
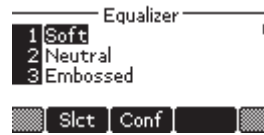


## NAVIGATE IN MENUS AND MAKE SETTINGS


- ⇒ Press  (MENU).
- ⇒ Select the option you want from the menu using the arrow keys. Press **OK** (tick) to confirm.



The option chosen from the menu is highlighted.  
Press the OK function key to activate the choice.  
Press the ESC function key to leave the menu.



Press "Slct" function key to make a choice.  
Press "Conf" to return to conference menu.

- ⇒ Cancel the settings dialog or go back one level in the menu by pressing **ESC**.
- ⇒ Quit the menu by pressing .
- ① Note that after you have made changes to a setting, you need to restart if required.

**snom** is the leading VoIP phones company based on the open standard SIP protocol.

snom MeetingPoint provides the technology for telephone conferences based on cutting-edge expertise within acoustics and digital signal processing. A key attribute of this conference phone is the built-in high-quality audio technology OmniSound®, providing crystal-clear sound.

It features the well-known snom quality SIP technology compatible to

- Microsoft® Office Communication Server 2007 R2
  - CISCO Call Manager
  - Broadsoft Broadworks
  - Asterisk, FreeSwitch, FreePBX based IP-PBXs
  - Software-based PBX systems like pbxnsip or 3CX
- and many others and integrates seamlessly in the widest range of existing VoIP solutions.

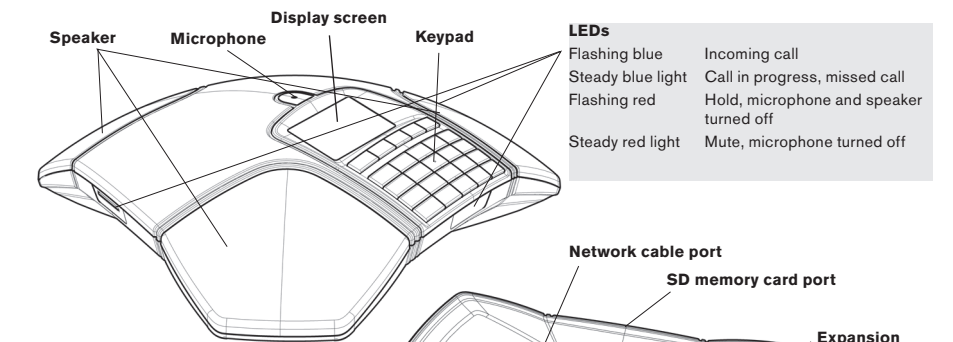
Read more about snom and our VoIP family of products on [www.snom.com](http://www.snom.com).

OmniSound® is a registered trademark of Konftel AB.  
The names of actual companies and products mentioned herein are the trademarks of their respective owners.



[www.snom.com](http://www.snom.com)

The **snom MeetingPoint** is a Conference phone for IP telephony.  
Further information is available on our website: [www.snom.com/snomMeetingPoint](http://www.snom.com/snomMeetingPoint).



### Display symbols

**In conference mode**

Conference timer

Conference 01:44

1 100 Peter Donohu  
2 +493039833505  
3 105 Oliver Bryson  
4 500 Office B

Conference parties

Scroll up/left as indicated

Function key Add party

Function key Put conference on hold

Scroll down/right as indicated

Function key End conference

Function key Add Split Close

**Function keys**  
Activate function

Context navigation

Line selection

Answer/connect new line

Hold/Unhold

Mute

Increase volume

Decrease volume

Hang up/end line

End conference

MENU, settings menu

Conference (double click)

Conference State/Hold

Start/end/back recording

Alphanumerical keypad



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snom\_mt\_pt\_106

## Quick Start Guide v1.06 snom MeetingPoint

## ANSWERING AND MAKING CALLS

### Answering calls

A ring tone is heard and the blue LEDs start flashing.

⇒ Press  to answer.

