

SNOM M500/M55 - Quick Start Guide

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Your Cordless Device





Click image for large view

ALT: Image of the SNOM M500 base station and M55 Handset with feature called out.

1. Volume Buttons

- a. The volume keys adjust the volume of the audio from the speakerphone and ringer.

2. Paging Key

- a. A paging feature can be activated using a button on the side of the handset, allowing for intercom communication with other M55 devices.

3. Soft Keys

- a. The Soft Keys allows you to select a menu item displayed above the key.

4. Feature Keys

- a. There are a total of six feature keys (PFKs) that are predefined with the following. PFKs 1-4 are lines keys, PFK 5 is a key used to enable/disable Do Not Disturb, and PFK 6 is user to enable/disable Call Forwarding All.

5. Off / Cancel Buttons

- a. The off / cancel button allows you to hang up a call. This button also allows you to power off the unit by long pressing the button.

6. Menu / Navigation / Confirm Button

- a. The center key is used to access the menu or confirm a selection. Use the navigation arrow to Increase or decrease the ringer volume, scroll through menus, or move the cursor within fields.

7. Speaker Button

- a. The speakerphone button allows you to place or answer a call using the wireless handset speakerphone.

8. Link Button

- a. Located on the M500 base, the link button is used to synchronize multiple M55 bases to your system.

Using Your Cordless Device

1. Placing a call

- a. First, dial the number. Then press the **Dial** soft key. For a hands-free call, first, dial the number, then press the **Speakerphone** button.

2. Answer a call

- a. Press the **Answer (Ans)** soft key. For a hands-free call, press the speakerphone button.

3. End a call

- a. To end an active call, press the **End** button.

4. Make a call using the speakerphone

- a. Hit the **speakerphone** button, then dial the number. Once complete, hit the **Dial** softkey.
- b. During a call, press the **Speakerphone** button to move the call from the handset to the speaker.

5. Placing a call on hold

- a. While on an active call, press the **Hold** softkey.

6. Resume a call that was placed on hold

- a. To retrieve the call on hold, press the Call List soft key, locate the call, and then press the Resume soft key. Your call is now off hold, and you can resume the call.

7. Transferring a call

- a. **Announced Transfer:** During an active call, press the **Transfer (Xfer)** soft key. Enter a number or select a contact from a directory or the recent calls list and **Press Dial**. Once the person answers, announce the call and then press the **Transfer (Xfer)** soft key again.
- b. **Blind Transfer:** During an active call, press the **Transfer (Xfer)** soft key. Enter a number or select a contact from a directory or the recent calls list and **Press Dial**. To complete, press the **Transfer (Xfer)** soft key again.

8. Mute a call

- a. During an active call, press the **Mute** soft key. To turn the mute off, press the **Unmute** button again.

9. Listening to voicemail

- a. To listen to your voicemail messages, press the **Menu / Confirm** button. Then press the right arrow to select **Messages**. The message screen appears. Use the navigational buttons to choose your voicemail line, then press the **Dial** soft key. The wireless handset accesses the message center, and you can listen to new voicemail messages.

10. 3-way conferencing

- a. During an active call, press the **Menu / Confirm** button. Press the **Down** arrow to **Conference** and then press the **Select** soft key. Enter your contact's number or choose a directory contact, then press the **Select (Sel)** soft key. After you answer the new call, press the **Conference (Conf)** soft key.
- b. Press the **End** soft key to end the conference call for both parties.

11. Access your call logs

- a. You can access your call log in two ways.
 - i. Press the **Right** navigation button, then select whether you want to view your Missed Calls, Received Calls, Dialed, or Recent Calls.
 - ii. Press the **Menu** button, then **Call Logs**. Select whether you want to view your Missed Calls, Received Calls, Dialed, or Recent Calls.
- b. To view the details of a call log, go to the desired entry, press **Options**, and select **View Details**.

12. Set a language

- a. To set the language, press the **Menu / Confirm** button. Press the **Down** arrow followed by the **Right** arrow to select **Settings**. Press the **OK** soft key. Scroll to **User Settings** and then press the **Enter** soft key. With Language highlighted, press the **Enter** soft key. From the list, choose your desired language. Once chosen, press the **Set** soft key.

13. Enable Silent Mode.

- a. To enable or disable keypad tones, the **Menu / Confirm** button. Press the **Down** arrow followed by the **Right** arrow to select **Settings**. Press the **OK** soft key. Scroll to **User Settings** and then press the **Enter** soft key. Scroll to **Audio** and press the **Enter** soft key. With Silent Mode highlighted, press the **Enter** soft key.

14. Set the ring-type

- a. To set the ring type for external in internal calls, the **Menu / Confirm** button. Press the **Down** arrow followed by the **Right** arrow to select **Settings**. Press the **OK** soft key. Scroll to **User Settings** and then press the **Enter** soft key. Scroll to **Audio** and press the **Enter** soft key. Select Ringers and press the **Enter** soft key. Locate the **Tone** and press **Enter** again. Once you choose your ringtone, press the **Set** soft key.

Note: A sample of the ring-type plays as you scroll through the list.

15. Access your Directory

- a. You can access your call log in two ways.
 - i. Press the **Up** navigation button, then select **Local Directory** or **Shared Directory**.
 - ii. Press the **Menu / Confirm** button, then the **Left** arrow to select **Directory**. Press the **OK** soft key. The directory menu appears.
- b. To search for a contact while in the directory, press the **Search** soft key. Enter your contact's first name or last name to search for your contact, or press the **Search** soft key to jump to that contact.