

Snom Analogue Hospitality Series

HD351A

Analogue Cordless Guestroom Phone

HD3

Additional Handset + Charger for HD3x1 & HD3x1A

snom

User Manual

IMPORTANT SAFETY INSTRUCTIONS

The applied nameplate is located at the bottom or rear of the product.

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury, including the following:

1. This product should be installed by a qualified technician.
2. Read and understand all instructions.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water such as near a bath tub, wash bowl, kitchen sink, laundry tub or swimming pool, or in a wet basement or shower.
6. Do not place this product on an unstable table, shelf, stand or other unstable surfaces.
7. Slots and openings in the back or bottom of the telephone base and handset are provided for ventilation. To protect them from overheating, these openings must not be blocked by placing the product on a soft surface such as a bed, sofa or rug. This product should never be placed near or over a radiator or heat register. This product should not be placed in any area where proper ventilation is not provided.
8. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supplied at the premises, consult your dealer or local power company.
9. Do not allow anything to rest on the power cord. Do not install this product where the cord may be walked on.
10. Never push objects of any kind into this product through the slots in the telephone base or handset because they may touch dangerous voltage points or create a short circuit. Never spill liquid of any kind on the product.
11. To reduce the risk of electric shock, do not disassemble this product, but take it to an authorized service facility. Opening or removing parts of the base station or handset other than specified access doors may expose you to dangerous voltages or other risks. Incorrect reassembling can cause electric shock when the product is subsequently used.
12. Do not overload wall outlets and extension cords.
13. Unplug this product from the wall outlet and refer servicing to an authorized service facility under the following conditions:
 - When the power supply cord or plug is damaged or frayed.
 - If liquid has been spilled onto the product.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operation instructions. Improper adjustment of other controls may result in damage and often requires extensive work by an authorized technician to restore the product to normal operation.
 - If the product has been dropped and the telephone base and/or handset has been damaged.
 - If the product exhibits a distinct change in performance.
14. Avoid using a telephone (other than cordless) during an electrical storm. There is a remote risk of electric shock from lightning.
15. Do not use the telephone to report a gas leak in the vicinity of the leak. Under certain circumstances, a spark may be created

when the adapter is plugged into the power outlet, or when the handset is replaced in its cradle. This is a common event associated with the closing of any electrical circuit. The user should not plug the phone into a power outlet, and should not put a charged handset into the cradle, if the phone is located in an environment containing concentrations of flammable or flame-supporting gases, unless there is adequate ventilation. A spark in such an environment could create a fire or explosion. Such environments might include: medical use of oxygen without adequate ventilation; industrial gases (cleaning solvents; gasoline vapors; etc.); a leak of natural gas; etc.

16. Only put the handset of your telephone next to your ear when it is in normal talk mode.
17. The power adapters are intended to be correctly oriented in a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling, under-the-table or cabinet outlet.
18. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.
19. In wall mounting position, make sure to mount the telephone base on the wall by aligning the eyelets with the mounting studs of the wall plate. Then slide the telephone base down on both mounting studs until it locks into place. Refer to the full instructions in Installation in the user's manual.
20. This product should be mounted at a height of less than 2 meters.

   CAUTIONS

- Keep small metallic objects such as pins and staples away from the handset receiver.

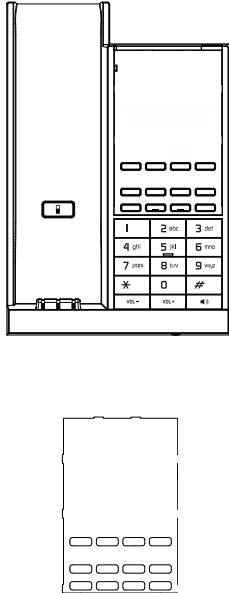
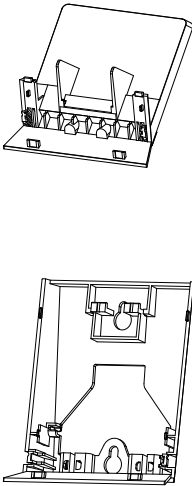
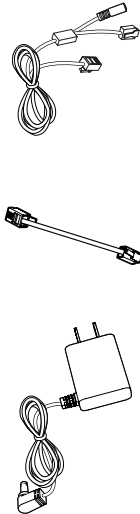

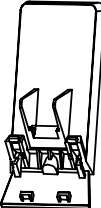

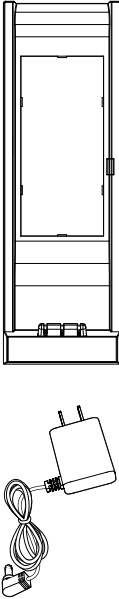
SAVE THESE INSTRUCTIONS

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Parts check list

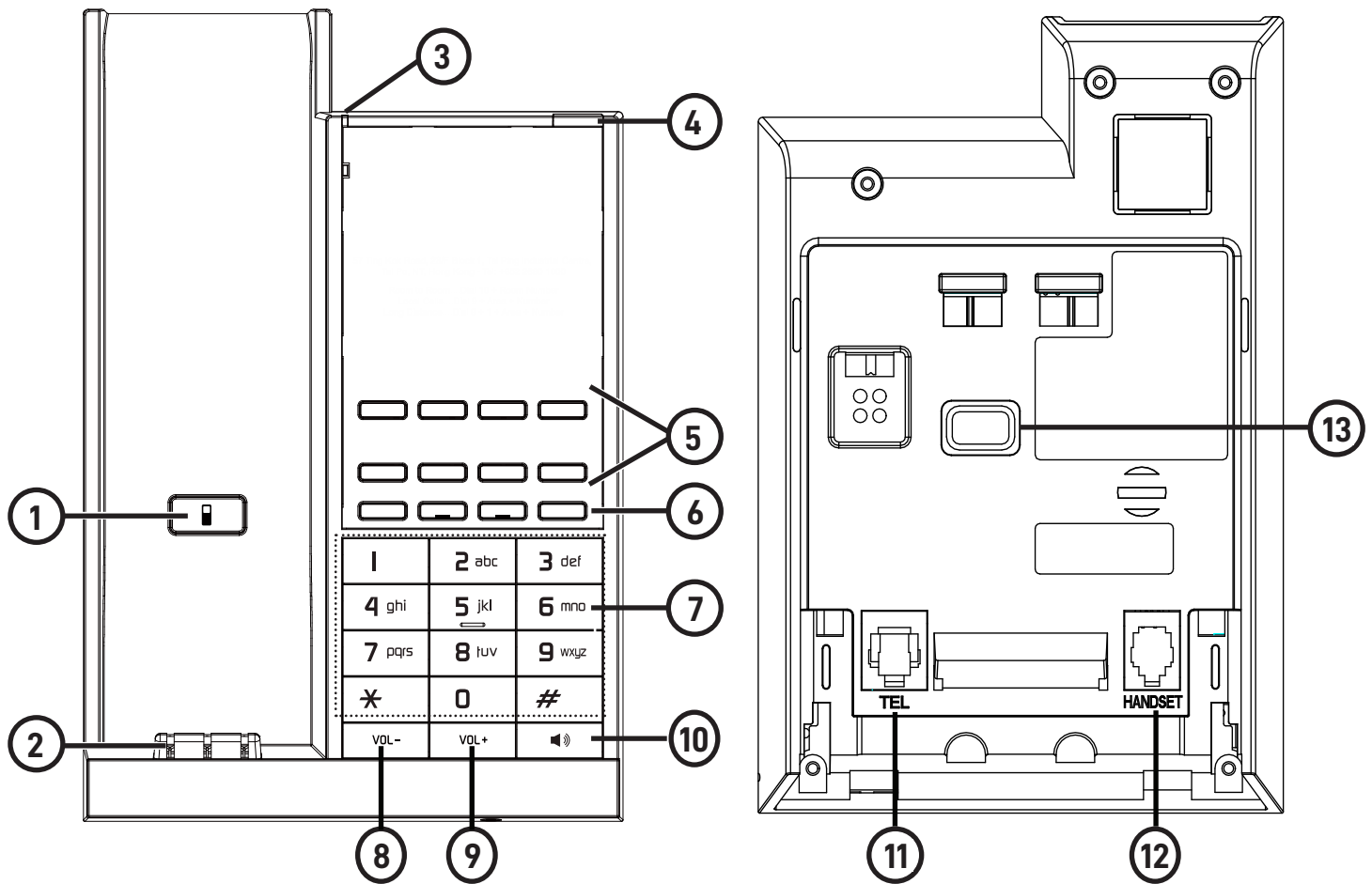
Items contained in the respective **cordless telephone** package:

