

At a glance

Navigation key

Navigating in menus and lists. From idle screen:

- Call lists: ▲
- Settings menu: ▼

Cancel key

Cancelling actions and input

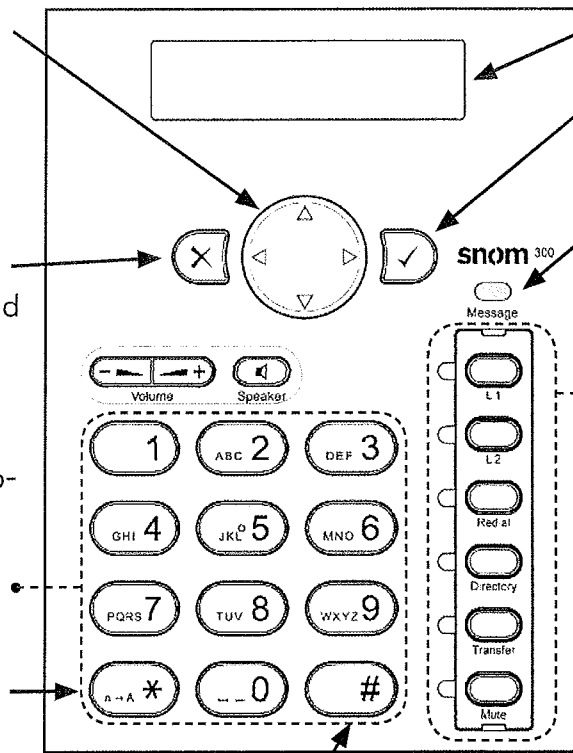
Audio control keys

- Adjusting volume
- Turning speakerphone on/off

Alphanumeric keypad

Star key

- Switching between upper & lower case when pressed briefly while in editing mode
- Locking & unlocking the keyboard when pressed for a few seconds



Display

Enter key

Confirming actions, selections, and input

MWI + missed calls

- Retrieve msg: ☑
- Turn off LED after missed call: ☒

Programmable function keys with LEDs

Default mappings:

- L1, L2: Line keys
- Redial: Redialing last number
- Phone directory
- Call transfer
- Mute microphone (on/off)

Pound key (hash key)

LEDs of line keys (L1, L2)

- Fast-blinking: Incoming call. Press key to accept call.
- Steady light: In call
- Slow-blinking: Call on hold

Using the phone

Select outgoing identity

From the idle screen, press ◀▶ to select one of the configured identities.

Making calls

- Enter the number on the alphanumeric keypad and pick up the handset or
- pick up the handset, enter the number, ✓ or
- ◀, enter the number, ✓

Speed Dial

Settings: Web interface > Speed Dial. Type each phone number with any necessary area code and/or country code etc. without spaces, hyphens, etc. into one of the textboxes of the table. One phone number per text box. Do not add any names or other data. Example: To enter (911) 555-1234, type 9115551234.



Speed dialing: Type the speed dial number or character on the alphanumeric keypad and press ✓.

Emergency Numbers

These numbers can be called even when the keyboard is locked. They must be set on the web interface.

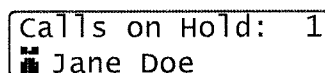
Settings: Web interface > Preferences > Lock Keyboard > Emergency Numbers (space separated). Type each number without spaces, hyphens, etc. between the digits, separate the individual numbers with one empty space between them. Example: 911 115 986543. The numbers "911", "115", and "986543" can be dialed when the keyboard is locked.

Accepting calls

- With handset: Pick up the handset
- With a headset: Press  or blinking line key
- With the speakerphone: Press 

Putting calls on hold

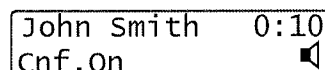
Press the line key of the call. The LED starts to blink slowly. Press the key again to resume the call.



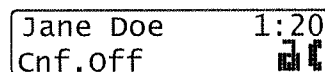
Conference

1. Put first party on hold.

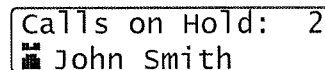
2. Call second party. With second party on line:



3. Press ✓ to start conference. In conference:



4. Press ✓ to stop conference and put both parties on hold.

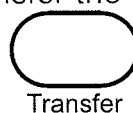


5. Resume conference: Press line key for one of the parties, then ✓.

Call transfer

Attended transfer

Put the call on hold > Dial the number that you wish to transfer the call to > If the third party wishes to accept the call, press the Transfer key.



Blind transfer

With the call on the line, press the Transfer key, then dial the phone number the call is to be transferred to and press ✓.

*snom 300 Quick Start Guide***Call forwarding**

1. Turn call forwarding on.

- a. All incoming calls: ▼ Call forwarding > ►► Always > ✓ Always target > enter phone number of forwarding target > ✓.
- b. When busy: ▼ Call forwarding > ◀ Busy > ✓ Busy target > enter phone number > ✓.
- c. When call is not picked up: ▼ Call forwarding > ► Time > ✓ Timeout target > enter phone number > enter number of seconds after which call will be forwarded > ✓.

d. The idle display when call forwarding is turned on:




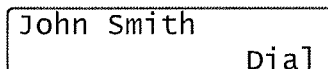
2. Turn call forwarding off: ▼ > Off > ✓.

Call lists

1. From the idle screen, press ▲ to open.
2. Select list of missed, received, dialed calls with ◀► and ✓.
3. Scroll through list with ▲▼.

Directory

- Opening list of names: Press  Directory
- Scroll with ▲▼. Shortcut to <New Item> at the end of the list: ▲.
- Dial ◀► Details ◀► Edit ◀► Clear. Select with ✓.

**Trouble shooting****Reboot**

Press ▼▲▲ Configuration ►► Reboot > "Reboot?" > ✓

Hard reboot

Disconnect power, wait for a few seconds, reconnect.

Never disconnect the power during a firmware update!

Reset to factory values

▼▲▲ Configuration ► Reset > enter administrator password > ✓

All customized settings will be lost!