HD340A

Analog guest room phone | Corded handset

Short User Manual

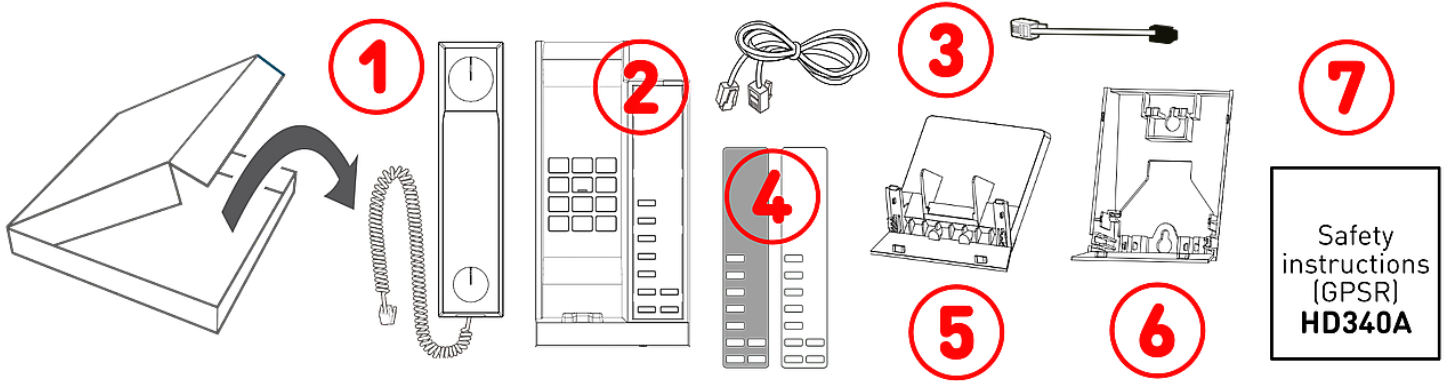| English	German	Italian	French	Spanish	Polish

Getting started

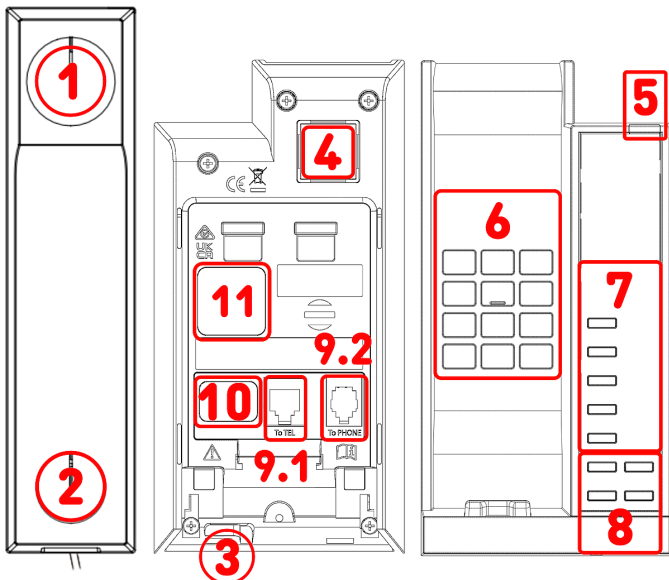## (A) Unpacking and inspecting the delivery content

A-1: Corded handset | **A-2**: Telephone base | **A-3**: Telephone line cord: 2 m and 140 mm | **A-4**: Blank faceplate and transparent cover | **A-5**: Footstand | **A-6**: Wall mount plate | **A-7**: Documentation

(B) Getting to know the HD340A components | Interfaces and connections

The hardware components of the HD340A can be summarized as follows:

- Audio devices → **B-1 - B-4**
- Indicators and keys → **B-5 - B-8**
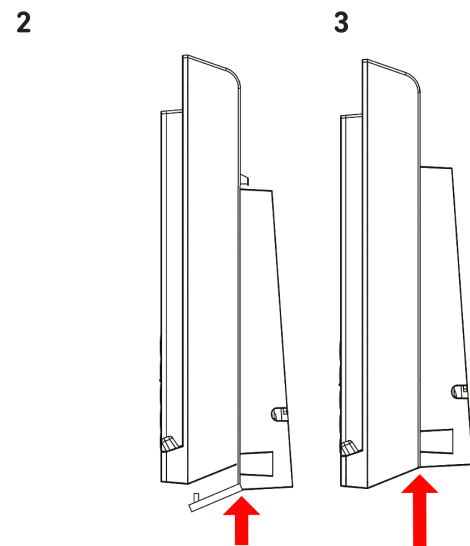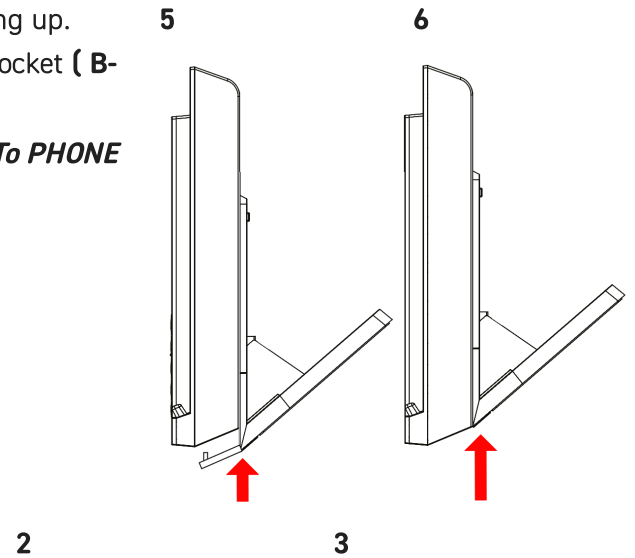- Wired interfaces → **B-9**

