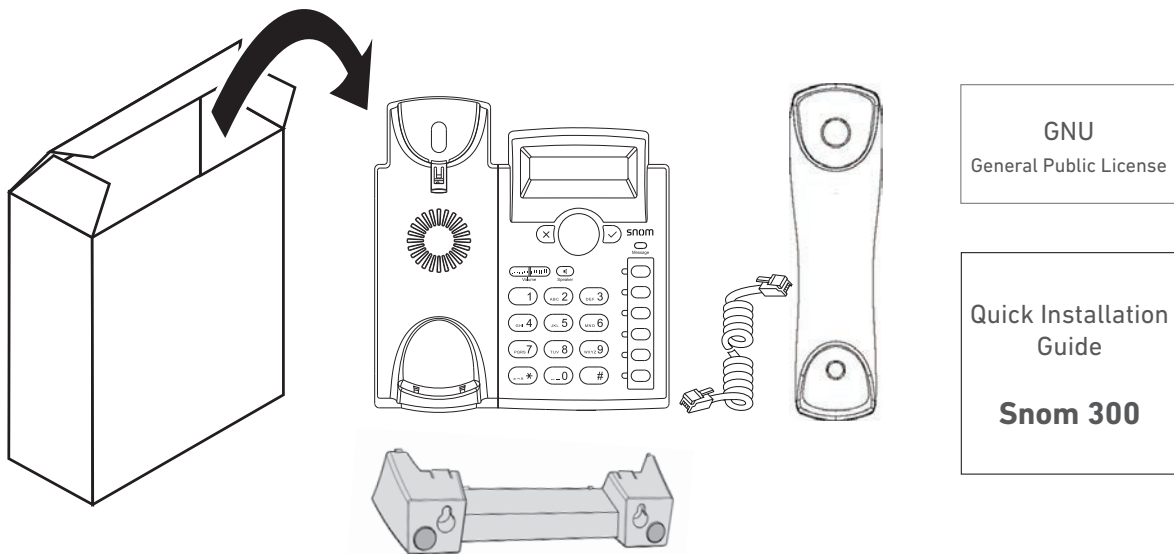snom

Quick Start Guide

IP Phone Snom 300

en

A

**Delivery content - Lieferumfang - Contenu de la boîte -
En la caja - Contenuto della confezione**

GNU
General Public License
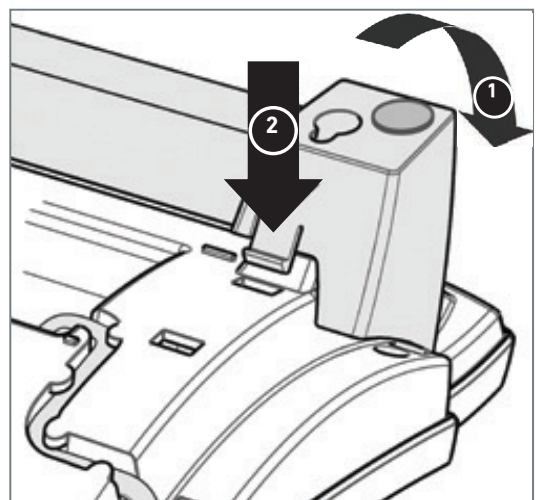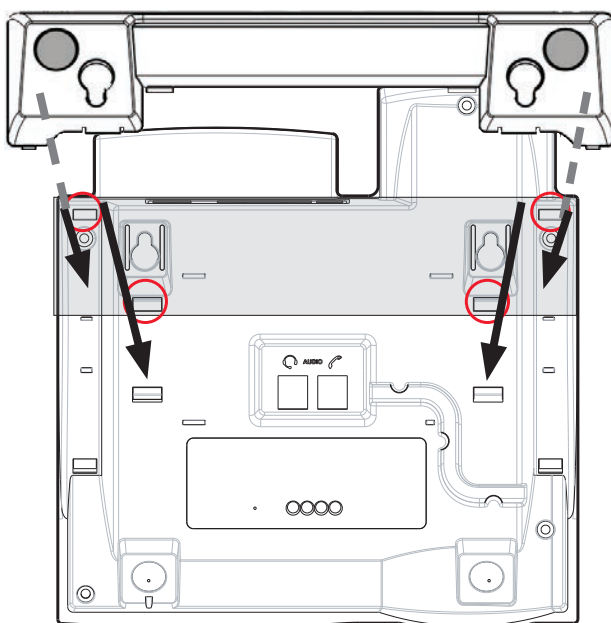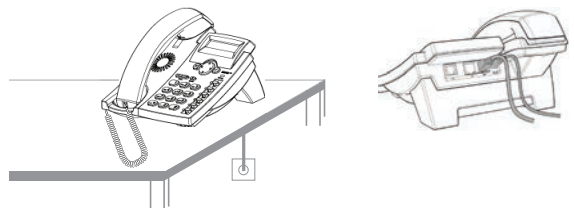
Quick Installation
Guide

Snom 300

Not included - Nicht im Lieferumfang enthalten - Non inclus - No incluido - Non inclusos:
Ethernet cable (IEEE 802.3af) + power adapter

B

**Attaching the Footstand - Fuß montieren - Attacher le pied -
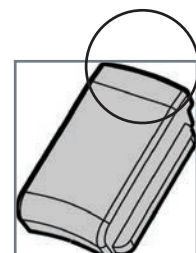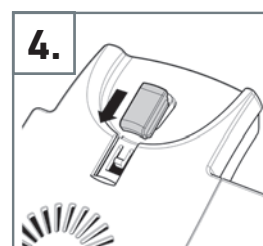Montaje el soporte - Fissare il supporto**

• for desktop placement
• für Schreibtischaufstellung
• pour le placement sur un bureau
• para la colocación en un escritorio
• per il posizionamento su una scrivania

C

**Attaching the Footstand - Fuß montieren - Attacher le pied –
Montaje el soporte - Fissare il supporto**

- for wall mounting
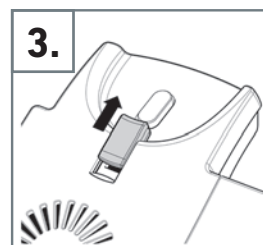- für die Wandbefestigung
- pour l'installation sur le mur
- para el montaje en pared
- per il montaggio a parete

1.

2.

3.

