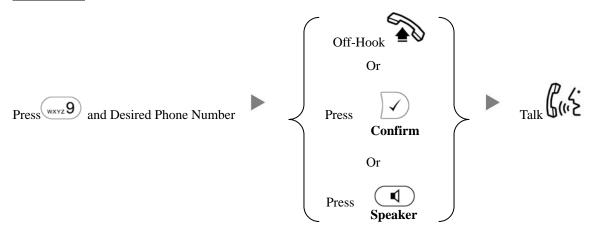




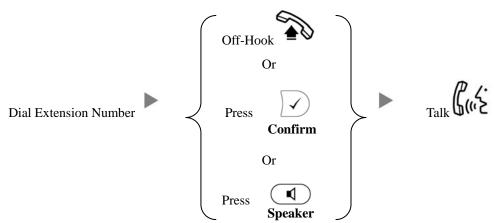
Snom 300 Instructions

1. Making Calls

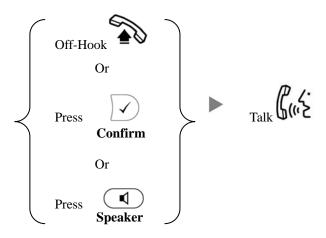
i. Outside Calls



ii. Calling Other Extension



2. Answering Calls

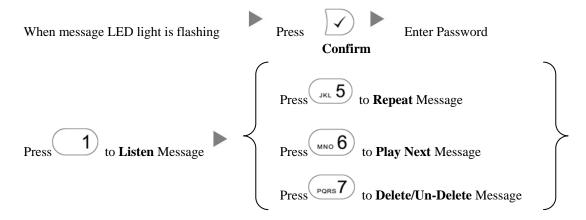


i.	Blind / Unattended Transfer
	During a conservation Press Dial Extension Number and Press Transfer Confirm
ii.	Supervised / Attended Transfer
	During a conservation Press Dial Extension Number and Press Confirm
	inform the 3 rd party about the call you are transferring the Press Press Confirm
4. <u>Hol</u>	ding a Call
i.	To Hold
	During a conservation Press Lighting or Line 1 Line 2
ii.	To Retrieve a call (Call Hold retrieve)
	Press Flashing Line Key or Line 1 Line 2
5. <u>Mal</u>	king a conference (Conference Call)
i.	To Establish a Conference
	During a conservation Press Dial to 3 rd Party Press Confirm Talk
ii.	To Leave a conference and talk to the original person
	During a conference Press Pres
iii.	To Leave a conference and talk to the 3 rd person
	During a conference Press Press Press Press Press Cancel Line 1 Press Cancel Line 2
iv.	To Leave a conference
	During a conference On-Hook

Transferring a Call / Call Transfer

3.

6. Checking Voice Mail



If the message LED light is NOT flashing, please dial wxyz 9 to enter the mailbox system

7. Checking Call History

i. To check the Missed Calls



ii. To check the Received Calls



iii. To check the Dialed Calls



8.

Forward Call i. To set up Time Limited / No Answer Mode 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) Input the Time Limit (e.g. 20 second) To set up Busy Mode ii. Press the Navigation Key DOWN until the screen displays the word "Busy" Press the Navigation Key RIGHT iii. To set up the Always mode 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) To Cancel Calls Forwarding iv. Press the Navigation Key DOWN until the screen displays the word "Off" Press the Navigation Key RIGHT Address Book



Press the Navigation Key LEFT or RIGHT Press to select the Address **Directory**