| MODEL NAME | MODEL NUMBER | PARTS INCLUDED | | | | |
|---|--------------|--|---|--|---|---|
| | | TELEPHONE BASE WITH OVERLAY | BASE STAND WALL MOUNT BRACKET | ETHERNET CABLE SHORT ETHERNET CABLE TELEPHONE BASE POWER ADAPTER | CORDLESS HANDSET AND HANDSET BATTERY | HANDSET CHARGING BASE POWER ADAPTER |
| Analogue Cordless Guestroom Phone | HD351A |  |  |  |  | |
| Additional Handset + Charger for HD3x1 and HD3x1A (for SIP & Analogue) | HD3 | |  | |  |  |

Telephone layout

Analogue Cordless Guestroom Phone - HD351A

TELEPHONE BASE



| | |
|----|----------------------|
| 1 | Find Handset button |
| 2 | Charging poles |
| 3 | Charge LED |
| 4 | Message waiting LED |
| 5 | Speed dial keys |
| | MESSAGE key |
| | MUTE key |
| 6 | EMERGENCY key |
| | HOLD key |
| 7 | Numeric dial keys |
| 8 | VOLUME - key |
| 9 | VOLUME + key |
| 10 | SPEAKER key |

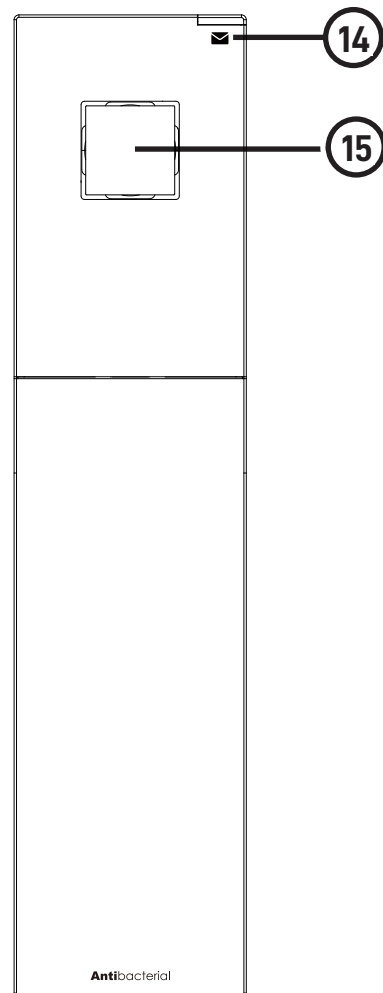
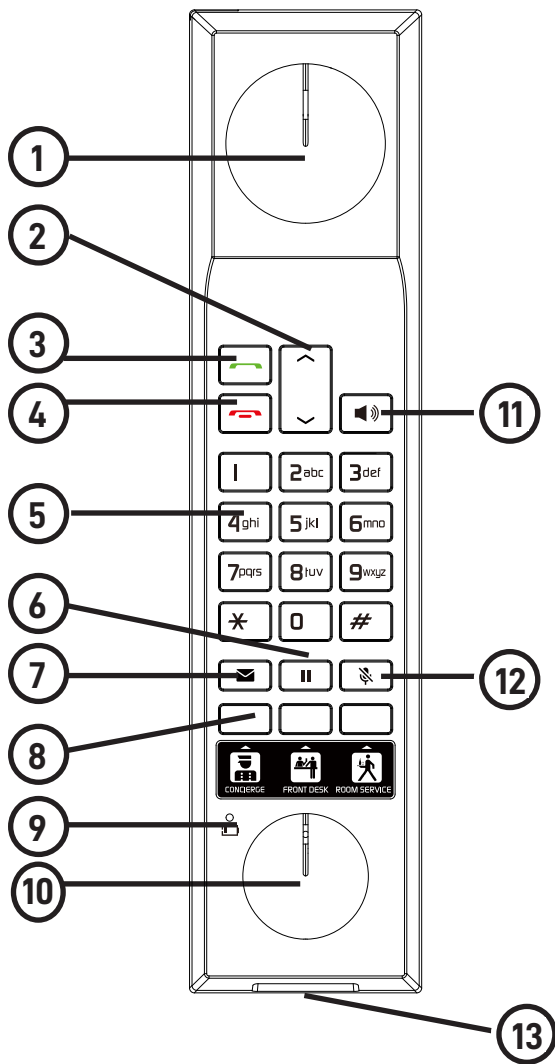
| | |
|----|-----------------------------|
| 11 | Telephone line jack |
| 12 | Handset connector jack |
| 13 | Voicemail voltage detection |

Telephone layout

HD351A - Analogue Cordless Guestroom Phone

HD3 - Additional Handset + Charger for HD3x1 & HD3x1A

CORDLESS HANDSET

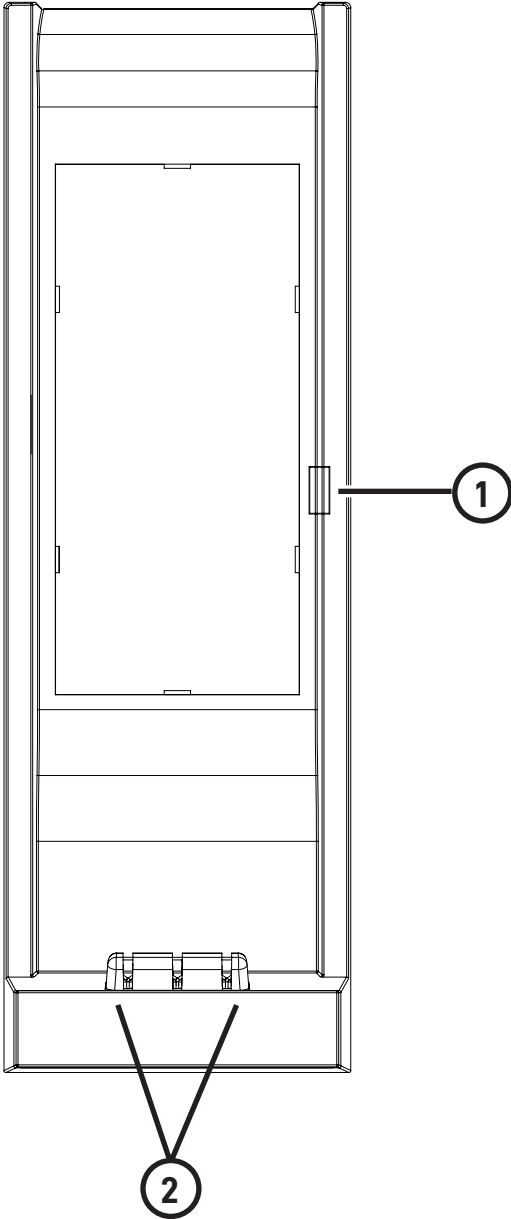


| | |
|----|------------------------|
| 1 | Handset earpiece |
| 2 | ^ v VOLUME keys |
| 3 | TALK/FLASH key |
| 4 | OFF/Cancel key |
| 5 | Numeric dial keys |
| 6 | HOLD key |
| 7 | SPEAKER key |
| 8 | Speed dial keys |
| 9 | Low battery LED |
| 10 | Microphone |

| | |
|----|---------------------|
| 11 | MESSAGES key |
| 12 | MUTE key |
| 13 | Charging contacts |
| 14 | Message waiting LED |
| 15 | Speakerphone |