4.
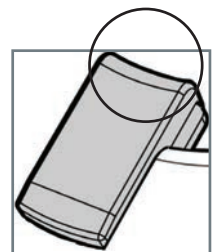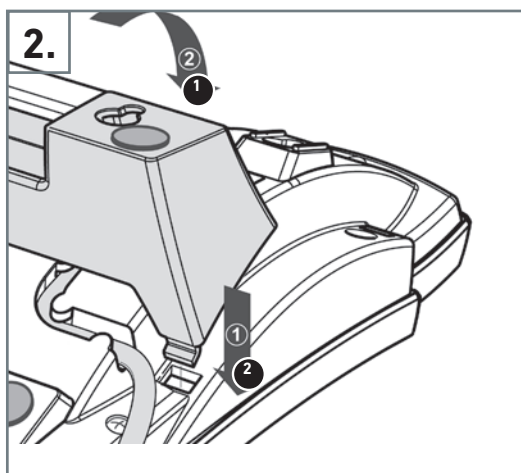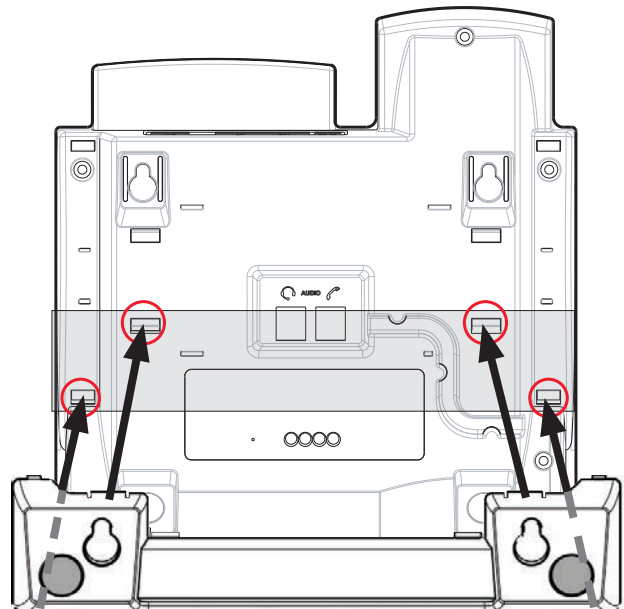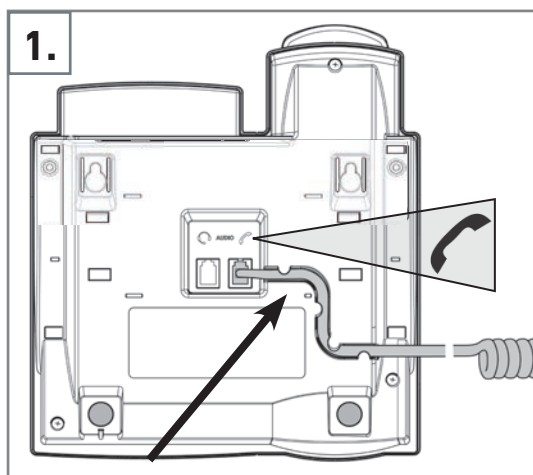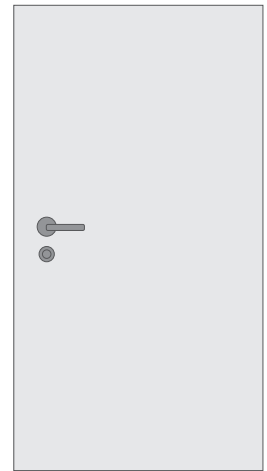
D **Detaching the Footstand - Fuß abmontieren - Démonter le pied - Desmontar el soporte - Smantellare il supporto**

1.

2.
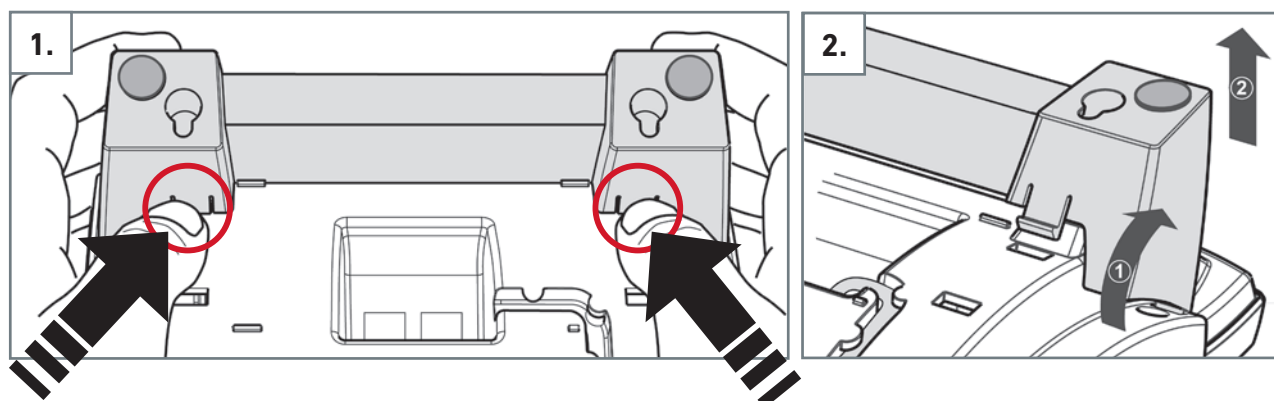
E **Wall Mounting - Wandmontage - Fixation murale - Montaje en pared - Montaggio a parete**

Not included in delivery:
Nicht im Lieferumfang enthalten:
Non inclus:
No incluidos:
Non inclusos:

4 x

ø max
8 mm
(0.315")

ø max
4,5 mm
(0.177")

Distance to wall
Abstand zur Wand
Distance au mur
Distanza dalla parete
Distancia a la pared

~ 5 mm (0.197")

123,00 mm (4.843")

70,00 mm (2.756")

125,00 mm (4.921")
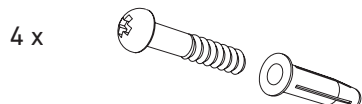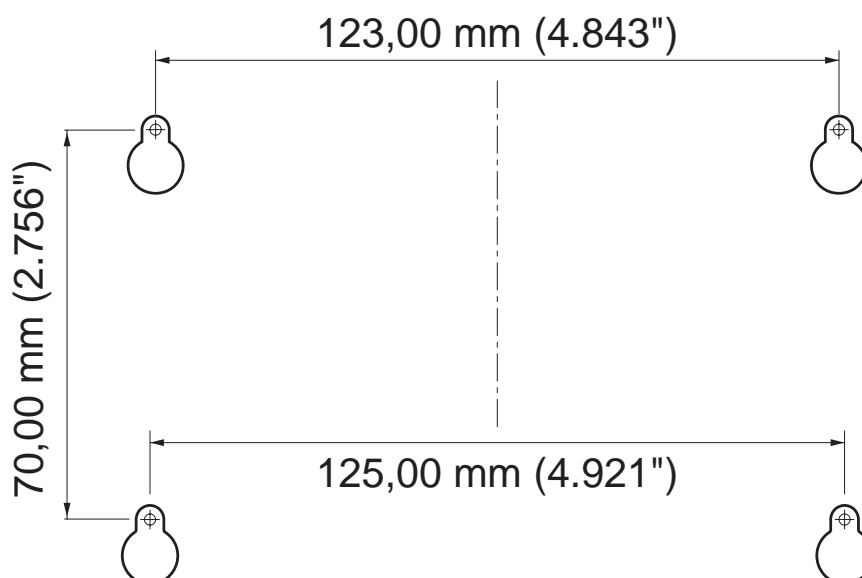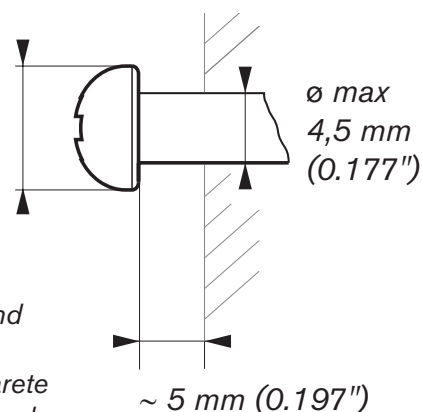
F

**Connecting – Anschließen – Connecter –
Conectar – Collegare**

1.

