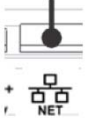

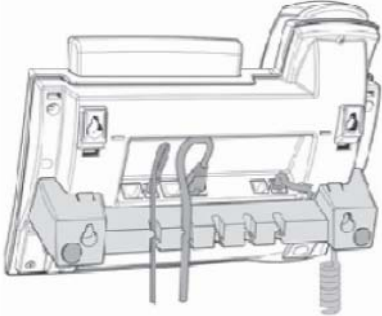




QUICK SET UP GUIDE

SNOM 3XX SERIES

All *itrinity* IPVoice phones are pre-configured, no programming or configuring is required on site.

<p>STEP 1 Connect one end of your ethernet cable to your modem/router LAN port and the other end to the 'net' port of your snom phone.</p> 	<p>STEP 2 Take the power adaptor from the package. Connect one end to your snom in the DC outlet and the other end in to the power outlet.</p> 
<p>The back of your phone should look like this:</p> 	<p>STEP 3 Once you have all relevant cables plugged into your snom phone it will automatically start to boot up. Make sure the power is turned on at the outlet. It may take up to 5 minutes for your phone to boot up and connect to the <i>itrinity</i> network. Your name and details should display on the screen and you should be able to make calls.</p>

USING THE PHONE

- Enter the phone number on the alphanumeric keypad and pick up the handset or
- Pick up the handset, enter the number and press the 'tick' button to start dialling

NEED HELP?

If you have followed all the above steps correctly and there is no strong dial tone or 3 lights please contact us for further assistance:

- Phone 1300 ITRINITY (1300 487 464) or dial 999 free from a working *itrinity* handset.

To better assist us please have your *itrinity* account number or *itrinity* phone number and the make and model of our modem/router.

See our knowledge base at <http://itrinity.helpserve.com> or email us at helpdesk@itrinity.com.au



IP Voice and Data Pty Ltd
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Snom 300

Quick User Guide Basic Phone Features


MAKING A CALL


Using the handset:

- Pick up the handset, the yellow line indicator and a steady red Call Indication LED will light, dial the desired number. Press the

 Confirm key to complete the call.

Using the Speaker Phone:

- With the handset on-hook, press  or the line key (solid yellow LED when pressed). Dial the desired number.

- Press the  Confirm key to complete the call.

- Alternatively you may dial the number

first then press  to complete the call.

ANSWERING A CALL


An incoming call is indicated by an audible ringer and a blinking (yellow) line indicator and a flashing red Call Indication LED.

Using the Handset:


- Pick up the handset.


Speakerphone Mode:

- Press , or with the handset on hook press the line key

with the active indicator (yellow blinking), or the  Confirm key.

ENDING A CALL

- Replace the handset, or if in speaker phone mode press the  Cancel key,

or press. If you are using the phone in mode press the  Cancel key to end your call




VOICE MAIL

The message waiting light will flash red to indicate that a new message(s) is waiting. When you lift the handset Stuttering Dial Tone is played.


- To listen to voice messages dial your extension with 8 in front


REDIAL

To redial last number press  Redial twice. To redial previously

dialled numbers press  Redial . A list of recently dialled numbers will be displayed with the most recent at the top of the list. Use the  navigation keys to move through the list. Press the  Confirm key over a displayed or highlighted entry to complete the call.


HOLDING A CALL

During a call press  Mute . The call will be placed on hold. The caller on hold will hear Music or Message on hold if enabled on your system.


To resume the call press  Mute again,

TRANSFERRING A CALL

Blind Transfer (Transfer the call without announcement):

- During a call, press  Transfer . The caller on hold will hear Music or Message on hold if enabled on your system.

- Dial the number you want to transfer the call to then press the

 Confirm key to complete the transfer.