HD3 - Additional Handset + Charger for HD3x1 & HD3x1A

CHARGING BASE



| | |
|---|----------------|
| 1 | Charge LED |
| 2 | Charging poles |

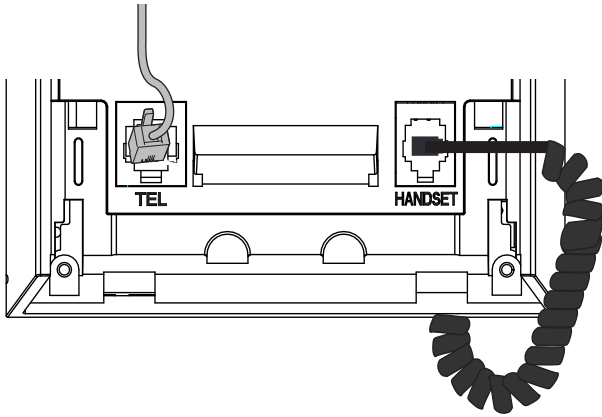
Installation

Analogue Cordless Guestroom Phone HD351A

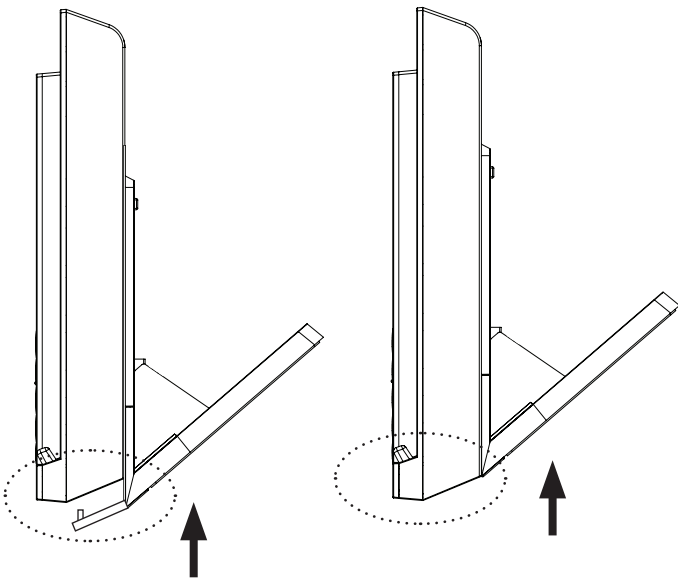
TELEPHONE BASE INSTALLATION

The telephone comes ready for desktop use.

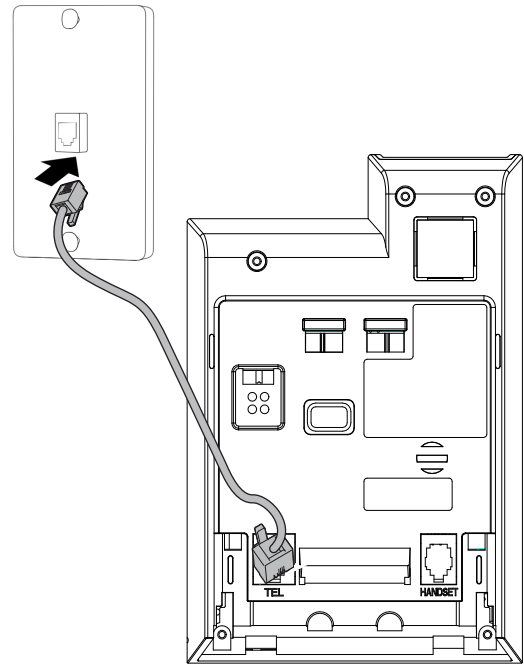
1. Turn the telephone base over with the bottom side facing up. Connect the coiled handset cord to the telephone base, and then connect the long telephone line cord as shown below.



2. Align the grooves of the base stand with the telephone base. Slide the base stand up to secure it.



3. Plug the other end of the telephone line cord to the telephone wall jack.



4. Place the handset on the telephone base cradle.

TO TEST YOUR INSTALLATION

Press  on the telephone base. Listen for a dial tone, and then press  again to hang up.

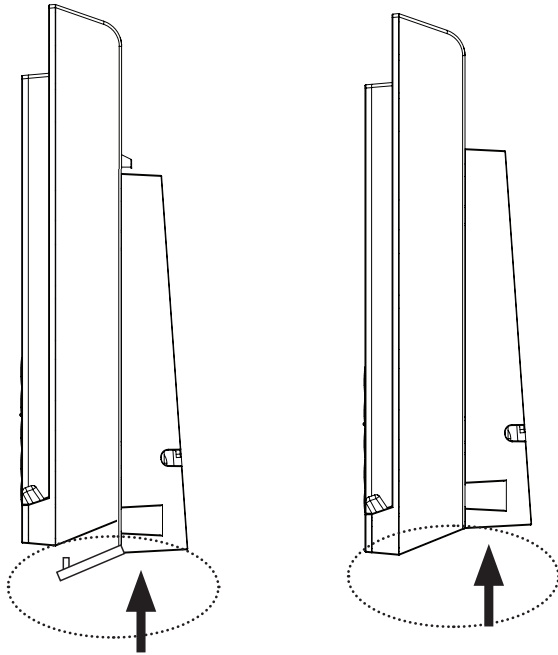
TO UNMOUNT THE BASE STAND

Simply slide the base stand down, and lift it from the telephone base.

INSTALLATION OPTION - CONVERTING FROM DESKTOP TO WALL MOUNT POSITION

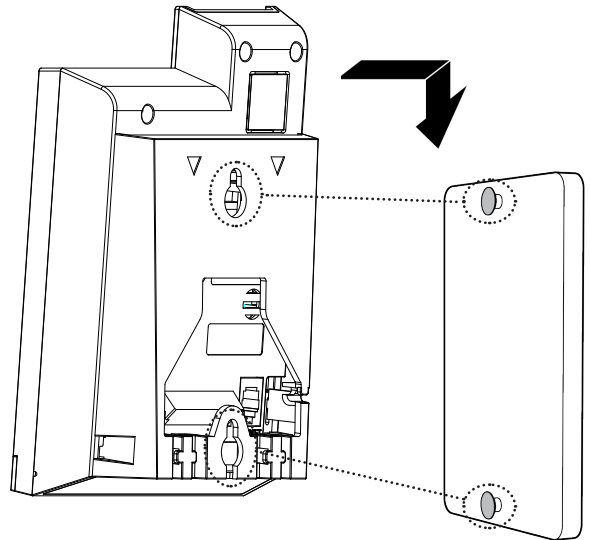
TO MOUNT THE TELEPHONE BASE ON THE WALL

1. Unmount the base stand from the telephone base. Disconnect all cords and cables from the telephone base. Put the cordless handset aside.
2. Turn the telephone base over with the bottom side facing up.
3. Align the grooves with the wall mount bracket.
4. Slide the wall mount bracket up.



