press the Navigation Key DOWN ▶

Press the Navigation Key RIGHT   until the screen displays the word " Off" ▶ Press **Confirm**

9. Address Book

Press ◯ ▶ Press the Navigation Key Up or Down to select the Address **Directory**

▶ Press **Confirm**