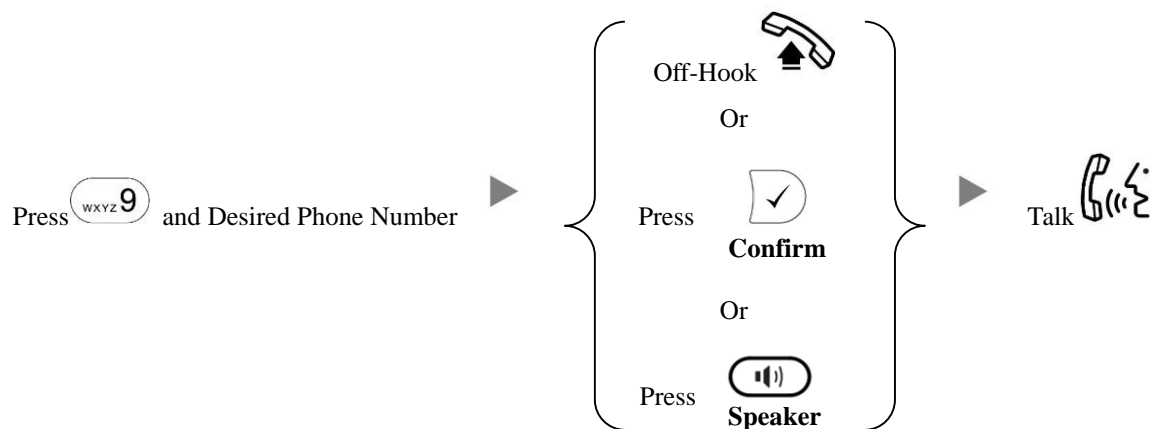


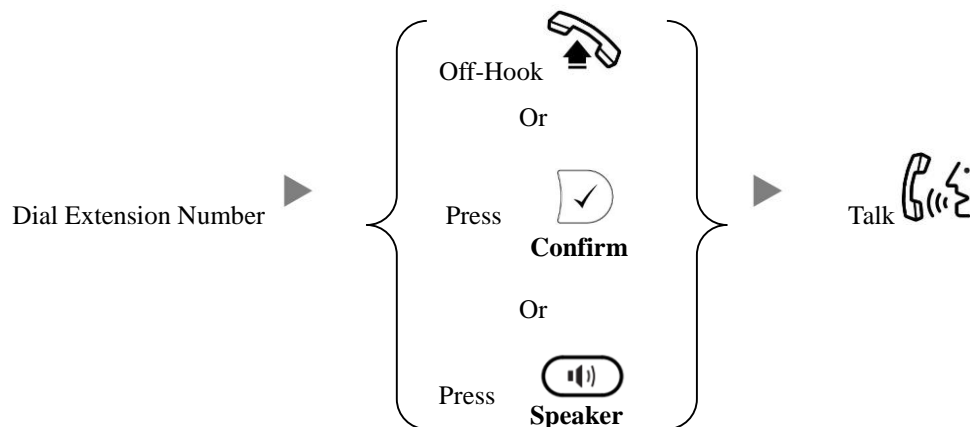
Snom D305/D315 Instructions

1. Making Calls

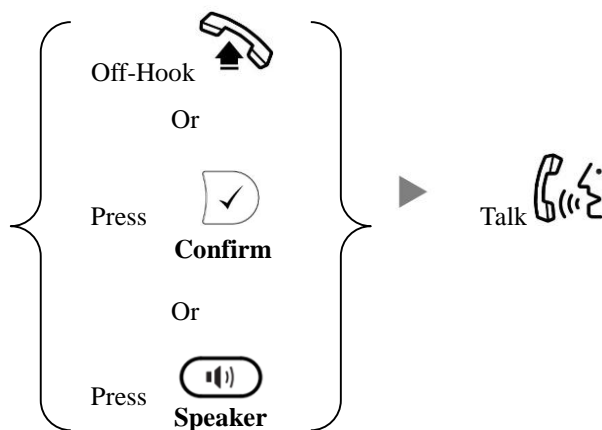
i. Outside Calls



ii. Calling Other Extension



2. Answering Calls



3. Transferring a Call / Call Transfer



i. Blind / Unattended Transfer

During a conversation ➡ Press  ➡ Dial Extension Number and Press  **Confirm**

Transfer

ii. Supervised / Attended Transfer

During a conversation ➡ Press  ➡ Dial Extension Number and Press  **Confirm**

➡ inform the 3rd party about the call you are transferring  ➡ Press  **twice**

Transfer



4. Holding a Call

i. To Hold`

During a conversation ➡ Press Lighting  or 

L1 **L2**




ii. To Retrieve a call (Call Hold retrieve)