Optional
Optionel
Opzionale
Opcional

2.

| I/O | PC | NET | DC 5V |
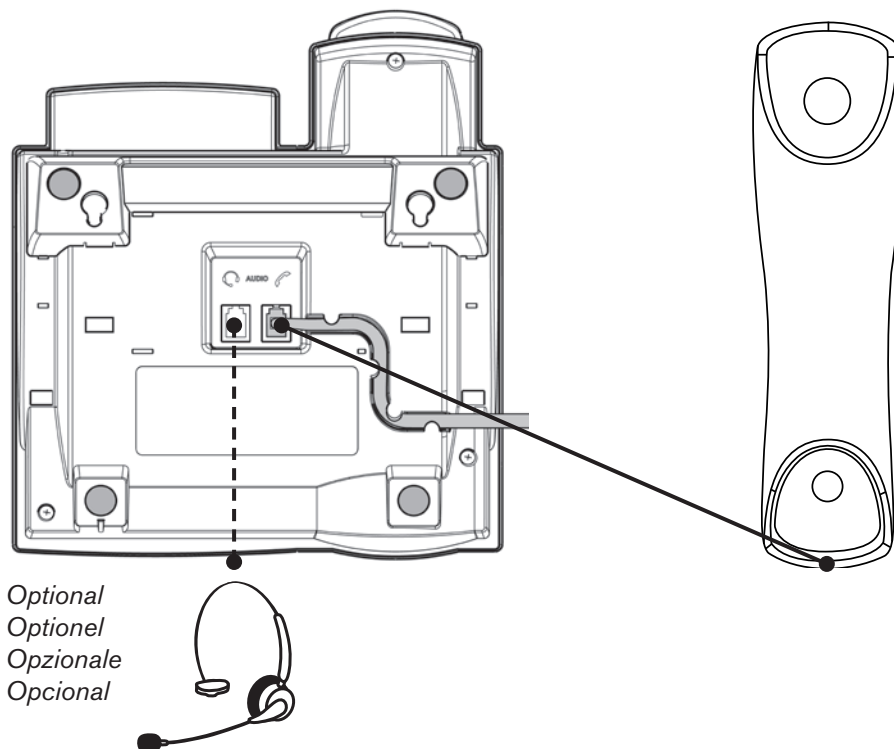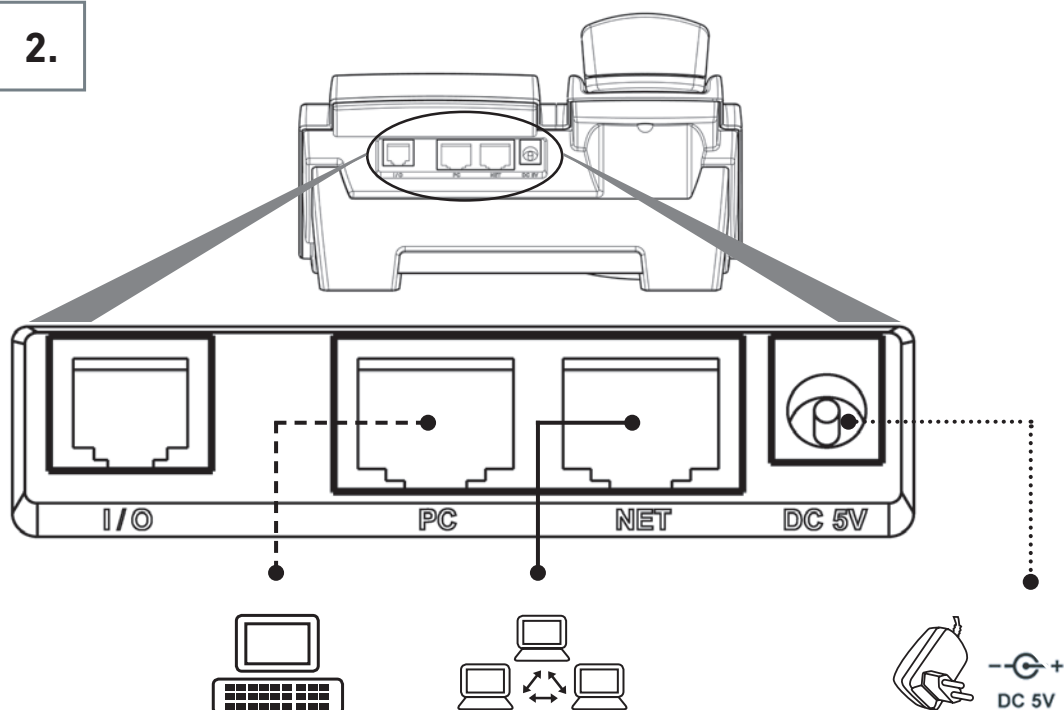
Optional
Optionel
Opzionale
Opcional

- If PoE not available (not included in delivery)
- Wenn PoE nicht verfügbar (nicht im
  Lieferumfang enthalten)
- S'il n'y a pas de PoE (non inclus)
- Si no se dispone de PoE (non incluido)
- Se non disponibile PoE (non incluso)

TABLE OF CONTENTS

Copyright, Trademarks, GPL, Legal Disclaimers

Important Information

Please read the instructions on safety and disposal and on how to set up and use the device before using it and also give them to other users to read or inform those users of their contents. Save this document and do not give the device to third parties without it.

Safety Instructions

Follow the instructions in the manual and other applicable documentation of the device.

- If the phone is not supplied with power via an Ethernet cable, use only a power adapter expressly recommended by Snom technology. Other power supplies may damage or destroy the phone, affect its behavior, or induce noise.

- Avoid placing the cables where people may trip over them or where they may be exposed to mechanical pressure as this may damage them.

- This device is for indoor use only! Do not install outdoors - NOT FOR OUTDOOR USE!

- Do not install the device in rooms with high humidity (for example, in bathrooms, laundry rooms, damp basements). Do not immerse the device in water and do not spill or pour liquids of any kind onto or into the device.

- Do not install the device in surroundings at risk for explosions (paint shops, for example). Do not use the device if you smell gas or other potentially explosive fumes.

- Do not use the device during thunderstorms. Lightning striking the power grid may cause electric shocks.

- Warning: The handset contains a magnet, and its earpiece may attract small dangerous objects such as needles or pins. Please ensure before each use that no such objects are present.

SELV (Safety Extra Low Voltage) Compliance

Safety status of Input/Output connections comply with SELV requirements.

> **Warning:** To avoid electric shock, do not connect safety extra-low voltage (SELV) circuits to telephone-network voltage (TNV) circuits. LAN ports contain SELV circuits, and PSTN ports contain TNV circuits. Some LAN and PSTN ports both use RJ-45 (8P8C) connectors. Use caution when connecting cables.

Standards conformance

This device complies with the essential health, safety, and environmental requirements of all relevant European directives. This phone is FCC Class B certified and meets US health, safety, and environmental standards.

The declaration of conformity can be requested from

Snom Technology AG
Wittestr. 30 G
13509 Berlin
Germany.

Unauthorized opening, changing, or modifying the device will cause the warranty to lapse and may also result in the loss of CE conformity and the FCC certification. In case of malfunction contact authorized service personnel, your seller, or Snom.

- Safety: IEC 60950-1:2001
- Power over Ethernet: IEEE 802.3af, Class 1
- Power: PoE or power adapter PSAC10R-050 (not included - Snom PN 00002730)
- Connectors: 1 x LAN, 1 x PC: RJ45; 2 x 4P4C (handset, optional wired headset)
- Ethernet: 2 x IEEE 802.3 10/100 Mbps switch

Disposal of the device

This device is subject to European Directive 2002/96/EC and may not be disposed of with general household garbage.

If you do not know where you may dispose of the device at the end of its lifespan, contact your municipality, your local waste management provider, or your seller.

For countries outside the European Union

Disposal of electrical and electronic products in countries outside the European Union should be done in line with local regulations. Please contact local authorities for further information.

Cleaning

To clean the device, use an anti-static cloth. Please avoid cleaning liquids as they might damage the surface or internal electronics of the device.

Setting up and connecting the phone

See figures B - F on page 2 - 5.