5. Connect the telephone as described in "Telephone base installation" on page 11, but connect the short telephone line cord instead. Place the cords in the associated cable ducts.

6. Mount the telephone base on the wall by positioning the eyelets on the telephone base and the mounting bracket against the mounting studs. Then slide the telephone base down on both mounting studs until it locks into place.

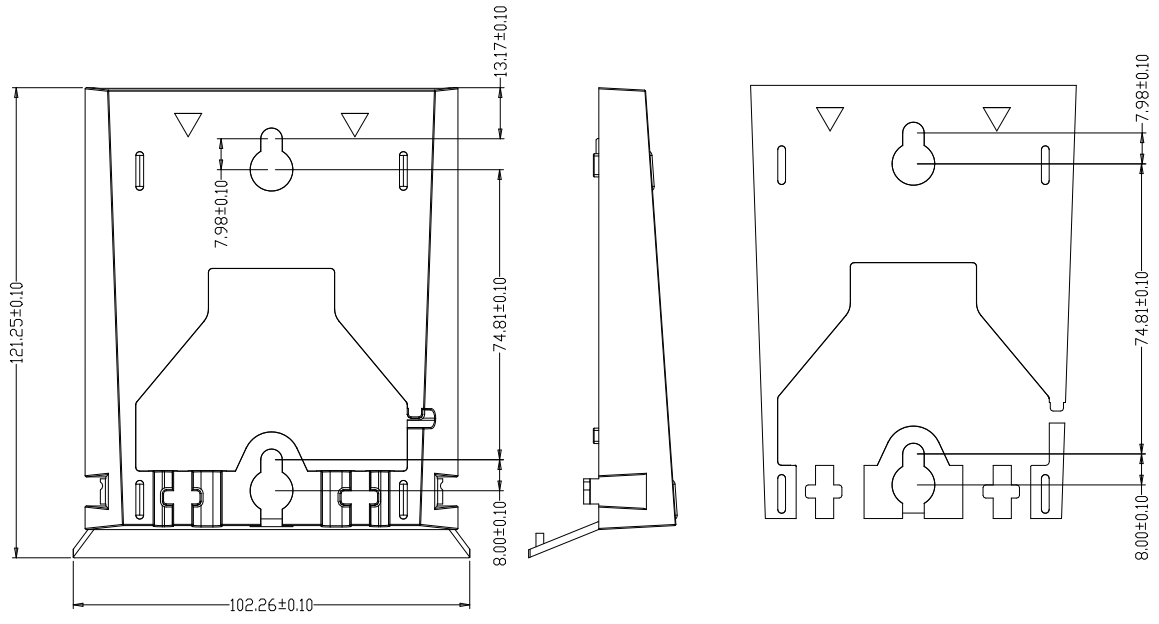


7. Replace the handset on the telephone base cradle.

TO REMOVE THE WALL MOUNT BRACKET FROM THE TELEPHONE BASE

1. Slide the telephone base up to remove it from the mounting studs on the wall.
2. Disconnect all cords and cables from the telephone base.
3. Slide the wall mount bracket down and lift it from the telephone base.

WALL MOUNT BRACKET DIMENSIONS

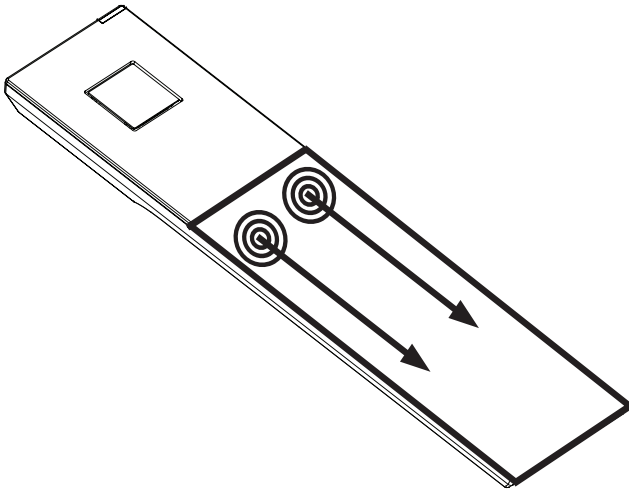


Unit: mm

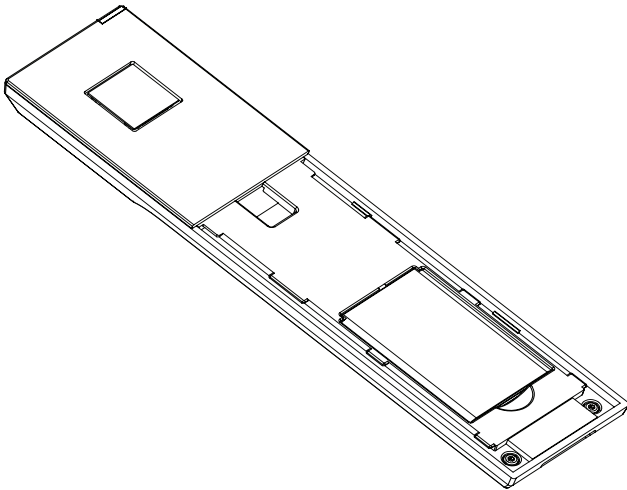
INSTALLING OR REPLACING A CORDLESS HANDSET BATTERY

To install or replace the handset battery, follow the steps below.

1. Hold the handset.
2. Press both thumbs down on the edge of the battery cover near the speaker, and slide the battery cover downwards.

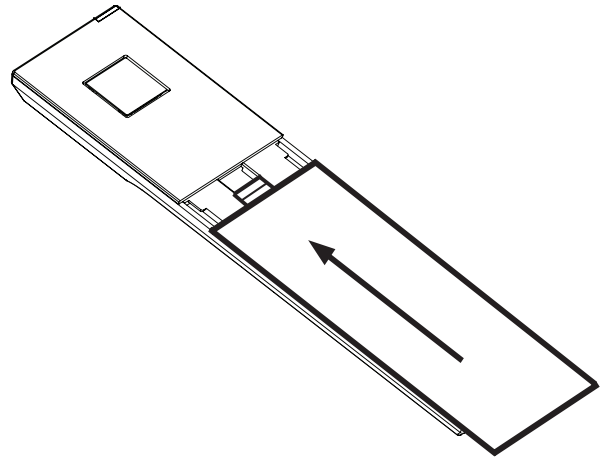


3. Lift the battery cover off the handset.



4. If you are replacing the battery: Place your thumb in the slot below the battery, and lift the battery out of the handset battery compartment.
5. Place the top of the battery in the handset battery compartment so that the battery connectors are aligned.
6. Push the bottom of the battery down into the battery compartment.

7. Align all the tabs on the handset cover against the corresponding grooves on the handset, then slide the handset cover closed.



⚠ CAUTIONS

- There may be a risk of explosion if a wrong type of handset battery is used. Use only the supplied rechargeable battery or replacement battery (Snom PN: 00004627).
- Dispose of used batteries according to the information in The RBRC® seal.

INSTALLATION NOTES

⚠ CAUTION! Please be careful of sharp edges of base stand that can cause harm during the installation process.

Avoid placing the phone too close to:

- Communication devices such as television sets, DVD players, or other cordless telephones
- Excessive heat sources
- Noise sources such as a window with traffic outside, motors, microwave ovens, refrigerators, or fluorescent lighting
- Excessive dust sources such as a workshop or garage
- Excessive moisture
- Extremely low temperature
- Mechanical vibration or shock such as on top of a washing machine or work bench

HANDSET REGISTRATION

Place the cordless handset on the telephone base cradle. Handset registration happens automatically the first time a cordless handset is placed on the telephone base.