Press Flashing Line Key  or 

L1 **L2**

5. Making a conference (Conference Call)

i. To Establish a Conference

During a conversation ➡ Press  ➡ Dial to 3rd Party ➡ Press  ➡ Talk 

L2 **Conference**

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

During a conference ➡ Press  ➡ Press  ➡ Press  ➡ Talk 

L1 **Cancel** **L1**

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

During a conference ➡ Press  ➡ Press  ➡ Press  ➡ Talk 

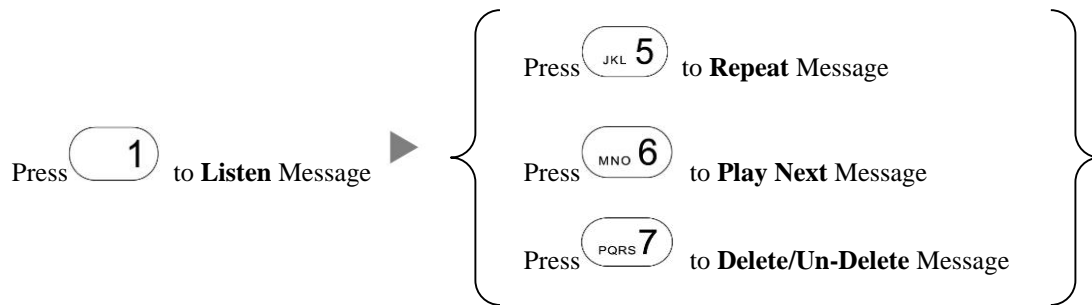
L2 **Cancel** **L2**

iv. To Leave a conference

During a conference ➡ Press 

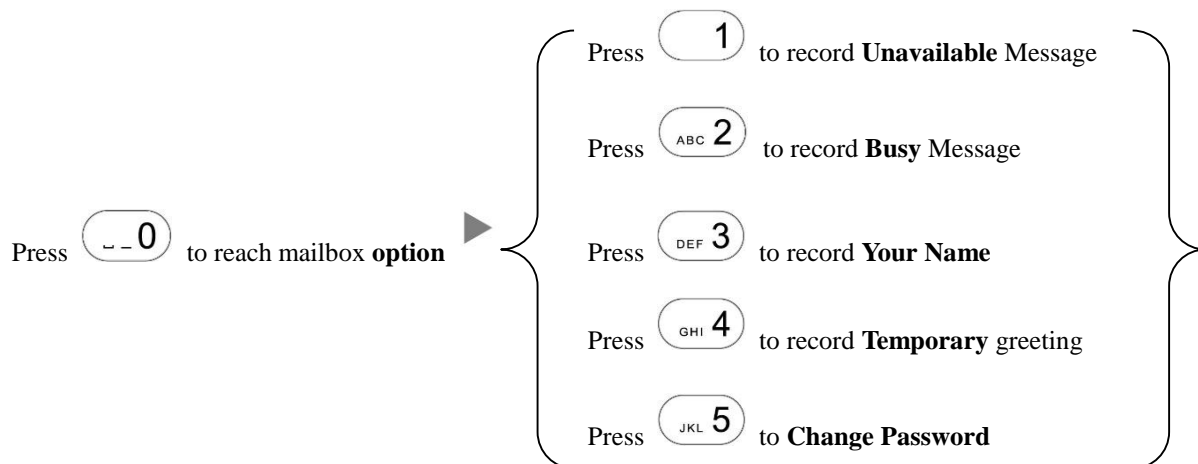
6. Checking Voice Mail

When message LED light is flashing ▶ Press  ▶ Enter Password

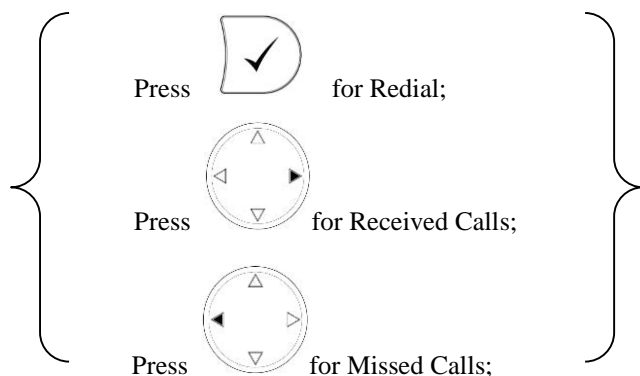



7. Voice Mail Setup

Press  ▶ Enter Password (if any)