B-1: Handset earpiece

B-2: Microphone

B-3: Casing microphone

B-4: Casing speaker

B-5: Call status indication and Message waiting indication (MWI): 1 red LED

B-6: 12 keys (standard ITU telephone keypad)

B-7: 5 programmable function keys: Speed dialling + 2 Function keys: *PROGRAM + PAUSE*

B-8: 4 dedicated audio keys
- **B-8.1**: Volume + / - (*VOL+*, *VOL-*)
- **B-8.2**: Mute (with red LED)
- **B-8.3**: Speakerphone (with red LED)

B-9: Wired interfaces
- **B-9.1**: Network connectivity (PABX): 1 × RJ11-6P4C socket (*To TEL*)
- **B-9.2**: Corded handset: custom socket (*To PHONE*)

B-10: 4 jumpers: Voicemail voltage detection

B-11: Ringer tone selection switch
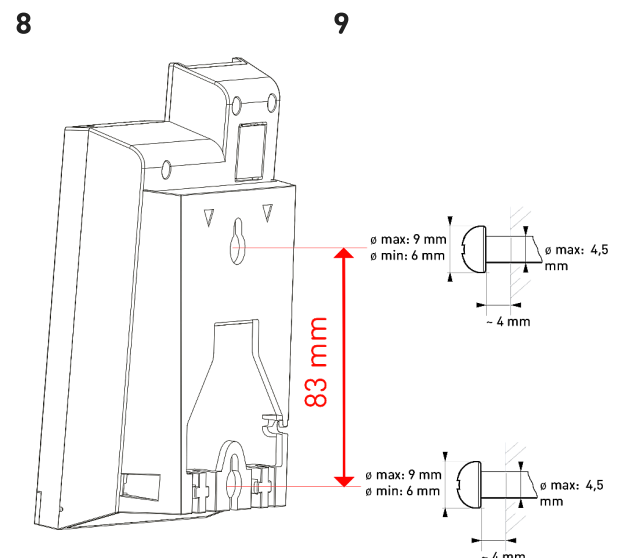
Preparing the HD340A for use

Installing the base stand for desktop usage

1. Turn the telephone base **(A-2)** over with the bottom side facing up.
2. Plug one end of the telephone line cord **(A-3)** into the RJ11 socket **(B-9.1)** labeled *To TEL*.
3. Connect the handset cord plug **(A-1)** into the socket **(B-9.2** *To PHONE* **)**.
4. Route all cables along the wire ducts accordingly.
5. Align the base stand with the telephone base.
6. Slide the base stand up to secure it.
7. Place the HD340A on an even, horizontal surface.

Installing the wall mount bracket for wall usage

1. Turn the telephone base **(A-2)** over with the bottom side facing up.
2. Align the wall mount bracket with the telephone base.
3. Slide the wall mount bracket up.
5. Plug one end of the telephone line cord **(A-3)** into the RJ11 socket **(B-9.1)** labeled *To TEL*.
6. Connect the handset cord plug **(A-1)** into the socket **(B-9.2** *To PHONE* **)**.
7. All cables and cords stick out from the hole in the wall mount bracket. Route all cables along the wire ducts accordingly.
8. Drill two holes into the wall at a vertical distance of 83 mm and insert wall plugs. Use screws with the specified dimensions.
9. Mount the telephone base to the wall by sliding the two eyelets over the screw heads until they click into place.

5 **6**

2 **3**

8 **9**

83 mm

ø max: 9 mm
ø min: 6 mm

ø max: 4,5 mm

~ 4 mm

ø max: 9 mm
ø min: 6 mm

ø max: 4,5 mm

~ 4 mm

Replacing the coiled handset cord

1. Hold the handset. Press both thumbs down on the edge of the handset cover near the back of the earpiece, and slide the handset cover downwards.
2. Lift the handset cover off the handset.
3. Unplug the connector of the coiled handset cord from the jack.
4. Plug the connector of another coiled handset cord into the jack.
5. Align all the tabs on the handset cover against the corresponding grooves on the handset, then slide the handset cover closed.

