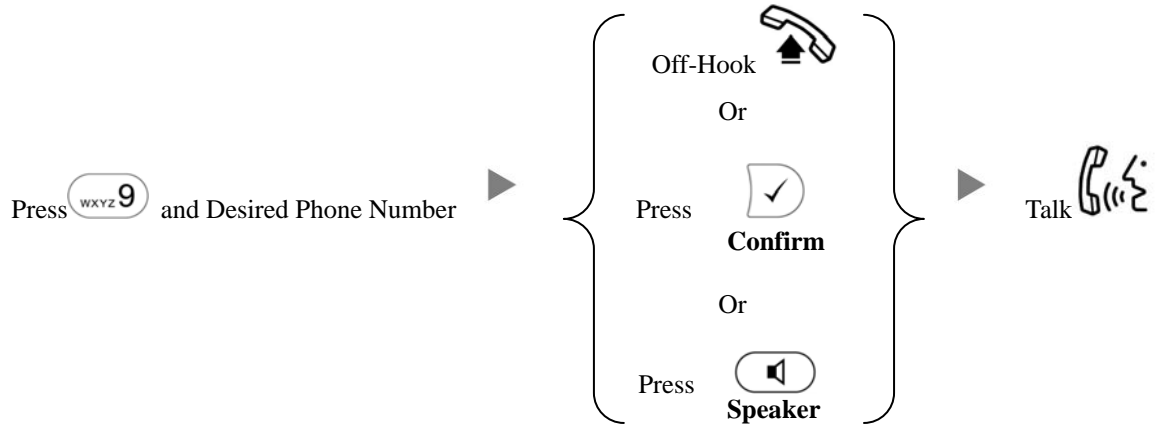


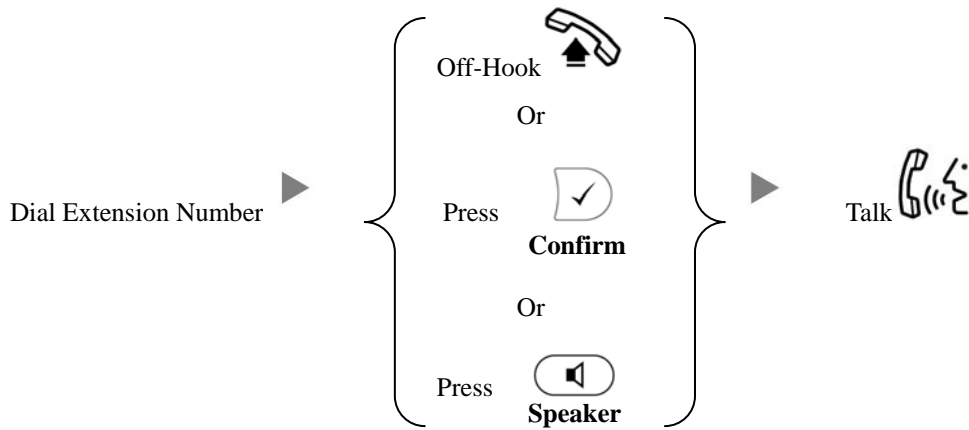
Snom 300 Instructions

1. Making Calls

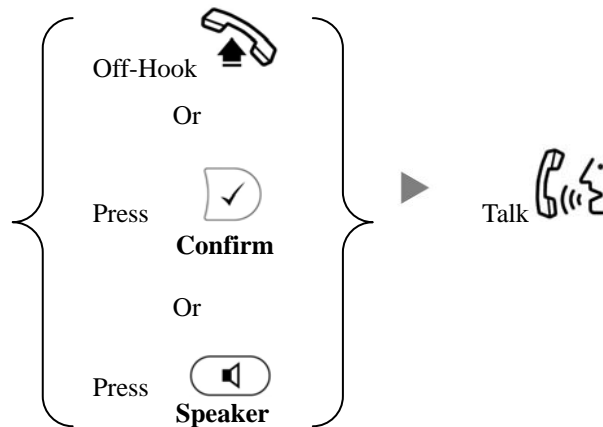
i. Outside Calls



ii. Calling Other Extension



2. Answering Calls

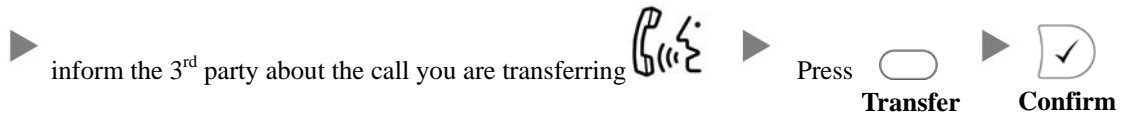


3. **Transferring a Call / Call Transfer**

i. **Blind / Unattended Transfer**



ii. **Supervised / Attended Transfer**



4. **Holding a Call**