Initializing and registering the phone

Please note: You will need the registration information received from your Internet service provider or your network administrator - normally the phone or extension number, the password, and the registrar.

After you have set up the phone and connected it to the network as shown in figure E, the phone begins to initialize.

Normally the initialization is completely automatic, using DHCP. If your network does not support DHCP, you must obtain the IP address, netmask, IP gateway, and DNS server from your Internet service provider or your network administrator and enter them manually when you are asked to do so on the display.

Watch the display and, when prompted, make selections by pressing the arrows on the navigation key and save your selection by pressing ☑ .

Note: After registering the account, you can change your language, time zone, and dial zone settings in the Preferences menu of the phone.
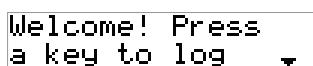
1. Language. The default is English. Other languages are available if the phone/network is connected to the Internet during initialization, so that they can be provided by the Snom server automatically (firmware 7 and higher).

    ◦ Press ☑ if you want to keep English as the phone language.

    ◦ Select another language with the up ▲ and down ▼ arrows and press ☑ to save.

2. Time zone. Select your time zone with the up ▲ and down ▼ arrows and press ☑ to save.

    Note: The time zones listed depend on the selected phone language. The list can be expanded or reduced to show all or only selected time zones.

3. Tone scheme (dial tone). Select your dial tone with the up ▲ and down ▼ arrows and press ☑ to save. The "Welcome" screen appears.

    ```
    Welcome! Press
    a key to log    ▾
    ```

4. Press any key to log on.

5. Enter the account number and press ☑ to save.

    ```
    Account:      123      Account:      abc
    ▮                      *▮
    ```

    Fig. 1   *Fig. 2*

Note for entering the account number and the registrar (step 6, below):

- Changing the input mode indicated in the right upper corner of the display (Fig. 1 and 2, above): Press ⌚ for two seconds.

- Press the up ▲ arrow to delete the character to the left of the cursor (Fig. 2).

6. Enter the registrar and press ⌣ to save. The display now shows the idle screen (Fig. 3 and 4, below). Fig. 3 shows the idle screen when the account has been registered and the phone is ready to be used.

```
▸151       9:06◁     151        10:30▾
          04/17     ◁           Info
```

Fig. 3   *Fig. 4*

Fig. 4 shows the idle screen when the registration was unsuccessful and/or the admin and/or HTTP passwords are not set.

```
in Password not▾
          Del⇅
```

Fig. 5

○ Press ⌣ to view the status messages.

- Press the up ▲ and down ▼ arrows to view the status messages.

- Press ⌣ to delete the status message on the display (Fig. 5).

- Press ⓧ to leave the status messages without deleting them.

○ Contact your IT admin or your VoIP provider for the correct account and registrar data and/or the required passwords.

Getting to know your phone

At a glance

The factory settings at a glance:

Select identity for outgoing calls:

Display - idle screen

Handset speaker

Handset rest tab

Casing speaker

Alphanumeric keypad

Handset microphone

Casing microphone

Message LED
- Blinking fast: Incoming call
- Steady light: Missed call or waiting message on mailbox.

Press ▱ to retrieve message; press ⊗ to turn LED off.

Freely programmable keys with LEDs.
Default mappings: ⇩
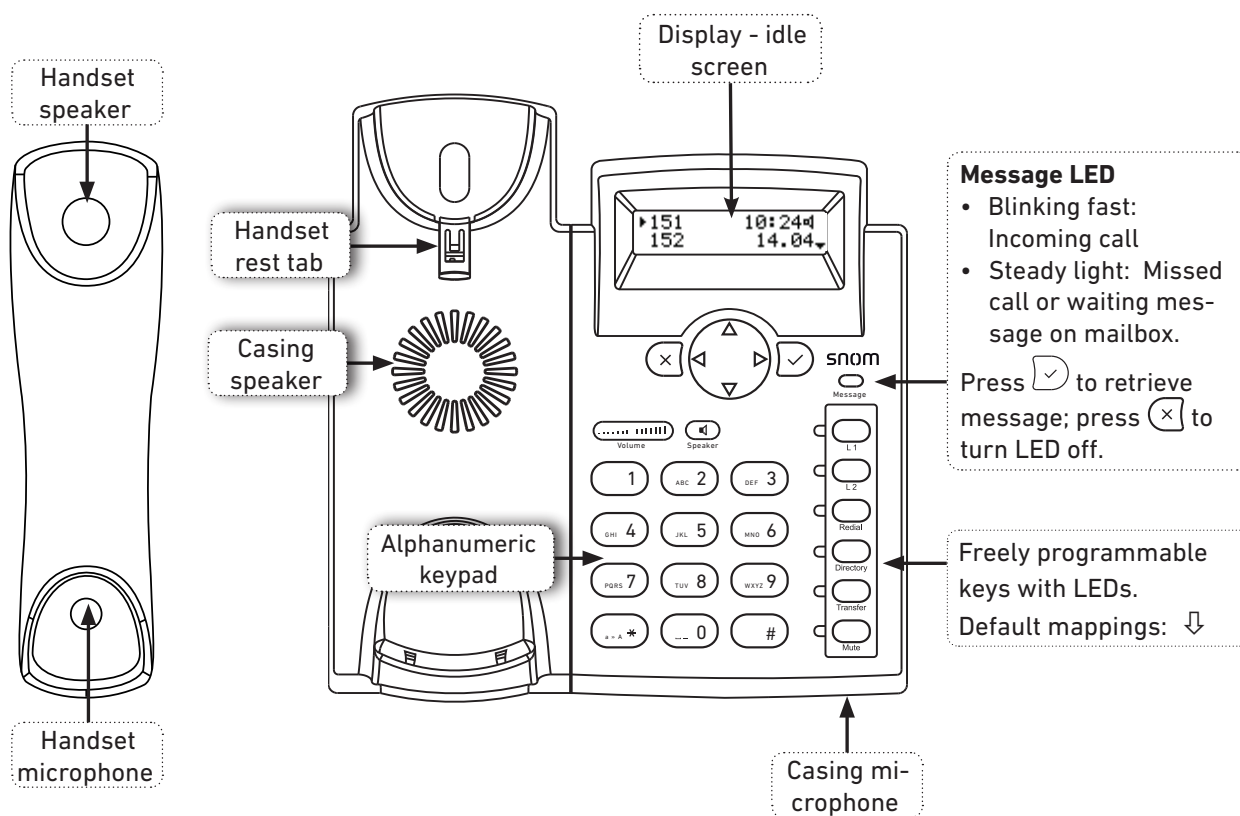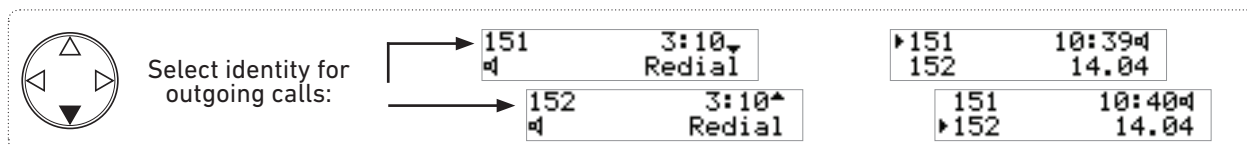
Star key

- In editing mode:
  - Press for one second (long-press) to change input mode (numerals > lower case > upper case)
  - Press briefly to type *
- On idle screen: Press for 3 seconds to **lock/unlock the keypad**

Pound (hash) **key** #:
Rescue mode for TFTP update

Freely programmable keys with LED

Default mappings:
- L1, L2: Line keys
- Redial: Redialing last number
- Phone directory
- Call transfer
- In call: Mute microphone (on/off).
  When idle: DND on/off (as of FW 8.7.3)