Putting the HD340A into operation

Connecting

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

To test your installation, press the speakerphone button on the telephone base. Listen for a dial tone, and then press again to hang up.

Speakerphone

Note: Lights up red when and as long as the speakerphone mode is active.
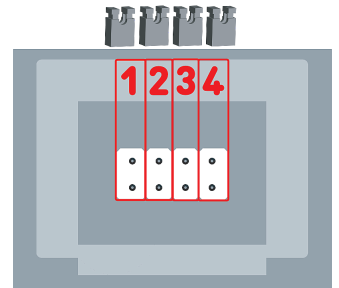
Adjusting the HD340A settings

Settings	Valid values	adjustable
Volume • Ringer • Handset earpiece • Speakerphone	• 1, 2, 3, 4, **5**, 6, 7, 8, 9 • Default Value **5**	• User • Administrator
Ringer tone	• **1**, 2, 3 • Default Value **1**	• Administrator
Voicemail voltage detection	• Disable • Periodic low voltage pulse detection method • Steady high voltage and periodic high voltage pulse detection method	• Administrator

Adjusting the ringer tone (administrators only)

1. Turn the telephone base **(A-2)** over with the bottom side facing up.
2. Remove the base stand or wall mount bracket, respectively. You can now open the cover **(B-10)** to adjust the setting.
3. Slide the ringer tone switch to select the desired detented position using a narrow object such as a standard screwdriver.
4. Close the cover and reinstall the base stand or wall mount bracket, respectively.

Adjusting the voicemail voltage detection (administrators only)

1. Turn the telephone base **(A-2)** over with the bottom side facing up. Remove the base stand or wall mount bracket, respectively. You can now open the cover **(B-9)** to adjust the setting.
2. To disable the voicemail voltage detection use a narrow object to unplug all the jumpers.
3. To set the voicemail voltage detection by the periodic low voltage pulse detection method plug the jumpers into the following positions: **1, 2, 3**

4. To set the voicemail voltage detection by the steady high voltage and periodic high voltage pulse detection method plug the jumpers into the following positions: **1, 2, 4**
5. Close the cover and reinstall the base stand or wall mount bracket, respectively.

Programming a Speed Dial key

There are up to 5 programmable guest-service (Speed Dial) keys. Program these keys to automatically dial telephone numbers or to activate telephone system features.

1. If present, remove the faceplate on the telephone base. The recessed PROGRAM and PAUSE keys become visible.
2. Pick up the handset or press   Press the recessed *PROGRAM* key. The MUTE key starts flashing.

Speakerphone   Mute

3. Press the desired Speed Dial key where the telephone number is to be stored. You hear 3 beeps as confirmation.
4. Enter the phone number. To insert a pause in the stored number, press the recessed PAUSE key.
5. The telephone stores the number automatically when 16 digits are entered. When the number has less than 16 digits, press the PROGRAM key again. You hear 3 beeps as confirmation.

To clear the programmed Speed Dial key, press the Speed Dial key where the telephone number is to be deleted. You hear 3 beeps as confirmation. Press the recessed *PROGRAM* key. You hear 3 beeps as confirmation.

Using the HD340A

Receiving calls or voice messages

- When there is an incoming call, the telephone rings and the message waiting LED flashes.
- When a voice message is received, the red message waiting LED on the telephone base flashes.

Accepting calls

With a call ringing:

- Pick up the handset or
- Press

Note: Lights up red when and as long as the speakerphone mode is active.

Speakerphone

Terminating calls

- Place the handset in the cradle or
- When using speakerphone: Press

Speakerphone

Adjusting the volume when in call │ Adjusting the volume of the ringer when the phone is idle or ringing

- Press **VOL +** or **VOL –**

Volume+   Volume-

- The next call returns to the default listening volume, while the ringer volume remains as adjusted before.

Making calls

- Pick up the handset. Enter the phone number or press a speed dial key.
  or
- Press

Note: Lights up red when and as long as the speakerphone mode is active.

Speakerphone

- Pick up the handset. Enter the phone number or press a speed dial key.

Toggling between handsfree and handset mode

- With an active call on the line, press

Note: Lights up red when and as long as the speakerphone mode is active.

Speakerphone

Muting and unmuting the microphone

- With an active call on the line, press

MUTE

Note: Lights up a red when and as long as the microphone is muted.

Mute

This will mute the microphone, i.e. you can hear the party on the other end, but they cannot hear you. Press again to resume the conversation.

Troubleshooting

Contacting Snom Support

Click this text (or scan the QR code) to read and follow the detailed instructions given on our website.

Submitting a ticket

Click this text (or scan the QR code) to read and follow the detailed instructions given on our website.

Disclaimer

Further information: Snom HD340A webpage │ Snom Service Hub HD340A │ Data sheet HD340A │ Safety instructions HD340A │ Warranty information │ Type approval │ Company locations

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