When the registration process completes, the **MESSAGE WAITING** LED flashes once and you hear 3 rising beeps as confirmation.

Each telephone base accommodates up to five cordless handsets. When you already have five registered handsets, you can replace one of them by a new handset if any one of the five registered handsets is disconnected from the base. For example, it is out of range, or its battery is removed or depleted. The previous registered handset is then deregistered from the telephone base.

HANDSET DEREGISTRATION

When a registered cordless handset is idle, press ***331734#**, then press **HOLD**. You will hear a confirmation tone when the deregistration process completes.

REGISTER A HANDSET TO ANOTHER TELEPHONE BASE

Any Next Gen cordless 1-line handset can register to any Next Gen cordless 1-line telephone base.

When a registered cordless handset is idle, place it on another telephone base. This cordless handset automatically registers to the new telephone base.

HANDSET BATTERY CHARGING

The battery must be fully charged before using the cordless handset for the first time. The **CHARGE** LED turns on when the cordless handset is charging on the telephone base. The battery is fully charged after 11 hours of continuous charging. For best performance, keep the cordless handset in the telephone base or charging base when not in use.

Installation

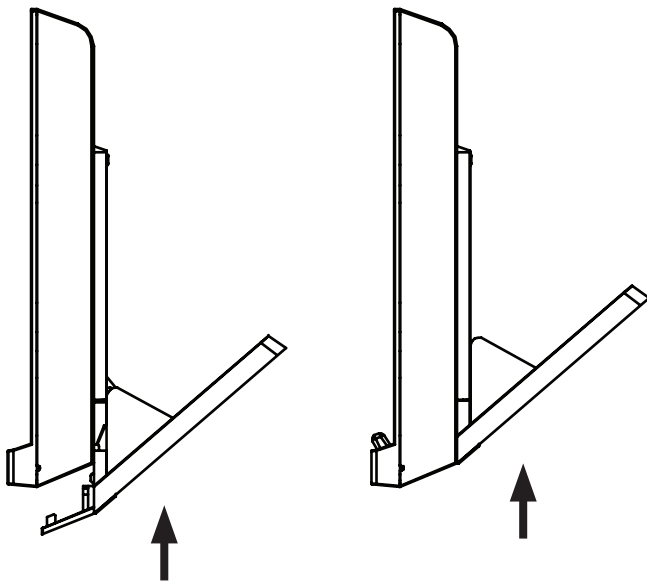
HD3

Additional Handset + Charger for HD3x1 & HD3x1A

INSTALL CHARGING BASE FOR DESKTOP

TO MOUNT THE BASE STAND ON THE CHARGING BASE

1. Align the grooves of the base stand with the charging base.
2. Slide the base stand up to secure it.



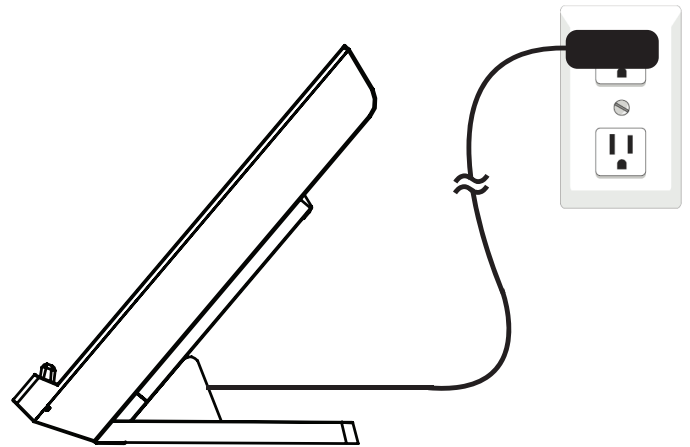
TO UNMOUNT THE BASE STAND



Simply slide the base stand down and lift it from the charging base.

CHARGING BASE INSTALLATION

The telephone comes ready for desktop use.

1. Install the charging base as shown below.
 - Make sure the power adapter is securely plugged into an outlet not controlled by a wall switch.



- The battery is fully charged after 11 hours of continuous charging. For best performance, keep the cordless handset in the charging base when not in use.
2. Press  on the handset. Listen for a dial tone, and then press  again to hang up.

⚠ CAUTIONS

Use only the supplied power adapter. The supplied power adapter is not designed for use in any other IT devices. Misusing it on your other IT devices shall be prohibited.

Set up

Analogue Cordless Guestroom Phone - HD351A

Default settings are indicated by asterisks (*).

| SETTING | OPTIONS | ADJUSTABLE BY |
|---|---|------------------------|
| Listening volume- Handset | 1, 2, 3, 4*, 5, 6 | User and administrator |
| Speakerphone volume - Handset | 1, 2, 3, 4*, 5, 6 | User and administrator |
| Speakerphone volume - telephone base | 1, 2, 3, 4*, 5, 6 | User and administrator |
| Ringer volume - telephone base | 1, 2*, 3 | User and administrator |
| Ringer tone | Tone 1*, Tone 2, Tone 3 | Administrator only |
| Flash | 1 (100ms), 2 (300ms), 3* (600ms) | Administrator only |
| RF transmission power - telephone base | 1 (low), 2* (middle), 3 (high) | Administrator only |
| Hold | 00 (auto-release disabled), 01 - 14, 15*, 16 - 99 minutes | Administrator only |
| Voicemail voltage detection - <ul style="list-style-type: none"> Steady high voltage, periodic high voltage pulse and periodic low voltage pulse detection method FSK detection method Panasonic | 0 (disable), 1 (enable) | Administrator only |
| Voicemail voltage detection - <ul style="list-style-type: none"> Line reversal method | 0 (disable), 1 (auto), 2 (default 0), 3 (default 1) | Administrator only |
| Voicemail voltage detection - <ul style="list-style-type: none"> Siemens | 0 (disable), 1 (50Hz), 2 (25Hz), 3 (20Hz) | Administrator only |
| Speed Dial number share | 0 (disable), 1 (enable) | Administrator only |

RINGER TONE

There are 3 ringer tones options that can be assigned to the telephone base.

To change the ringer tone:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 00 and you hear 3 beeps. Then press a dialing key, 1, 2 or 3, to select the desired ringer tone. You hear 3 rising beeps as confirmation.

FLASH

There are 3 flash duration options that can be programmed.

To change the flash duration:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press **FLASH** and you hear 3 beeps. Then press a dialing key, 1 (100ms), 2 (300ms) or 3 (600ms), to select the desired flash duration. You hear 3 rising beeps as confirmation.

RF TRANSMISSION POWER

There are 3 RF transmission power options on the telephone base that can be programmed.

To change the RF transmission power control level:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 01 and you hear 3 beeps. Then press a dialing key, 1 (low - coverage of 25% of maximum working distance), 2 (middle - coverage of 50% maximum working distance) or 3 (high - coverage of 100% of maximum working distance), to select the desired RF transmission power control level. You hear 3 rising beeps as confirmation.

HOLD

The call on hold timeout duration can be programmed from 01 to 99 minutes. Select 00 to disable the auto-release feature on call on hold.

To change the call on hold timeout duration:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 02 and you hear 3 beeps. Then press the dialing keys from 00 to 99 minutes. You hear 3 rising beeps as confirmation.

VOICEMAIL VOLTAGE DETECTION

There are several voicemail voltage detection methods on the telephone base that can be programmed.

To disable the voicemail voltage detection:

1. Remove the faceplate and overlay if they are on the telephone base.
2. Press the recessed **PROGRAM** key, then press 100.
3. Press the recessed **PROGRAM** key, then press 110.
4. Press the recessed **PROGRAM** key, then press 120.
5. Press the recessed **PROGRAM** key, then press 130.
6. Press the recessed **PROGRAM** key, then press 140.