i. **To Hold**

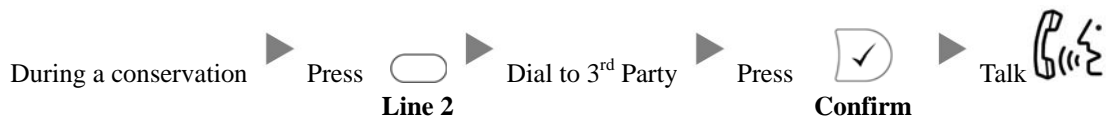


ii. **To Retrieve a call (Call Hold retrieve)**

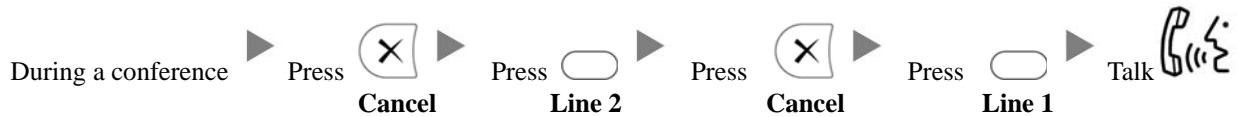


5. **Making a conference (Conference Call)**

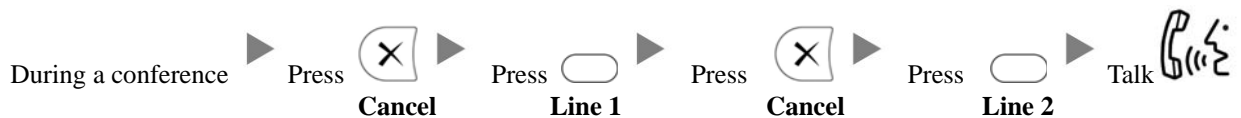
i. **To Establish a Conference**



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



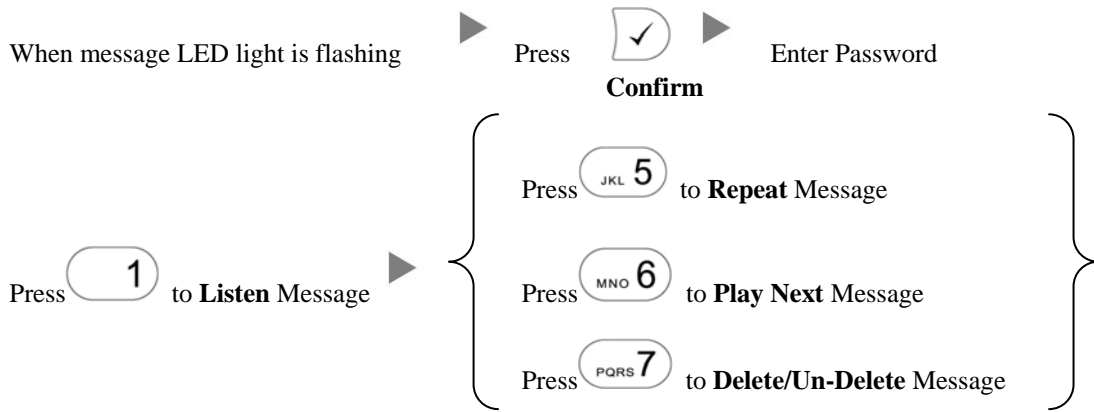
iii. **To Leave a conference and talk to the 3rd person**