Cancel and OK keys

▪ Canceling actions & input, and returning to previous screen
• Terminating calls on speakerphone and in headset & handset modes
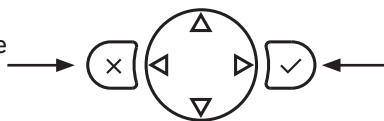• Turning off call LED after missed call

• Confirming, saving actions & input, and returning to previous screen
• Accepting calls on speakerphone and in headset mode
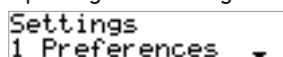• From idle screen: Redial (list of dialed calls)*

* Note: Redialing/dialed call list is replaced by the "Info" message when status messages are available. To remove it, either remove the underlying cause (i.e., set password, etc.) or press ⊘ to view and delete the messages until the next reboot of the phone.
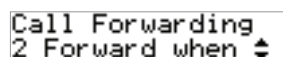
```
151        21:19▾
◔◻            Info
```
```
Password not set
           Del⇄
```

Navigation keys

Idle screen

Opening the Settings menu
```
Settings
1 Preferences    ▾
```

Selecting identity
```
 151       10:40◔◻
▸152       14.04
```

In menus and lists

```
Call Forwarding
2 Forward when ↕
```

In call

```
↳↱ 158      00:03
(             +Spkr⇄
```
```
↳↱ 158      00:40
(             Hold⇄
```
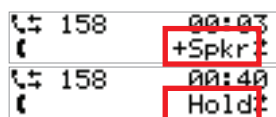
Press ⊘ to select (e.g., add loudspeaker, put call on hold, etc.)

Call lists (CHist)

From idle screen

Missed calls   Received calls

Turn off message waiting/missed call LED

Dialed calls (redial)* (see **Note** in **Cancel and OK keys** section)
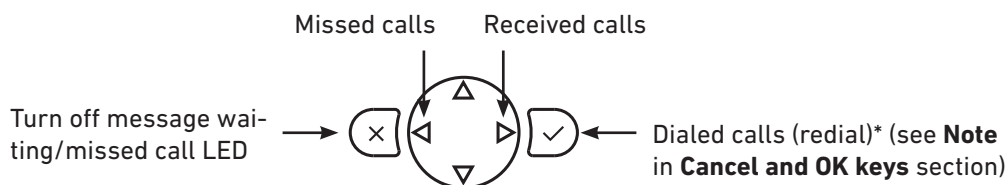
Audio control keys

(⬚⬚⬚⬚⬚) Adjusting the volume
   • of the ringer when the phone is idle or ringing
   • of the handset/casing loudspeaker when in a call

(◔◻) Toggling between handset, speakerphone, and headset. Location of symbol on display depends on firmware version.
   • Press briefly to turn speakerphone on/off
   • Press for two seconds to switch to headset mode

```
151
◔◻
```
```
 151
 ⌐
```
```
            11:19◔◻
11:16⌐ .04
       14.04
```
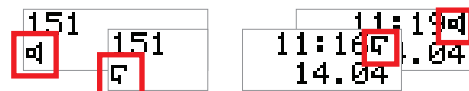
Display symbols indicating currently used audio mode:
   • Handset: (
   • Speakersphone: ◔◻
   • Headset: ⌐

```
→5▇
123(
```
```
→▇
123◔◻
```
```
→▇
123⌐           Ok⇄
```
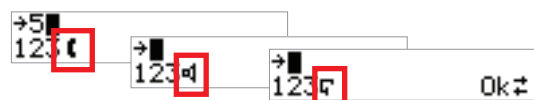
Looking up phone's IP address during initial logon: Press (×) for three seconds.

Settings menu

- Press ⊲ ⊳ to open the Settings menu.

- Press number key ▭1▭, ▭ABC 2▭, etc. to open submenus and settings

- Press ▼/▲ to select setting
- Press ✓ to save selected setting

- Settings with On/Off or ◡/〔±〕: Press ✓ to change and save

- Press ✕ briefly to return to previous screen

- Press ✕ for 2 seconds to return to the idle screen

In administrator mode

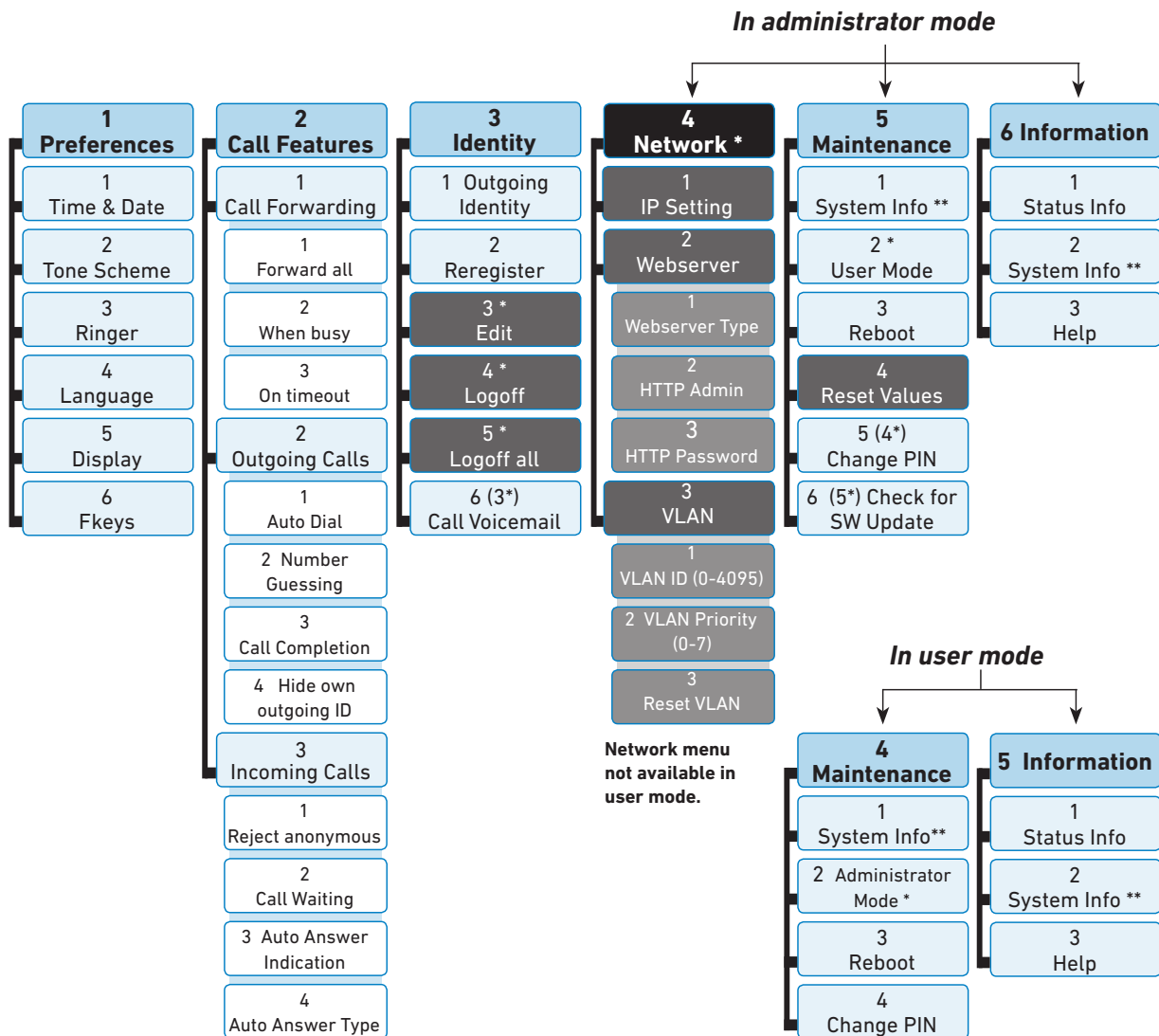| 1 Preferences	2 Call Features	3 Identity	4 Network *	5 Maintenance	6 Information
1 Time & Date	1 Call Forwarding	1 Outgoing Identity	1 IP Setting	1 System Info **	1 Status Info
2 Tone Scheme	1 Forward all	2 Reregister	2 Webserver	2 * User Mode	2 System Info **
3 Ringer	2 When busy	3 * Edit	1 Webserver Type	3 Reboot	3 Help
4 Language	3 On timeout	4 * Logoff	2 HTTP Admin	4 Reset Values	
5 Display	2 Outgoing Calls	5 * Logoff all	3 HTTP Password	5 (4*) Change PIN	
6 Fkeys	1 Auto Dial	6 (3*) Call Voicemail	3 VLAN	6 (5*) Check for SW Update	
	2 Number Guessing		1 VLAN ID (0-4095)		
	3 Call Completion		2 VLAN Priority (0-7)		
	4 Hide own outgoing ID		3 Reset VLAN		
	3 Incoming Calls				
	1 Reject anonymous				
	2 Call Waiting				
	3 Auto Answer Indication				
	4 Auto Answer Type				