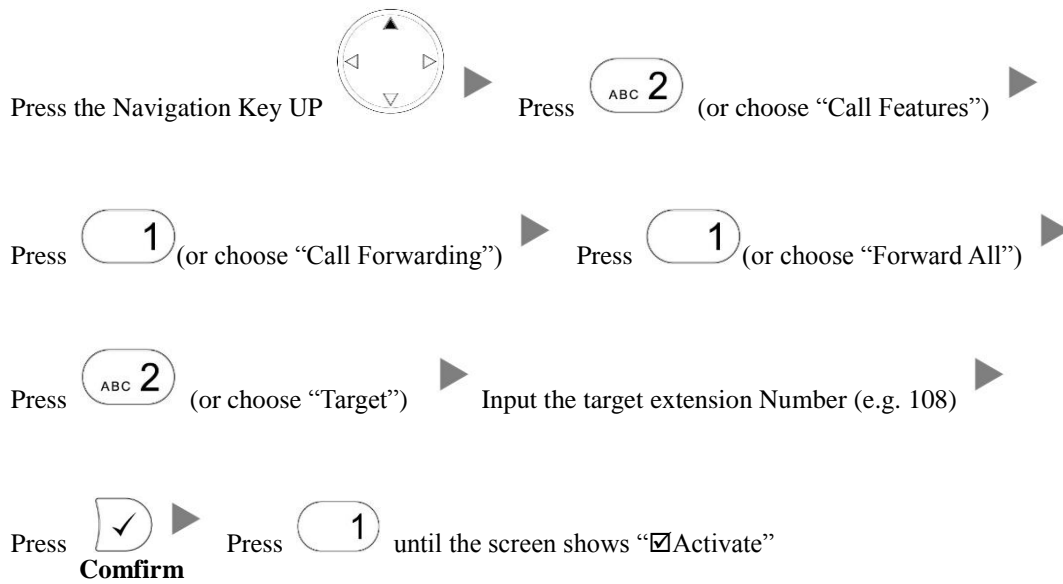
8. Checking Call History



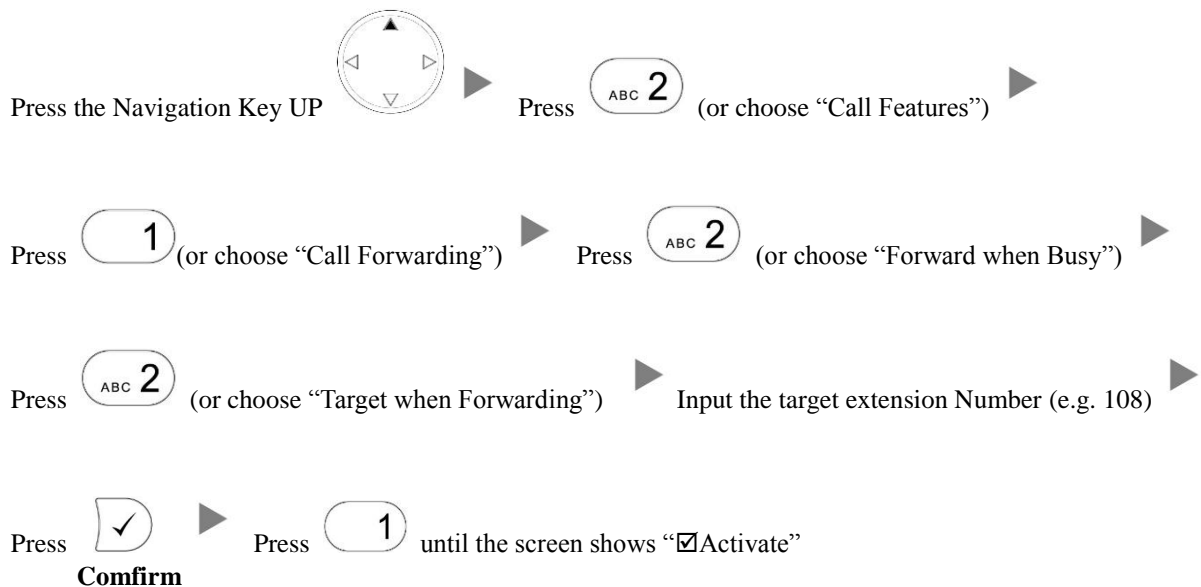
▶ Press the Navigation Key  to screen out the record

9. Forward Call

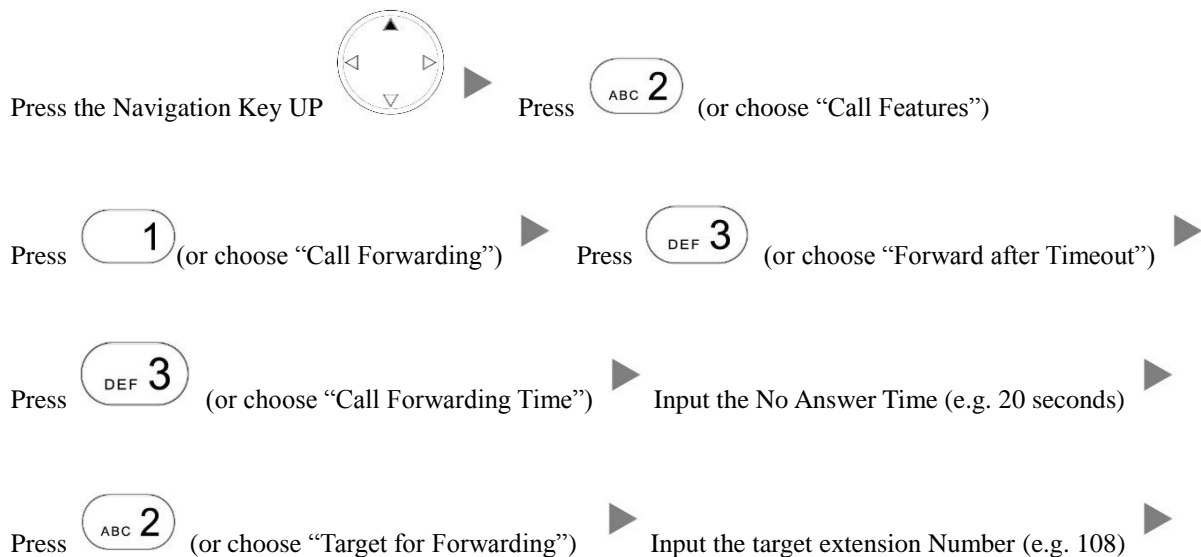
i. To set up All Call Forward Mode





ii. To set up Busy Call Forward Mode

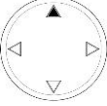



iii. To set up Time Limited / No Answer Mode





Press  ► Press  until the screen shows “☑Activate”
Confirm

iv. To Cancel Call Forward

Press the Navigation Key UP  ► Press  (or choose “Call Features”)

Press  (or choose “Call Forwarding”) ► Choose the Forwarding mode to be canceled ►

Press  until the screen shows “☐Activate” ► Press 
Confirm

10. Address Book

Press  ► Press the Navigation Key  to select the Address ► Press 
Directory **Confirm**