Snom M25 DECT Phone Instructions

1. Making Calls
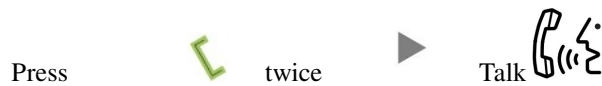
i. Outside Calls

Press [wxyz 9] and Desired Phone Number ▶ Press ⌞ ▶ Talk 📞

ii. Calling Other Extension

Dial Extension Number ▶ Press ⌞ ▶ Talk 📞

iii. Redial

Press ⌞ twice ▶ Talk 📞

2. Answering Calls

Press ⌞ ▶ Talk 📞
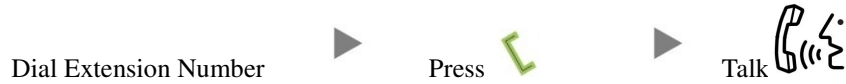
3. Holding a Call

i. To Hold
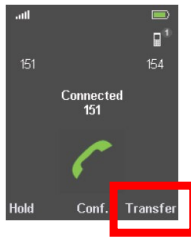
During a conservation ▶ Press **Hold**

ii. To Retrieve a call (Call Hold retrieve)

Press **Retrieve**

4. Transferring a Call / Call Transfer

    i.   Blind / Unattended Transfer

During a conservation ▶ Press **Transfer** ▶ Dial Extension Number and Press **Transfer**

    ii.   Supervised / Attended Transfer

During a conservation ▶ Press **Hold** ▶ Dial Extension Number and Press

▶ Optionally, you can Talk and Inform about the call you are transferring ▶ Press **Transfer**

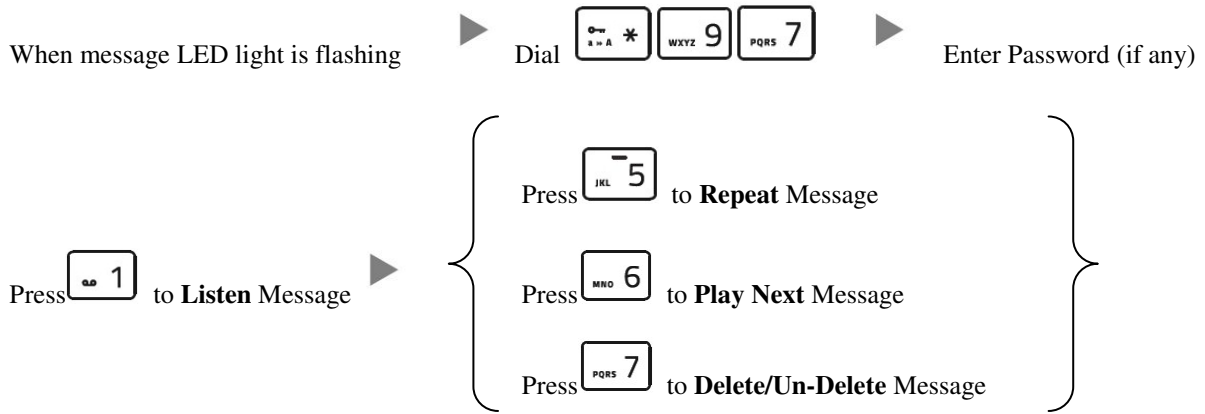**5. Making a conference (Conference Call)**