To set the voicemail voltage detection by the periodic high voltage pulse and periodic low voltage pulse detection method:

1. Follow Step 1 to Step 6 in *To disable the voicemail voltage detection* above.
2. Press the recessed **PROGRAM** key.
3. Press 10 and you hear 3 beeps. Then press 1 to enable the setting. You hear 3 rising beeps as confirmation.

To set the voicemail voltage detection by the steady high voltage pulse detection method:

There are 2 options to set the voicemail steady high voltage detection.

The default setting is that the jumper is slid to the left position of the slot at the telephone base bottom, which is applicable to the voicemail steady high voltage below +/-75Vdc or above +/-90 Vdc.

If the voicemail steady high voltage is below +/-60Vdc or above +/-68 Vdc, use a narrow object to slide the jumper to the right position of the slot at the telephone base bottom.

To set the voicemail voltage detection by the line reversal method:

1. Follow Step 1 to Step 6 in *To disable the voicemail voltage detection* above.
2. Disable voicemail signal to the telephone.
3. Press the recessed **PROGRAM** key.
4. Press 11 and you hear 3 beeps. Then press 1 (auto). You hear 3 rising beeps as confirmation.
5. Get a dial tone. Wait for about 3 seconds and then hang up.
6. After about 15 seconds, when the **MESSAGE WAITING** LED is off, enable voicemail signal to the telephone.
7. After about 15 seconds, when the **MESSAGE WAITING** LED is on, disable voicemail signal to the telephone. After about 15 seconds, the **MESSAGE WAITING** LED is off if you successfully completes the setting.

If you fail to set the above setting, follow below steps to set another setting.

1. Follow Step 1 to Step 6 in *To disable the voicemail voltage detection* above.
2. Disable voicemail signal to the telephone.
3. Press the recessed **PROGRAM** key.
4. Press 11 and you hear 3 beeps. Then press 2 (default 0) or 3 (default 1). You hear 3 rising beeps as confirmation. After about 15 seconds, if the **MESSAGE WAITING** LED is on, repeat the steps above to try another setting.
5. After about 15 seconds, when the **MESSAGE WAITING** LED is off, enable voicemail signal to the telephone.
6. After about 15 seconds, when the **MESSAGE WAITING** LED is on, disable voicemail signal to the telephone. After about 15 seconds, the **MESSAGE WAITING** LED is off if you successfully completes the setting.

To set the voicemail voltage detection by the FSK detection method:

1. Follow Step 1 to Step 6 in *To disable the voicemail voltage detection* above.
2. Press the recessed **PROGRAM** key.
3. Press 12 and you hear 3 beeps. Then press 1 to enable the setting. You hear 3 rising beeps as confirmation.

SPEED DIAL KEYS

For the telephone base, there are up to 10 programmable guest-service (Speed Dial) keys. Program these keys to automatically dial telephone numbers or to activate telephone system features.

To program a Speed Dial key on the telephone base:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press the desired Speed Dial key where the telephone number is to be stored. You hear 3 beeps.
3. Enter the telephone number (up to 32 digits).
 - To insert a pause in the stored number, press the recessed **PAUSE** key.
4. The telephone stores the number automatically when 32 digits are entered. When the number has less than 32 digits, press the recessed **PROGRAM** key again. You hear 3 rising beeps as confirmation.

To clear the programmed Speed Dial key on the telephone base:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press the Speed Dial key where the telephone number is to be deleted. You hear 3 beeps. Press the recessed **PROGRAM** key again. You hear 3 rising beeps as confirmation.

For the cordless handset, there are 3 programmable keys. Program these keys to automatically dial telephone numbers or to activate telephone system features.

To program the **MESSAGES** key on the cordless handset:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 60 and you hear 3 beeps.
3. Enter the telephone number (up to 32 digits).
 - To insert a pause in the stored number, press the recessed **PAUSE** key.
4. The telephone stores the number automatically when 32 digits are entered. When the number has less than 32 digits, press the recessed **PROGRAM** key again. You hear 3 rising beeps as confirmation.

To clear the programmed **MESSAGES** key on the cordless handset:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 60 and you hear 3 beeps.

To program a Speed Dial key on the cordless handset:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 61, 62 or 63 for the desired Speed Dial key where the telephone number is to be stored (61 indicates the Speed Dial key below **SPEAKER** key, 62 indicates the Speed Dial key below **HOLD** key and 63 indicates the Speed Dial key below **MUTE** key) and you hear 3 beeps.
3. Enter the telephone number (up to 32 digits).
 - To insert a pause in the stored number, press the recessed **PAUSE** key.
4. The telephone stores the number automatically when 32 digits are entered. When the number has less than 32 digits, press the recessed **PROGRAM** key again. You hear 3 rising beeps as confirmation.

To clear the programmed Speed Dial key:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 61, 62 or 63 for the desired Speed Dial key where the telephone number is to be deleted (61 indicates the Speed Dial key below **SPEAKER** key, 62 indicates the Speed Dial key below **HOLD** key and 63 indicates the Speed Dial key below **MUTE** key) and you hear 3 beeps.
3. Press the recessed **PROGRAM** key again. You hear 3 rising beeps as confirmation.

When a HD3 is registered to a HD351A telephone base, you can program these keys using the telephone base or share the same Speed Dial numbers with the telephone base.

To enable the Speed Dial number sharing from the telephone base:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 03 and you hear 3 beeps. Then press 1 to enable. You hear 3 rising beeps as confirmation.

If you program a different set of Speed Dial numbers to the accessory handset, you must disable the Speed Dial number sharing before you can program the Speed Dial numbers.

To disable the Speed Dial number sharing from the telephone base:

1. Remove the faceplate and overlay if they are on the telephone base. Then press the recessed **PROGRAM** key.
2. Press 03 and you hear 3 beeps. Then press 0 to disable. You hear 3 rising beeps as confirmation.

Operation

HD351A Analogue Cordless
Guestroom Phone

HD3 Add. Handset + Charger for
HD3x1 & HD3x1A

USING THE CORDLESS HANDSET AND THE TELEPHONE BASE



The cordless handset and the telephone base speakerphone cannot be used at the same time on a call. However, calls can be switched between the cordless handset and the telephone base speakerphone.

RECEIVE A CALL

When there is an incoming call, the telephone rings and the message waiting LED flashes on the telephone base.



ANSWER A CALL USING THE CORDLESS HANDSET WHILE IT IS NOT ON THE TELEPHONE BASE OR CHARGING BASE

On the cordless handset, press  or .

- The  key illuminates when in use. The  key illuminates when in speakerphone mode.

ANSWER A CALL USING THE CORDLESS HANDSET WHILE IT IS CRADLED ON THE TELEPHONE BASE OR CHARGING BASE

Lift the cordless handset from the telephone base or charging base.

- The  key illuminates when in use. The  key illuminates when in speakerphone mode.



ANSWER A CALL USING THE TELEPHONE BASE



On the telephone base, press .

- The  key illuminates when in use.


PLACE A CALL


PLACE A CALL USING THE CORDLESS HANDSET

On the cordless handset, press  or . Listen for a dial tone and then dial the desired number, or press a Speed Dial key on the cordless handset to dial a programmed number.

- The  key illuminates when in use. The  key illuminates when in speakerphone mode.


PLACE A CALL USING THE TELEPHONE BASE

On the telephone base, press . Listen for a dial tone and then dial the desired number, or press a Speed Dial key on the telephone base to dial a programmed number.

- The  key illuminates when in use.

