

# Quickstart Guide

## Snom M3



### To Transfer a Call – Blind Transfer

#### (do not announce the call before transferring)

Press the Hold key then the Options key, then select Transfer and press the OK key. Enter the third party extension number and press the OK key. The call is transferred to the third party extension.

### To Transfer a Call – Attended Transfer

#### (announce the call before transferring):

If you receive a call, which you need to transfer to a third party, put the first caller on hold (see How to switch between two calls). Then dial the number of the party you want to connect the first caller. If the third party wants to talk to the first caller, press the Options key select Transfer and press OK. The two parties get connected and the Snom M3 returns to idle mode.

### To Place a Call

In Idle mode, type the number you want to dial and then press the Green phone key.

### To end a call

Press the Red phone key or place the handset in the charger.

### To Redial

1. Press the Options soft key, choose Redial and then press the OK key. The most recently dialed number is displayed.
2. Press the Green phone key to call the number.

### Voice Mail

To access voice mail: Simply dial \*55 -OR-

1. In the Main menu, choose Messages, and then press the OK key.
2. Select the line you should like to check messages on
3. Select the play button. This will connect you to the voicemail centre.

### How to make a call using contacts

4. In the Main menu, choose Contacts, and then press the OK key.
5. Choose the contact you want to call and then press the Green phone key. The default number is dialled.

### Speaker Phone

To use the phones integrated speaker, press Speaker button on the left side of the cordless phone, press Speaker again to turn off the speaker.

### Call Waiting – Hold/Unhold

To switch between calls, you have to press the hold key. The call you had is put on hold.

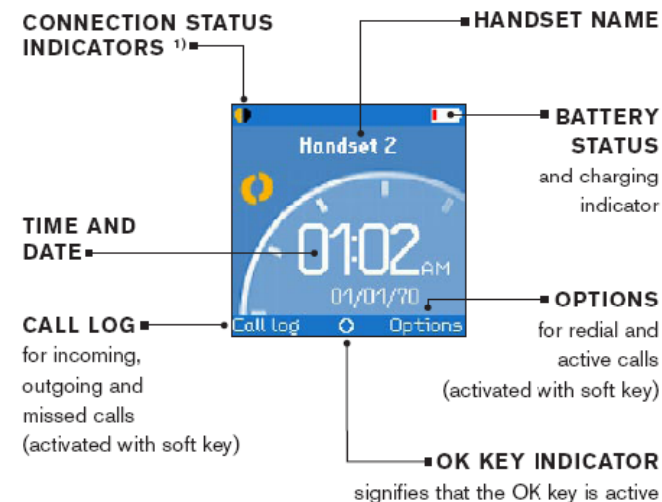
To retrieve the call press the Options key, then select Retrieve Call and press the OK key or just press the Red Phone key.

### Multiple Call Handling

To make another call you have to put the first party on hold, and then just dial the number of the second party as you would normally dial a number.

By pressing the Options key you then can

- Swap the calls
- Initiate a 3-way conference
- Or transfer the two active calls (join those two, see transferring calls for more details).



## Voice Mail

### To Access Your Voice Mail:

- Press the MESSAGES button OR dial \*55.
- Enter your pin number.
- To navigate, follow the menu choices.

### From Outside the Office:

- Dial your phone number.
- When the voice mail system answers, press the \* key.
- Enter your password.

## Voice Mail Controls

Menu 1	Key
Save	9
Forward Message	8
Delete	7
Repeat	5
Reply	1
Help	*
Exit	#