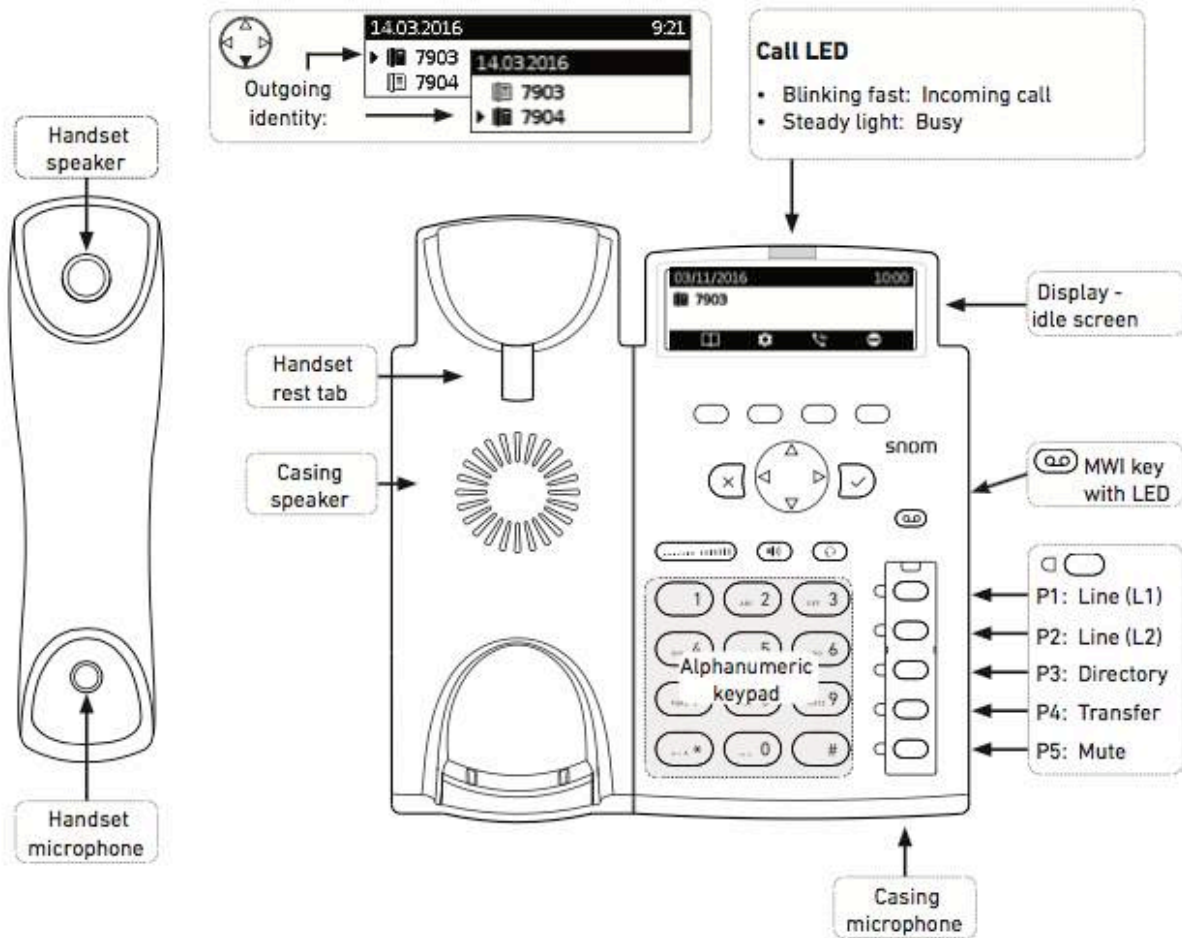


## Snom D305 / D315 IP Phone Quick Reference

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# Features



## 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 handsfree and handset mode. Press to dial number and accept calls on speakerphone.
- Headset mode on/off

## Freely programmable keys P1 - P5 with LED

Default setting is printed on paper insert.

- Line:
  - Fast-blinking LED: Incoming call. Press line key or to accept
  - Steadily lit LED: In call
  - Slow-blinking LED: Call on hold
  - LED off: Line is free
- Directory: Steadily lit LED
- Mute: Steadily lit LED


## Basics

### ◆ Call

- With Handset

Dial the number, pick up the handset or press the ✓ check button.

- with Headset

Dial the number, then press  .

- with Speaker


Dial the number then press ✓.

### ◆ Redial

1. Press ✓, select the number by using the arrow keys then press ✓ again.

### ◆ Hold



1. While on a call, press  with the buttons below the display.
2. To get back to the call, simply press the P1 Line1 button on the right bottom of the phone.

### ◆ Transfer




Attendant Transfer

1. Hold the call.
2. Dial the destination extension number then press ✓.
3. Once you get to talk to your teammate, you can complete the transfer by simply hanging up.


✘When the destination extension does not answer and would like to return to your call.

1. **Press X button and cancel the transfer.**
2. Press P1 Line1 button to return to the call.


Blind Transfer

1. Press [Transfer] while on a call.
2. Dial the destination or press  for contact list.
3. Press ✓ and the transfer is completed.

### ◆ Adhoc Conference (Max 3 including your self)

1. Press Hold.
2. Dial the number you would like to add to the call then Hold the call.
3.  Press the Conference button on the screen and 3 of you will be in connected.

### ◆ Voice Mail

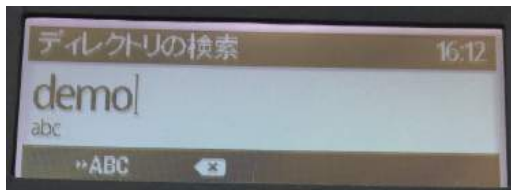
1. If you see this button light up it means you have an unheard voice message. Press it to listen to it. 

## ◆ Search from Directory

1. Press 「Directory」.



2. Type in the name using the keypad.

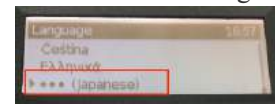
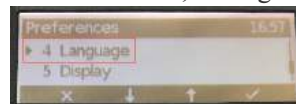
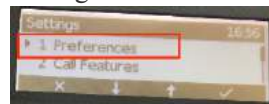
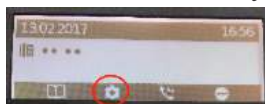


3. Result will show, select and press ✓ to make a call.



## ◆ How to change language

1. Go to Preferences by pressing the “Gear” mark on the screen, then go “Preferences” -> Language



## ◆ Enable DND

1. Press the “Mute” button at the main menu. Press again to disable.  
While DND, you will not receive any calls and all incoming call is to be forwarded to your voice mail box.

## ◆ Pick up a call

1. When you want to pick up someone else’s call, press the “L2” button and pick up the handset