Network menu not available in user mode.

In user mode

| 4 Maintenance	5 Information
1 System Info**	1 Status Info
2 Administrator Mode *	2 System Info **
3 Reboot	3 Help
4 Change PIN	

* The submenus and the settings shaded black and gray are not available when the phone is running in user mode. The factory setting is administrator mode. The default administrator password is 0000 (4 x zero).

** System Info: Firmware version, **IP address**, MAC address, available + total memory

The web user interface

1. Look up the phone's IP address: > 6 Information > 2 System Info. Example: http://192.168.10.115.

2. Open a web browser on your PC. Enter the IP address in the address bar and press ENTER. The "welcome" screen opens.

3. Click on an item in the menu on the left side of the screen to open that window.
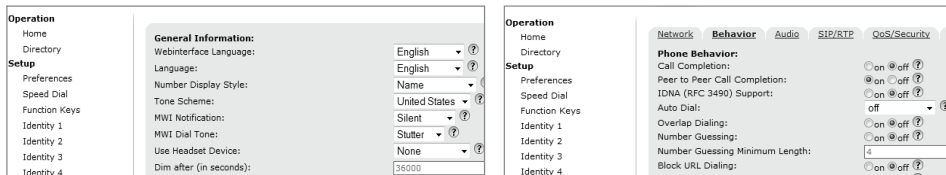
4. If a window contains several pages, click on the tab at the top to open the page. The font weight of the characters on the tab of the visible page is bold.

5. Any changes you make will not take effect until you click on "Apply". Changes will be lost if you open another page of the web interface or if you close the web interface without first clicking on "Apply".

6. Whenever you click on "Apply", the "Save" button will appear at the top of the page. Click on "Save" to save the changes permanently. Changes that have not been saved will be lost if and when the phone loses power or is disconnected from its power source.

Admin mode and user mode

Snom phones can be operated in administrator or user mode. In administrator mode, all settings are accessible and can be modified; in user mode, a number of settings are not accessible. The factory default is administrator mode; however, if your phone is administered centrally, user mode may be the rule. Please check with your administrator.

When the phone is running in user mode, the administrator password is required to revert to administrator mode. The default administrator password is 0000 (4 x zero). We recommend that you change the password.

Note: Do not forget to write the new password down and store it in a safe place; without it, a TFTP reset to factory values is necessary to return the phone to administrator mode.

To access pages not available in user mode, enter the administrator password to return the phone and its WUI to administrator mode.
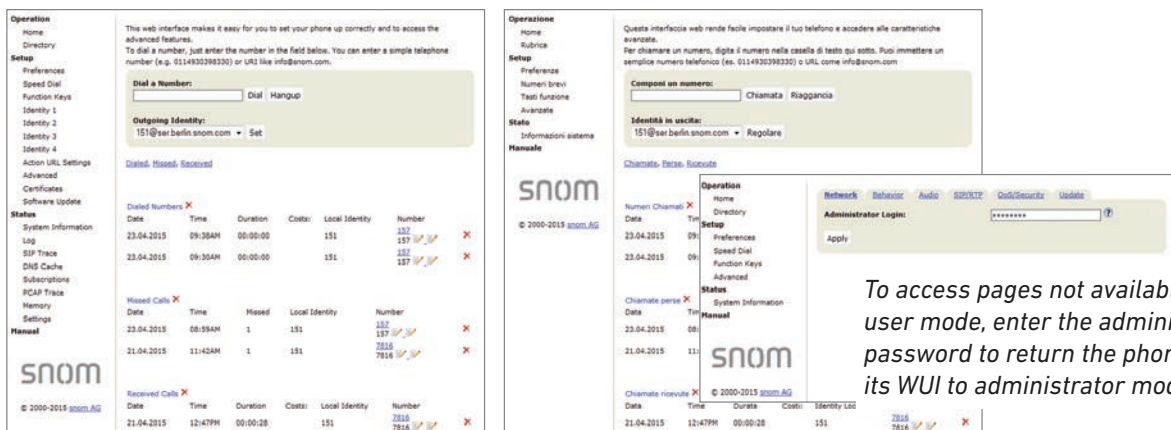
In admin mode   *In user mode*

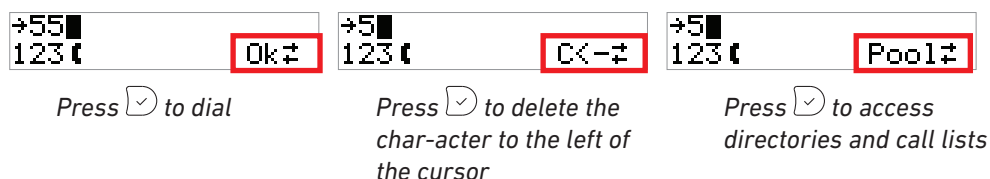# Using the phone

Input modes and navigation

The current input mode is indicated in the line underneath the cursor line. Press the down arrow on the navigation key to change to the next input mode. When entering phone numbers, both to be dialed and when editing the phone directory, the default is number mode; when editing names in the phone directory, the default is lower case letters.

▼ Change input mode (123 ▼ abc ▼ ABC ▼ 123).

→55█		→█		→█	
123 (	Ok⇄	abc (	Ok⇄	ABC (	Ok⇄

▲ Delete character to the left of the cursor

◄ ▶ Press to change function on OK key ⌄

→55█		→5█		→5█	
123 (	Ok⇄	123 (	C<-⇄	123 (	Pool⇄

Press ⌄ to dial   *Press ⌄ to delete the char-acter to the left of the cursor*   *Press ⌄ to access directories and call lists*

Entering numerals, letters, special characters, and symbols

When entering characters in letter mode, pause briefly after each character until the cursor moves forward. Pausing is not necessary when entering numerals in numeral mode.

Numerals. Numeral mode is the default mode. Press the key to type the large number or symbol printed on the key. In letter mode, keep pressing the key with the desired numeral quickly until you see the numeral on the display.

Letters. Switch to the input mode for either lower case or upper case letters. To type one of the letters printed on a key, press the key one, two, three, or four times quickly to type the first, second, third, or fourth letter printed on the key. In lower case letter mode, for example, press the "2" key once to type an "a", twice to type a "b", and three times to type a "c".