iv. **To Leave a conference**



6. **Checking Voice Mail**



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

7. **Checking Call History**

i. To check the Missed Calls



ii. To check the Received Calls

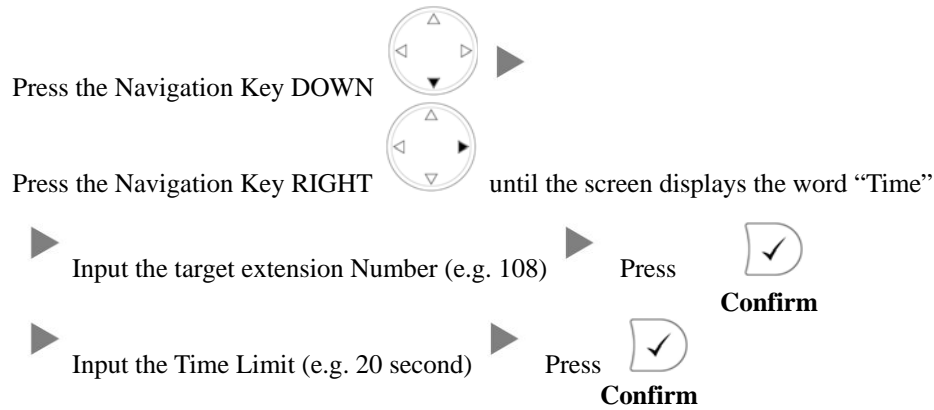


iii. To check the Dialed Calls

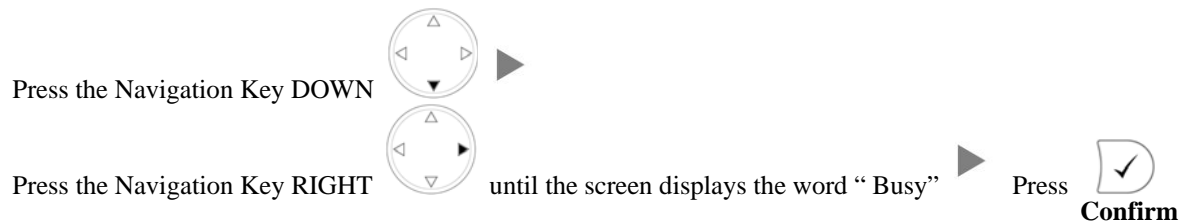


8. Forward Call

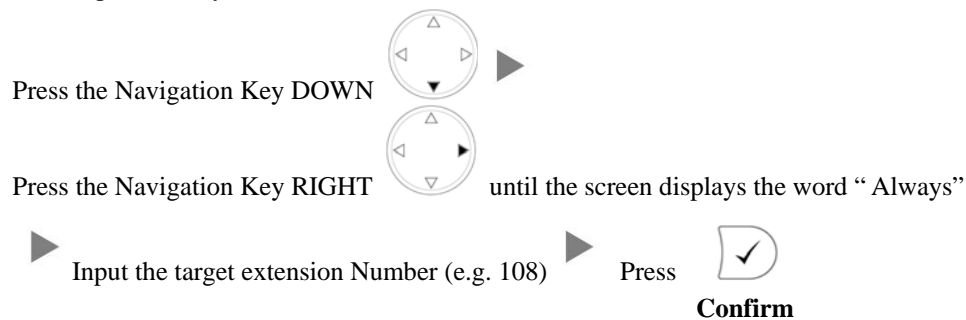
i. To set up Time Limited / No Answer Mode



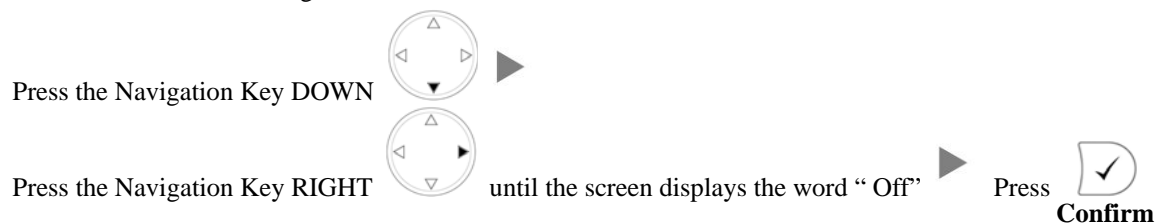
ii. To set up Busy Mode



iii. To set up the Always mode



iv. To Cancel Calls Forwarding



9. Address Book

