



Snom 300 Quick Reference



Making a Call



There are three ways to place a call:

- Completely handsfree - dial the number and press 
- Handsfree dialling - dial the number and pick up the handset.
- Handset dialling - pick up, dial the number and press 


In handsfree mode, the handset may be picked up at any time.

Ending a Call

To end a call, do one of the following:


- If you are using the handset, hang up the receiver.
- If you are using the speakerphone, press the  button.
- If you are using a headset, press the  button.

Making a Blind Transfer



1. Press **Transfer**, dial the destination number, and press . You are no-longer part of the call.

Making a Consult Transfer



1. Place the received call on hold by pressing the line button for that call.
2. Dial the destination number, and press **OK**.
3. Speak with the callee when answered and then hanging up the handset will automatically transfer the call.


Note: Replacing the handset will drop all active calls, therefore if a third calls is also active at this time, you need to choose the line to transfer; Press **Transfer** use left/right arrows to display line to transfer, then press 

Answering a Call


- Handsfree – press 
- Handset - pick up the handset.
- Headset - if the phone is configured for a headset, press 

Answering Multiple Calls

1. Place the current call on hold by pressing the current line-button (solidly lit L1 or L2 button).
2. The phone will start ringing. Press  to answer this call.
3. Switch between calls by pressing the line button of the caller you wish to speak to. If there are three or more calls, put the current call on hold and use the left/right buttons on the silver lit keypad to select the desired line, then press 

Press  to hang-up the current call rather than replacing the handset, or you may inadvertently cause a call transfer.

Accessing Messages

If voicemail is waiting (Message light flashes), press  without dialling a number to connect to the voicemail system. Alternatively dial the short code that has been configured on your system.