END A CALL




END A CALL WHEN USING THE CORDLESS HANDSET

Press  on the cordless handset or place it in the telephone base or charging base. The call ends when all handsets hang up.

END A CALL WHEN USING THE TELEPHONE BASE

Press .



SWITCH A CALL BETWEEN THE CORDLESS HANDSET AND THE TELEPHONE BASE SPEAKERPHONE

- To switch a call from the cordless handset to the telephone base speakerphone, press  on the telephone base.
- To switch a call from the telephone base speakerphone to the cordless handset which is not on the telephone base cradle, press  or  on the cordless handset.
- To switch a call from the telephone base speakerphone to the cordless handset which is cradled on the telephone base, lift the cordless handset from the telephone base.

SHARE A CALL

A maximum of two cordless handsets can be used at the same time on an external call.



HANDSET SPEAKERPHONE

During a call, press  on the cordless handset to switch between speakerphone mode and handset earpiece mode. The  key illuminates when in speakerphone mode.

VOLUME

Listening volume can be adjusted on the cordless handset and the telephone base.



ADJUST THE LISTENING VOLUME

- During a call on the handset, press  and  to adjust the listening volume. The next call returns to the default listening volume.
- During a call on the telephone base, press **VOL+** and **VOL-** to adjust the listening volume. The next call returns to the default listening volume.

ADJUST THE RINGER VOLUME OF THE TELEPHONE BASE



Ringer volume of the telephone base can be adjusted. When the telephone base is idle, press **VOL+** and **VOL-** to adjust the ringer volume.

CALL WAITING



1. When you hear a call waiting tone during a call, press  on the cordless handset to put the current call on hold and take the new incoming call.
2. Press  at any time to switch back and forth between calls.

MUTE



MUTE THE MICROPHONE

1. During a call, press **MUTE** /  .
 - The **MUTE** /  key on the handset / telephone base illuminates when the mute

function is turned on. You can hear the party on the other end, but they cannot hear you.


2. Press **MUTE** /  again to resume the conversation.
 - The light on the  key turns off.

SPEED DIAL

To dial a speed dial number, press a speed dial key (for example,  **CONCIERGE** or  **FRONT DESK**).

The speed dial keys on the telephone base are fewer than the speed dial keys on the cordless handset. For example, **EMERGENCY** is only available on the telephone base.

Telephone base: 8 dedicated speed dial hard keys, with 2 additional hard keys (MESSAGE, EMERGENCY) that can be programmed as speed dial keys

Handset: 3 dedicated speed dial hard keys, with one additional hard key () that can be programmed as speed dial keys

MESSAGE WAITING INDICATOR


When a voice message is received, the message waiting LED on the telephone base flashes.

PLAY MESSAGES




Press **MESSAGE** /  in idle mode to play messages.

HOLD

TO PLACE A CALL ON HOLD:

During a call, press the **HOLD** /  key.

TO TAKE THE CALL OFF HOLD:

Press  or  on the handset, OR press  on the telephone base.

Appendix

Troubleshooting

If you have difficulty with the telephones, please try the suggestions below.

FOR CORDLESS TELEPHONE

| QUESTION | SUGGESTIONS |
|--|--|
| 1. The telephone does not work at all. | <ul style="list-style-type: none">• Make sure the power adapter is securely plugged into an outlet not controlled by a wall switch.• Make sure the telephone line cord is plugged firmly into the power adapter and the telephone wall jack.• Make sure the battery is installed and charged correctly. For optimum daily performance, return the cordless handset to the telephone base or charging base after use.• Unplug the electrical power to the telephone base. Wait for approximately 15 seconds, then plug it back in. Allow up to one minute for the cordless handset and the telephone base to synchronize.• Charge the battery in the cordless handset for up to 11 hours.• If the battery is completely depleted, charge the cordless handset for at least 30 minutes before use.• Remove the battery and then install it again. If that still does not work, it may be necessary to purchase a new battery.• Disconnect the telephone base from the telephone wall jack and plug in a working telephone. If the other telephone does not work, the problem is probably in the wiring or telephone service. Contact your telephone service provider (charges may apply). |

QUESTION

SUGGESTIONS

2. There is no dial tone.

- Try all the above suggestions.
- Make sure there is a dial tone before dialing. It is normal if the cordless handset takes a second or two to synchronize with the telephone base before producing a dial tone. Wait an extra second before dialing.
- Eliminate any background noise. Mute the telephone before dialing, if applicable, or dial from another room in your unit with less background noise.
- If other telephones in your hotel are having the same problem, the problem is in the wiring or telephone service. Contact your telephone service provider (charges may apply).

3. I cannot dial out.

- Try all the above suggestions.
- Make sure there is a dial tone before dialing.
- Eliminate any background noise. Mute the telephone before dialing, if applicable, or dial from another room in your unit with less background noise.
- If other telephones in your hotel are having the same problem, the problem is in the wiring or telephone service. Contact your telephone service provider (charges may apply).

4. The **LOW BATTERY** LED illuminates on the cordless handset.

- Place the cordless handset in the telephone base or charging base for recharging.
- Remove the battery and then install it again, and use it until fully depleted. Then charge the cordless handset in the telephone base or charging base for up to 11 hours.
- If the above measures do not correct the problem, replace the battery.

5. The battery does not charge in the cordless handset or the battery does not accept charge.

- Make sure the cordless handset is placed in the telephone base or charging base correctly. The **CHARGE** LED should be on.
- Remove the battery and then install it again. Charge it for up to 11 hours.
- If the cordless handset is placed in the telephone base or charging base but the **CHARGE** LED is not on, refer to **The CHARGE LED is off** below.
- If the battery is completely depleted, charge the cordless handset for at least 30 minutes before use.
- If the above measures do not correct the problem, replace the battery.

6. The **CHARGE** LED is off.

- Clean the charging contacts on the cordless handset, telephone base and charging base each month with a pencil eraser or a dry non-abrasive fabric.
 - Make sure the power adapter and telephone line cord are plugged in correctly and securely.
 - Unplug the power adapter. Wait for 15 seconds before plugging it back in. Allow up to one minute for the cordless handset and the telephone base to reset.
-

7. The telephone does not ring when there is an incoming call.

- Make sure the telephone line cord and the power adapter are plugged in properly.
- The cordless handset may be too far from the telephone base. Move it closer to the telephone base.
- Adjust the setting of RF transmission power. It may be out of range.
- If other telephones in your hotel are having the same problem, the problem is in the wiring or telephone service. Contact your telephone service provider (charges may apply).
- Other electronic products such as HAM radios and other DECT phones can cause interference with the cordless phone. Try installing the phone as far away as possible from these types of electronic devices.
- Test a working telephone at the telephone wall jack. If the other telephone has the same problem, the problem is in the telephone wall jack. Contact your telephone service provider (charges may apply).
- The telephone line cord may be defective. Install a new telephone line cord.
- Remove the battery and then install it again. Then place the cordless handset in the telephone base. Wait for the handset to synchronize with the telephone base. Allow up to one minute for this to take place.

8. The cordless handset beeps and is not performing normally.

- Make sure the power cord is securely plugged into the telephone base. Plug the telephone base into a different working electrical outlet not controlled by a wall switch.
- Move the cordless handset closer to the telephone base or adjust the setting of RF transmission power. It may be out of range.
- Reset the telephone base by unplugging the electrical power to the base. Wait for 15 seconds and plug it back in again. Allow up to one minute for the cordless handset and the telephone base to synchronize.
- Other electronic products such as HAM radios and other DECT phones can cause interference with the cordless phone. Try installing the phone as far away as possible from these types of electronic devices.

9. There is interference during a telephone conversation, or the call fades in and out when I am using the cordless handset.