    i.   To Establish a Conference

During a conservation ▶ Press **Hold** ▶ Dial to 3rd Party ▶ Press **Conf.** ▶ Talk
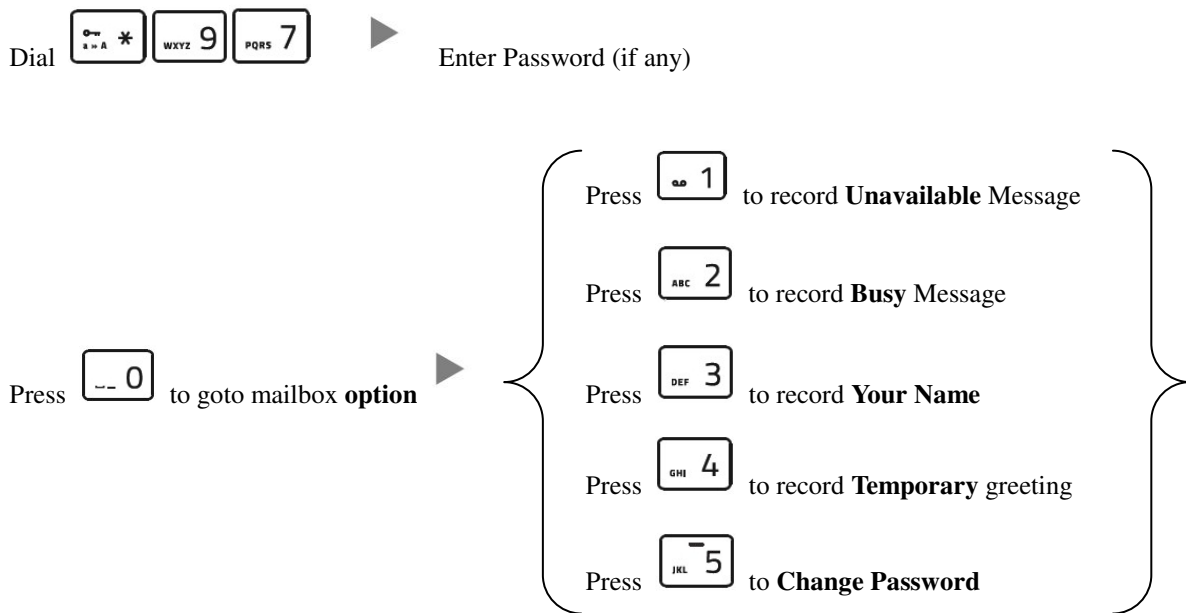

    ii.   To Leave a conference

During a conference ▶ Press

6. Checking Voice Mail

When message LED light is flashing ▶ Dial ⌨*⌨9⌨7 ▶ Enter Password (if any)

Press ⌨1 to **Listen** Message ▶

{
  Press ⌨5 to **Repeat** Message

  Press ⌨6 to **Play Next** Message

  Press ⌨7 to **Delete/Un-Delete** Message
}

7. Voice Mail Setup

Dial ⌨*⌨9⌨7 ▶ Enter Password (if any)

Press ⌨0 to goto mailbox **option** ▶

{
  Press ⌨1 to record **Unavailable** Message

  Press ⌨2 to record **Busy** Message

  Press ⌨3 to record **Your Name**

  Press ⌨4 to record **Temporary** greeting

  Press ⌨5 to **Change Password**
}

8. Checking Call History

Press ⌞ ▶ Call List will be shown

Icon	Meaning
↓	Received Calls
↑	Dialed Calls
📱→	Missed Calls

9. Adjusting Volume

During conversation 🔊 ▶ ⇩ to lower the volume **or** ⇧ to upper the volume

10. **Mute**
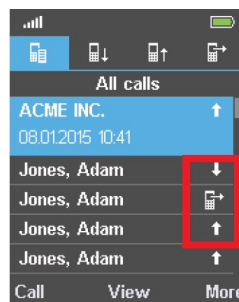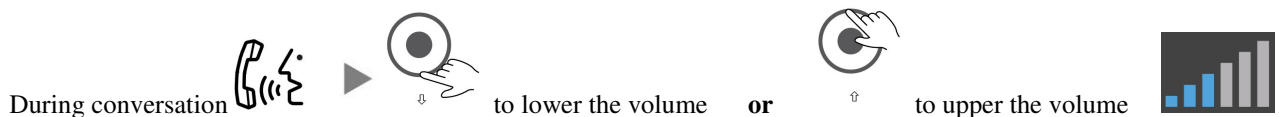
During conversation 📞 ▶ Press ⇦ (Press ⇦ again to **Un-mute**)
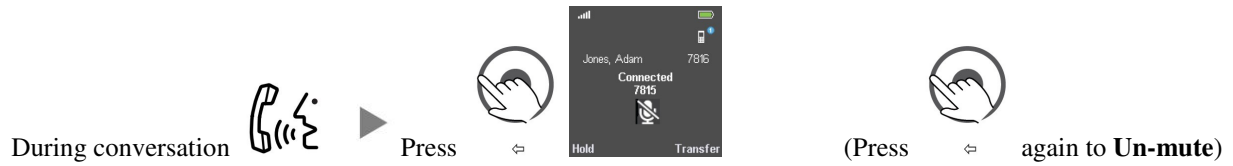
11. **Forward Call**

    i.   To set up All Call Forward Mode

Press "OK" ▶ ⇨ ⇩ ▶ select Settings ▶ "OK" ▶

Scroll to **Call Forward** ▶ "OK" ▶ Press "OK" again ▶ ⇩ ▶ "OK"