Letters with accents and umlauts. Switch to the input mode for either lower case or upper case letters. Keep pressing the key with the basic form of the letter quickly until you see the letter with the accent or umlaut on the display. Pause briefly after each letter. Available letters with accents and umlauts depend on the phone's language setting.

> **Example** - input mode lower case letters: If the phone language is German, press key "2" four times to type an "ä". If the phone language is French, press key "2" four times to type an "à".

Special characters and symbols. Switch to one of the letter input modes. Press key "0" or "1" one or more times quickly, as indicated below. Pause briefly after each character or symbol.

(⌐ ⌐0) Press once to enter a space ("⌐"), press twice to enter an underscore ("_").

(1) Press once to enter the period ("."). Press as many times as indicated to enter the special character listed in the following table:

1x	.	2x	+	3x	@	4x	1	5x	:	6x	,		
7x	?	8x	!	9x	-	10x	_	11x	/	12x	\	13x	(
14x	)	15x	;	16x	&	17x	%	18x	*	19x	#		
20x	<	21x	=	22x	>	23x	$	24x	[	25x	]		

Making calls

Dialing manually

- Enter the number on the alphanumeric keypad and pick up the handset or

- pick up the handset, enter the number, press (✓), or

- press (◀) , enter the number, press (◀) or (✓).

Redialing

1. From the idle screen, press the **Redial** key or, if the redial function is visible on the display, the OK key (✓) to view the last dialed number.

```
151          3:10▾
◀            Redial
```

> **Note:** Use the down arrow ▼ on the navigation key to view earlier dialed numbers. You can redial the number shown on the display.

2. Press (✓) to dial the number on the display.
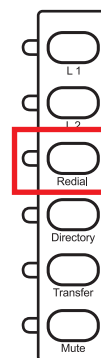
Speed dialing

Type the speed dial number or character on the alphanumeric keypad and press (✓). The numbers 0 - 30, the pound key # and the asterisk key * can be used for speed dialing.

Speed dial numbers can be set on the **Speed Dial** page of the phone's web interface. Enter one phone number per speed dial number or symbol. 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. Do not add any names or other data. Example: To enter (911) 555-0123, type 9115550123.

Speed Dial Table:		
0:	9115550123	?
1:	00493039833100	?

Calling numbers from directories and call lists

| ->55▮ | | ->5▮ | | Pool 123❲ |
| 123❲ | 0k⇄ | 123❲ | Pool⇄ | 1 Directory ▾ |

Fig. 1   *Fig. 2*   *Fig. 3*

1. Pick up the receiver or press the speaker key to open the dialing screen (Fig. 1).

2. Press ◀ to bring **Pool** on-screen (Fig. 2).

3. Press ⌄ to open the **Pool** menu. Press the respective number key to open one of the directories or call history lists.

    ○ **1 Directory**: The phone's onboard directory. See "Directory" on page 23 on how to find and call entries.

    ○ **2 LDAP access**: This depends on the setup of the external directory. Please, ask your administrator.

    ○ **3 Missed**, **4 Received**, **5 Dialed** calls: See "Call lists" on page 23 on how to look up and call numbers from one of these lists.

Calling emergency numbers

Type the emergency number and press ⌄.

Emergency numbers can be called even when the keyboard is locked. The default settings are the numbers 911, 112, 110, 999, and 19222. Numbers can be added and removed on the phone's web interface, Settings menu > **Preferences** page > 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.

Accepting calls

• With the handset: Pick up the handset.

• With a headset: Press ✓ or the blinking line key .

• With the speakerphone: Press ◀»).

Active calls (in call)

Call waiting

Four options are available. The default setting is **On**.

    ○ **On**: Acoustic and visual announcement (for their description, see **Visual only** and **Ringer** settings below).

        - Press ⌄ to accept the second call and put your current call on hold.

        - Press ⊗ to reject the second call. The caller will hear the busy signal.

        - Press ◀ ▶ to bring the waiting call symbol ⟩⟩📞 on-screen (Fig. 1, below), then press ⌄ to view the number of the waiting call (Fig. 2, below) before accepting or rejecting it.

| Fig. 1 | Fig. 2 | Fig. 3 |

- ◦ **Visual only**: The Message LED and the line key LED will blink fast to announce the second call.

- ◦ **Ringer**: The second call is announced by a double beep over the audio device you are using (handset, headset, or the casing loudspeaker if speakerphone is being used).

- ◦ **Off**: The second call is not announced, and the caller will hear the busy signal.

Setting

On the phone: Settings menu > 2 Call Features > 3 Incoming calls > 3 Call waiting.

On the phone's web interface : Depending on the phone's firmware version, the **Call Waiting** setting is found on the **Advanced** page > **Audio** tab or on each identity's **Configuration** page > **SIP** tab of the phone's web interface.

Holding

Press the line key of the call. Alternatively, press ◀ ▶ until you see **Hold** on the display (Fig. 2), then press ☑. The key's LED starts to blink slowly, and the display symbol 📞... shows that the call is on hold (Fig. 3). To resume the call, press the line key again or press ☑.
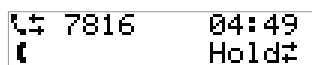
| Fig. 1 | Fig. 2 | Fig. 3 |

When you have more than one call on hold, you can resume the call shown in the top line of the display (Fig. 4).

Resuming a call not currently shown: Press ◀ ▶ until you see the symbol »📞... in the lower right corner of the display (Fig. 5), then press ☑ to switch to another held call (Fig. 6).

| Fig. 4 | Fig. 5 | Fig. 6 |

Conferencing

You do not need a conference server to make a conference call with two other parties. Start a conference with both parties on hold or one party on hold and the other one on the line.

1. Put the first party on hold.

2. Call the second party.

3. Press ◀ ▶ until you see **Conf On** on the display (Fig. 1), then press ☑ to start the conference (Fig. 2).
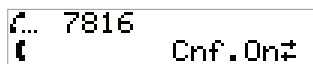

| Fig. 1 | Fig. 2 |

Transferring calls

The ability to manually transfer active calls (on the line or on hold) and incoming ringing calls is available only if the transfer function is mapped onto one of the freely programmable function keys with LEDs. The factory default setting is the second key from the bottom.

Blind or unattended transfers are possible for active calls and ringing calls, attended transfers only for active calls.

Attended transfer

1. Put the call on hold.

2. Dial the number of the person to whom you want to transfer the call

3. Press ⌄.

4. Announce the call.

5. If the third party wishes to accept the call, press the **Transfer** key and ⌄.
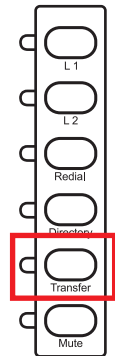
Blind (unattended) transfer

1. With the call on the line or an incoming call ringing, press the **Transfer** key.

2. Dial the phone number of the person to whom you want to transfer the call.

3. Press ⌄.

Call forwarding

The phone can be set to forward incoming calls automatically, either always or under certain conditions.

Forward All: Forwarding all incoming calls to the number of the phone, extension, or mailbox specified as this function's target.

Forward when Busy: Forwarding calls ringing while phone is busy to the number of the phone, extension, or mailbox specified as this function's target.

Forward after Timeout: When a call starts ringing, the phone will wait for the number of seconds specified in the setting "Call forwarding time". If the call is not accepted by the end of this time period, it is forwarded to the number of the phone, extension, or mailbox specified as this function's target.