- Move the handset closer to the telephone base or adjust the setting of RF transmission power. It may be out of range.
- If there is High Speed Internet Access (HSIA) available at the premises through a telephone line, you may need to install a DSL filter (DSL - digital subscriber line) between the telephone line cord and the telephone wall jack. The filter prevents noise and caller ID problems caused by DSL interference. Contact your DSL service provider for more information about DSL filters.
- Appliances or other cordless telephones plugged into the same circuit as the telephone base can cause interference. Try moving the appliance or the telephone base to another outlet.
- Other electronic products such as HAM radios and other DECT phones can cause interference with the cordless phone. Try installing the phone as far away as possible from these types of electronic devices.

| QUESTION | SUGGESTIONS |
|---|--|
| <p>9. There is interference during a telephone conversation, or the call fades in and out when I am using the cordless handset. (Continued)</p> | <ul style="list-style-type: none"> • If the telephone is plugged in with a modem or a surge protector, plug the telephone (or modem/surge protector) into a different location. If this doesn't solve the problem, relocate the telephone or modem farther apart from each other, or use a different surge protector. • The location of the telephone base can impact the performance of the cordless phone. For better reception, install the telephone base in a centralized location within the room, away from walls or other obstructions. • Disconnect the telephone base from the telephone wall jack and plug in a corded telephone. If calls are still not clear, the problem is probably in the wiring or telephone service. Contact your telephone service provider (charges may apply). • If other telephones in your hotel are having the same problem, the problem is in the wiring or telephone service. Contact your telephone service provider (charges may apply). |
| <p>10. I hear other calls when using the telephone.</p> | <ul style="list-style-type: none"> • Disconnect the telephone base from the telephone wall jack. Plug in a different telephone. If you still hear other calls, the problem is probably in the wiring or telephone service. Contact your telephone service provider (charges may apply). |
| <p>11. I hear noise on the cordless handset and the keys do not work.</p> | <ul style="list-style-type: none"> • Make sure the telephone line cord is plugged in securely. |

12. Reset instructions for common issues.

- If the telephone is not responding normally, put the cordless handset in the telephone base. If it does not fix the problem, try the following (in the order listed):
 1. Disconnect the power to the telephone base.
 2. Disconnect the battery on the cordless handset.
 3. Wait a few minutes before connecting power to the telephone base.
 4. Install the battery again and then place the cordless handset in the telephone base.
 5. Wait for the cordless handset to synchronize with the telephone base. Allow up to one minute for this to take place.
-

Maintenance

TAKING CARE OF YOUR TELEPHONE

Your telephone contains sophisticated electronic parts, so it must be treated with care.

AVOID ROUGH TREATMENT

Place the handset down gently. Save the original packing materials to protect your telephone if you ever need to ship it.

AVOID WATER

Your telephone can be damaged if it gets wet. Do not use the handset outdoors in the rain, or handle it with wet hands. Do not install the telephone base near a sink, bathtub or shower.

ELECTRICAL STORMS

Electrical storms can sometimes cause power surges harmful to electronic equipment. For your own safety, take caution when using electrical appliances during storms.

CLEANING YOUR TELEPHONE

Your telephone has a durable plastic casing that should retain its luster for many years. Clean it only with a soft cloth slightly dampened with water or mild soap. Do not use excess water or cleaning solvents of any kind.

REMEMBER THAT ELECTRICAL APPLIANCES CAN CAUSE SERIOUS INJURY IF USED WHEN YOU ARE WET OR STANDING IN WATER. IF THE TELEPHONE BASE SHOULD FALL INTO WATER, DO NOT RETRIEVE IT UNTIL YOU UNPLUG THE POWER CORD AND/OR TELEPHONE LINE CORD FROM THE WALL. THEN REMOVE THE TELEPHONE BY THE UNPLUGGED CORDS.

European Directives

This equipment is compliant with 2014/53/EU (RED) and 2011/65/EU (ROHS).

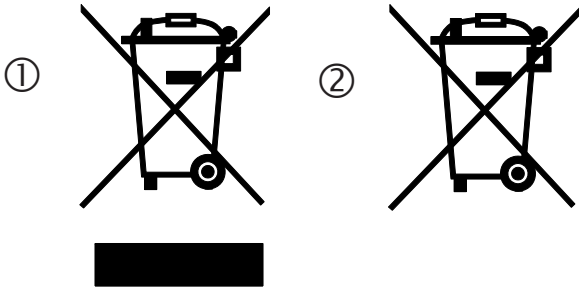
Declaration of Conformity

The Declaration of Conformity may be obtained from: www.snom.com



Disposal of batteries and product

These symbols (①, ②) on the products, packaging, and/or accompanying documents mean that used electrical and electronic products and batteries must not be mixed with general household waste.



For proper treatment, recovery and recycling of old products and batteries, please take them to applicable collection points in accordance with your national legislation.

By disposing of them correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment.

For more information about collection and recycling, please contact your local municipality. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

PRODUCT DISPOSAL INSTRUCTIONS FOR BUSINESS USERS

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

INFORMATION ON DISPOSAL IN OTHER COUNTRIES OUTSIDE THE EUROPEAN UNION

These symbols (①, ②) are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

NOTE FOR THE BATTERY SYMBOL

This symbol (②) might be used in combination with a chemical symbol. In this case it complies with the requirement set by the Directive for the chemical involved.

Technical specifications

HD351A - Analogue Cordless Guestroom Phone

HD3 - Additional Handset + Charger for HD3x1 & HD3x1A

| | |
|-------------------------------------|--|
| Frequency control | Crystal controlled PLL synthesizer |
| Transmit frequency (United Kingdom) | Handset: 1881.792-1897.344 MHz Telephone base: 1881.792-1897.344 MHz |
| Transmit frequency (European Union) | Handset: 1881.792-1897.344 MHz Telephone base: 1881.792-1897.344 MHz |
| Channels | 10 |
| Nominal effective range | Actual operating range may vary according to environmental conditions at the time of use. |
| Power requirement | <p>Telephone base:</p> <ul style="list-style-type: none"> Power adapter <ul style="list-style-type: none"> Input: 100-240V Output: 5.0V DC @ 1000mA EU-PSU: VT05EEU05100, Snom PN: 00007036, UK-PSU: VT05EUK05100, Snom PN: 00007037, AU-PSU: VT05EAU05100, Snom PN: 00007038 <p>Use only the power adapter indicated above for the telephone base!</p> <p>Handset:</p> <ul style="list-style-type: none"> Battery: 3.7V 1000mAH, Li-ion, Snom PN: 00004627 Use only the supplied battery or the battery indicated above <p>Charging base power adapter (sold separately):</p> <ul style="list-style-type: none"> EU: Snom PN 00004683, UK: PN 00004684, AU: PN 00004685 <p>Use only the power adapter indicated above for the charging base!</p> |
| Message waiting signal | Steady/periodic high voltage pulse, periodic low voltage pulse, reverse polarity, FSK, Siemens and/or Panasonic |
| Speed Dial memory | <p>Telephone base: 8 dedicated speed dial hard keys, with 2 additional hard keys (MESSAGE, EMERGENCY) that can be programmed as speed dial keys</p> <p>Handset: 3 dedicated speed dial hard keys, with one additional hard key (✉) that can be programmed as speed dial keys</p> |
| Size | Telephone base: 109.1 x 115.05 x 132.7 mm Corded handset: 203 x 48 x 20.5 mm |
| Manufacturer | Snom Technology GmbH, Berlin Germany |



snom

Specifications are subject to change without notice.
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HD351A_HD3_UM_V1_CEC_EU-UK_Oct2024