▶ Input the target extension Number (e.g. 108) ▶ "OK" ▶ ⇧ ▶ Press **On**
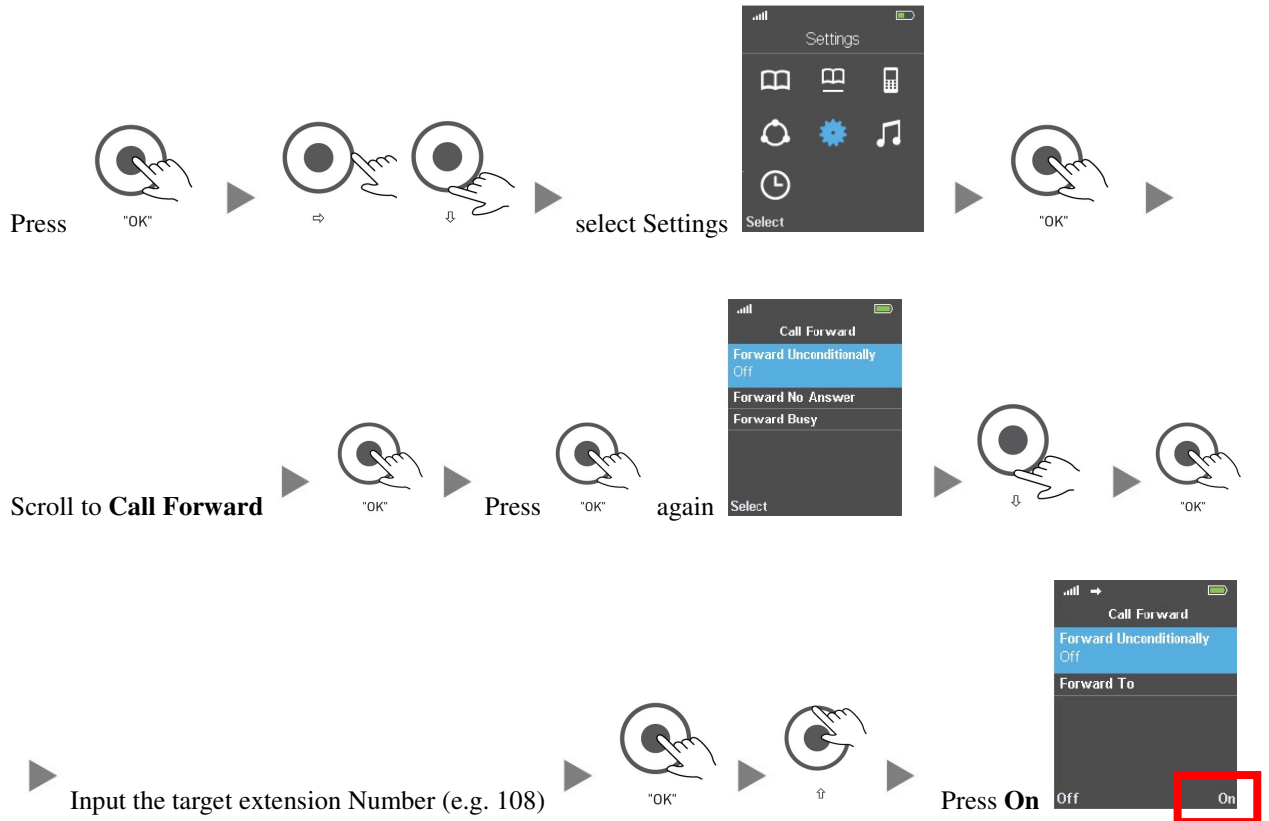
    ii.   To Cancel Call Forward

Press "OK" ▶ ⇨ ⇩ ▶ select Settings ▶ "OK" ▶

Scroll to **Call Forward** ▶ "OK" ▶ Press "OK" again ▶ Press **Off**