Call forwarding settings

1. Press ▲ to open the **Settings** menu.

2. Press (ABC 2) to open the **Call Features** menu.

3. Press (1) to open the **Call Forwarding** menu.

4. Press (1), (ABC 2), or (DEF 3) to open the settings menus of **Forward All**, **Forward when Busy**, or **Forward after Timeout**, respectively.

5. Press (ABC 2) to open the **Target when forwarding** window for the selected forwarding event.

6. Enter the target extension number/phone number.

7. Press ⌄. If the forwarding event is **Forward after Timeout**, continue with step 8, otherwise skip step 8 and continue with step 9.

8. If the selected forwarding event is **Forward after Timeout**, press ③ to open the **Call forwarding time** window. Enter the time in seconds and press ⌄. If an incoming ringing call has not been picked up after this time period, the call will be automatically forwarded to the number specified as the **Target when forwarding** for this forwarding event.

9. Long-press ⓧ to return to the idle screen or press ① to activate the forwarding event and then long-press ⓧ to return to the idle screen.

Turning call forwarding on

If the target phone number for the specific call forwarding event has not been set or if you wish to change it, see "Call forwarding settings" on page 21. If the target numbers and, in case of Forward after Timeout, the time period have been set, follow the following steps.

1. Press ▲ to open the **Settings** menu.

2. Press ② to open the **Call Features** menu.

3. Press ① to open the **Call Forwarding** menu.

4. Press ①, ②, or ③ to open the settings menus **Forward All**, **Forward when Busy**, or **Forward after Timeout**, respectively.

5. Press ① to activate the forwarding event. The symbols ⌒/ɟ indicate whether the function is currently inactive (Fig. 1) or active (Fig. 2).
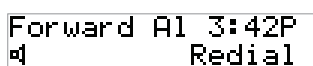
```
Forward All          Forward All
1 ◌ Activate    ▾     1 ɟ Activate    ▾
```
Fig. 1   *Fig. 2*

6. Long-press ⓧ to return to the idle screen. When **Forward All** is activated, it is shown on the idle display.

```
Forward Al 3:42P
◁              Redial
```

Turning call forwarding off

1. Press ▲ to open the **Settings** menu.

2. Press ② to open the **Call Features** menu.

3. Press ① to open the **Call Forwarding** menu.

4. Press ①, ②, or ③ to open the settings menus **Forward All**, **Forward when Busy**, or **Forward after Timeout**, respectively.

5. Press ① to deactivate the forwarding event. The symbols ⌒/ɟ indicate whether the function is currently active (Fig. 1) or inactive (Fig. 2).

```
Forward All          Forward All
1 ɟ Activate    ▾     1 ◌ Activate    ▾
```
Fig. 1   *Fig. 2*

6. Long-press ⓧ to return to the idle screen.

Call lists

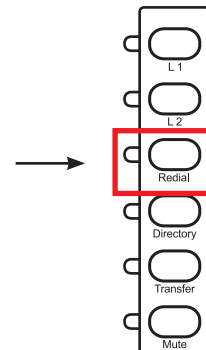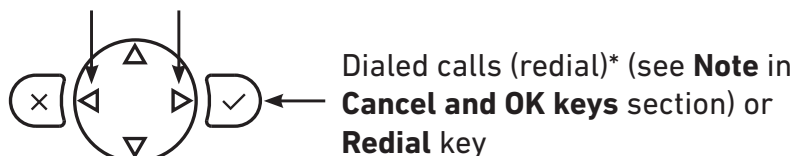The phone's call history is stored in the call lists for missed, received, and dialed calls. They can be viewed when the phone is idle by pressing the function keys indicated in the diagram:

Missed calls   Received calls

Dialed calls (redial)* (see **Note** in **Cancel and OK keys** section) or **Redial** key

Handling of all lists

1. Press the respective key to open the list of missed, received, or dialed calls (Fig. 1).

```
08:59AM 157        ▼
◄)              Ok↕
```
Fig. 1

```
21.04. 7816       ↕
◄)              Ok←
```
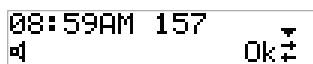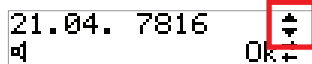*'Fig. 2*
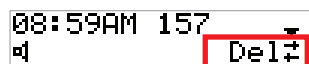
```
08:59AM 157        ▼
◄)            Del↕
```
Fig. 3

2. Use the up ▲ and down ▼ arrows on the navigation key to scroll through the list (Fig. 2).

3. When you have selected a call for viewing or editing, i.e., the call is on the display (Fig. 1),

   ◦ Press the OK key ⌣ to call the number.

   ◦ Use the left ◄ and right ► arrows on the navigation key to view the available functions/actions (Fig. 3). Press the OK key ⌣ to use/activate the function/action visible on the display.

      - Del: Press ⌣ to delete the call.
      - Clear: Press ⌣ to delete the entire call list.
      - Details (Fig. 4): Press ⌣ to show details of the call (caller/callee, time and date). From the Details screen you can also save the phone number of the call to the phone's directory (Fig. 5).
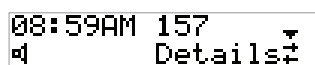
```
08:59AM 157        ▼
◄)          Details↕
```
Fig. 4

```
To: 151            ▼
◄)            Save↕
```
Fig. 5

Directory

The built-in directory of the phone can hold 100 entries. Entries can be added and edited on the phone itself and on the web interface of the phone.

To open the directory, press the directory key. If the key has been mapped with a different function, you can access the directory by lifting the handset, using the left ◄ and right ► arrows on the navigation key to select Pool, and then pressing ① to open the directory.
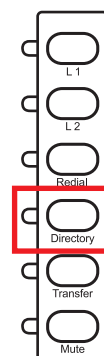
```
Delta          ♦        Delta          ♦        08:59AM 157      ▼
          Dial�ᴣ                  Sort⇄        ◁        Details⇄
```

*Fig. 1*   *Fig. 2*   *Fig. 3*

• To make a new entry, open the directory and press the up ▲ arrow on the navigation key to go directly to <New Item>.

• Use the up ▲ and down ▼ arrows on the navigation key to scroll through the directory. Entries are listed by name (nickname) and sorted alphabetically from A-Z.

• With the selected entry on the display (Fig. 1):

  ◦ Press ⌣ to dial the phone number of the entry.

  ◦ Use the left ◀ and right ▶ arrows on the navigation key to select

    - Del: Press ⌣ to delete the selected directory entry.

    - Edit: Press ⌣ to edit the name.

    - Sort. The directory is sorted by name (nickname) from A-Z, but you can choose any of a number of categories. You can initiate the sorting process from any entry in the directory.

      Press ⌣ to open the **Sort by** screen, then use the left ◀ and right ▶ arrows on the navigation key to select the sorting criterium, and press ⌣ to save and return to the directory.

DND (do not disturb)

(FW 8.7.3 and higher)

When the phone is idle, pressing the Mute key will turn DND on and off. When DND is on, calls will not ring on your phone, and callers will hear the busy signal.
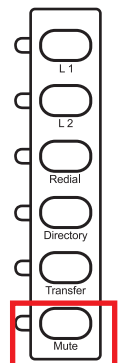
Trouble shooting

Reboot

In user mode

Settings menu > 4 Maintenance > 3 Reboot > "Reboot?" > ☑

In admin mode

Settings menu > 5 Maintenance > 3 Reboot > "Reboot?" > ☑

Hard reboot

Disconnect the power, wait for a few seconds, reconnect to power.

Never disconnect the power during a firmware update!

Reset to factory values

Resetting the phone to factory values is possible only when the phone is running in administrator mode.

Settings menu > 5 Maintenance > 4 Reset values > enter administrator password > ☑

All customized settings will be lost!