*The LEDs show a steady blue light.*

### Making calls

⇒ Dial the number.

⇒ Press .

*The number is dialed and the LEDs show a steady blue light.*

### Redialing

⇒ Press the call lists key.


*The call lists are displayed.*

⇒ Use the arrow keys to scroll through the call list.

⇒ Press .

*The number you have selected is dialed.*

or

⇒ double press .

*The last number dialed is redialed.*

### Calling from the phone book

Please refer to the manual for instructions on adding and updating numbers in the phone book.

⇒ Press the “Add Party” function key.

*Various options for calling a party are shown.*

⇒ Use the arrow keys to mark the internal or external phone book.

⇒ Search in the phone book using T9 or call list selection.

⇒ Press .

*The number you have selected is dialed.*

or

⇒ Press and hold down an alphanumerical key for two seconds.

*The internal phone book appears on the display screen. The pre-programmed names appear in alphabetical order, starting with the first letter on the key.*



⇒ Use the arrow keys to mark the name in the phone book.

⇒ Press .

*The number you have selected is dialed.*


## DURING A CALL

### Adjusting the speaker volume


⇒ Adjust the speaker volume using the keys  and .

## ANSWERING AND MAKING CALLS


### Mute

⇒ Press  (**Mute**) to turn the microphone off.


*The LEDs change from blue to flashing red. The other party cannot hear what you are saying.*

⇒ Press  (**Mute**) to reconnect the call.


### Hold

⇒ Press the  (Conference) key or the **Split** function key to put the call on hold.

*The LEDs change from blue to flashing red. Both the microphone and the speaker are turned off and the call is on hold.*


⇒ Press  to reconnect the call.

### Ending calls

⇒ End the call by pressing .


## MAKING MULTI-PARTY CALLS

The snom MeetingPoint makes it easy to make calls with as many as five people (four outgoing lines).

⇒ Press  during the call to get a new dialing tone.

*Calls in progress are put on hold.*

⇒ Dial the new number.

⇒ Press the  (**Conference**) key to connect the new call to the conference.

*The number you have dialed is added to the conference.*

or

⇒ Press the “Add Party” function key

*Various options for calling a party are shown.*



⇒ Choose from call lists, phone books and buddy contact list

*Buddy lists include Microsoft® Office Communication Server 2007 R2 contacts and SIP simple presence*

⇒ Press .

*The last contact selected by you is dialed.*


## MANAGING PHONE LINES WITH THE LINE MODE

### Switching between lines on idle/registration screen

⇒ Press **Up/Down arrow keys to select active line.**

*Active outgoing lines are solid black phone icons*



⇒ Press  to dial through the active line.

or

⇒ Press function key **Reg**.

*The list of up to 12 registrations appears*

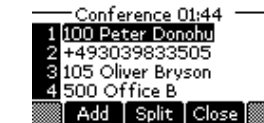
⇒ Press  to select active line.


*The idle line registration screen appears again*

### Switching between lines during conference

⇒ Press  (**Conference**) or **Split**.


*All lines are put on hold.*



⇒ Mark a line in the line menu and press .

*The party is reconnected to a two party call.*

### End line in a conference (remove party from conference)

⇒ Mark the line you want to end and press .

*The Party Details screen appears.*



⇒ Press function key Kick to end the Party call.

*The Conference screen appears.*

## RECORDING

### Start recording (optional)

It is possible to record a call in progress and use the snom MeetingPoint as a dictaphone.

⇒ Press the **REC** key for two seconds and press **OK** to confirm.


*The recording symbol flashes on the recording screen.*

### End recording (optional)

⇒ Press the **REC** key for two seconds and press **OK** to confirm.

*The recording symbol is no longer displayed on the screen.*

### Mute function

⇒ Press  (**Mute**) during a call to turn off the microphone.

*The LEDs change from blue to flashing red.*

*The other party cannot hear what you are saying and only the called party is recorded.*