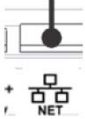

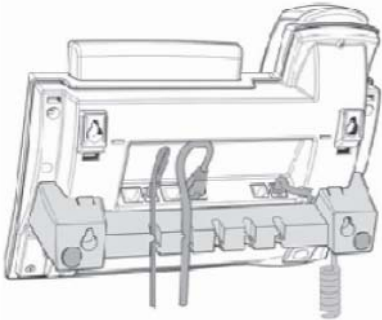




## QUICK SET UP GUIDE

### SNOM 3XX SERIES

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

|   |  |
|---|--|
| <p><b>STEP 1</b><br/>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><b>STEP 2</b><br/>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><b>STEP 3</b><br/>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.<br/>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](mailto:helpdesk@itrinity.com.au)



## Snom 320


### 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  Speaker 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  Speaker to complete the call.


##### Using the (optional) Headset:

- Press  Headset to switch the phone to headset mode.

- Press  4 times to enter Setup / Use headset Device -> <On>. The  icon will appear in the phone display.

- Repeat the process to turn off or press the Speaker button to toggle between headset and speaker mode.

- Dial the desired number and press the

 Confirm key to complete the call or press the line key (solid yellow LED when pressed).


#### 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  Speaker, or with the handset on hook press the line key with the active

indicator (yellow blinking), or the  Confirm key.

##### Using the (optional) Headset:


- Press  Headset to switch the phone to headset mode. The  icon will appear in the phone display. You may either press


the  Headset key, blinking line indicator or



the  Confirm key to answer your call. In all cases the active call will appear on the display showing call duration and caller ID.

#### ENDING A CALL


- Replace the handset, or if in speaker


phone mode press the  Cancel key,


or press  Speaker. If you are using the

phone in  Headset mode press the  Cancel key to end your call.

#### REDIAL


To redial last number press  Redial twice. To redial previously dialed numbers


press  Redial. A list of recently dialed 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.


#### MICROPHONE MUTE


During a call press  Mute or the **Mute** soft key so that the other party cannot hear


you. The  icon is displayed. Press

 Mute again or the **Unmute** soft key to resume audio.


#### HOLDING A CALL


During a call press  Hold. The call will be placed on hold, the yellow line key indicator will flash slowly, and a slow flashing red Call Indication LED. **Hold** will be indicated on the phone display. The caller on hold will hear Music or Message on hold if enabled on your system.

To resume the call press  Hold again,


the flashing **line** key or press the  Confirm key.

Your phone will handle multiple calls on

hold. Press  Hold to display all calls on


hold. Use the  navigation keys to move

through the list. Press the  Confirm

key or  Hold over a displayed or highlighted entry to retrieve the call from hold.

#### 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  Retrieve key


- Alternatively you may press the **VMail** soft key as indicated on the phone display.

#### TRANSFERING 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.



#### **Transfer (Announced):**


- Place your caller on hold by

pressing  Hold. Your caller 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.

- When the called party answers, announce

the call, press  Transfer twice or  to complete the transfer.

- Press  to cancel the transfer i.e. the called party does not wish to accept the call.