

HD341A



Analog guest room phone | Cordless handset

Short User Manual



English



German



Italian



French



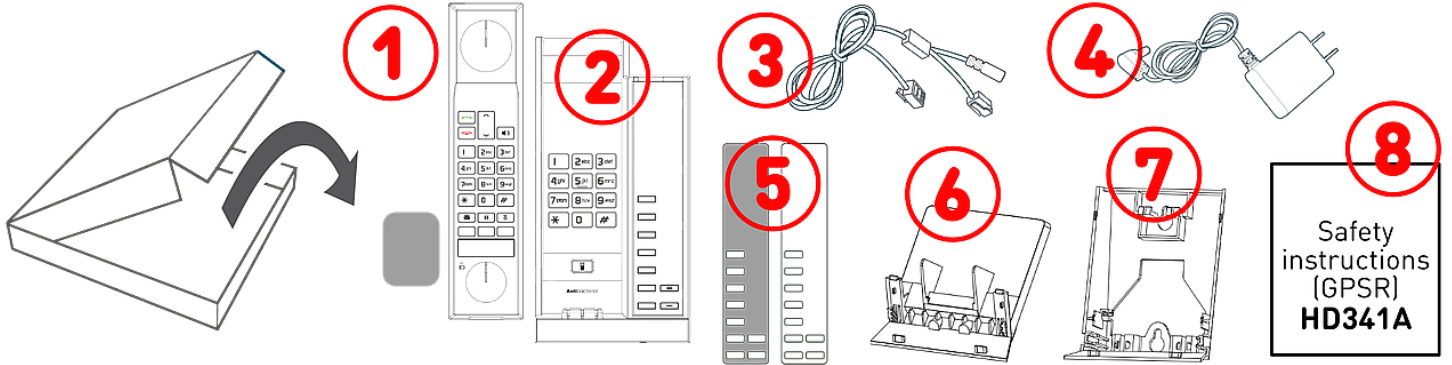
Spanish



Polish

Getting started

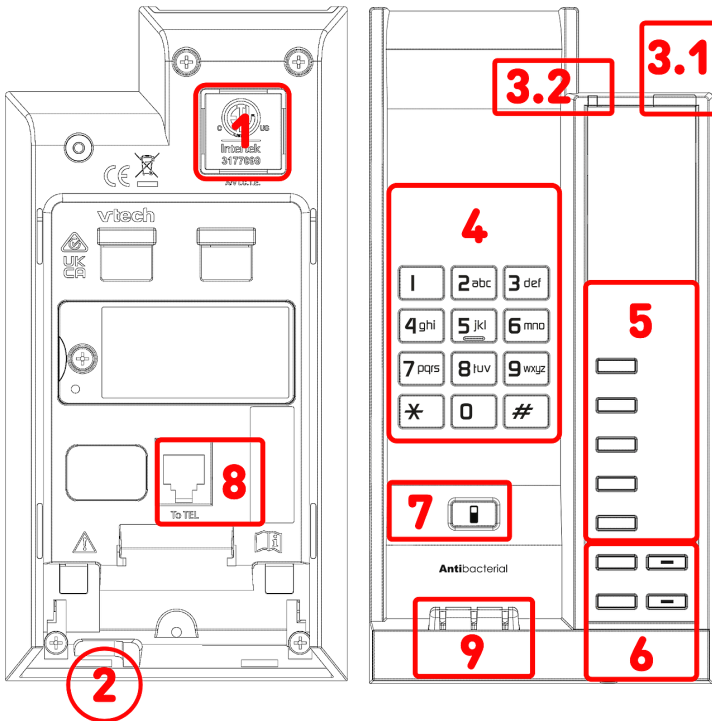
(A) Unpacking and inspecting the delivery content



A-1: Cordless handset | Battery | **A-2:** Telephone base | **A-3:** Telephone line cord: 2 m | **A-4:** Power adapter | **A-5:** Blank faceplate and transparent cover | **A-6:** Footstand | **A-7:** Wall mount plate | **A-8:** Documentation

(B) Telephone base: Getting to know the HD341A components | Interfaces and connections

Audio devices → **B-1, B-2** | Indicators and keys → **B-3 - B-7** | Wired interfaces → **B-8**



B-1: Casing speaker

B-2: Casing microphone

B-3: 2 LED indicators

- **B-3.1:** Call status indication and Message waiting indication (MWI): 1 red LED
- **B-3.2:** Charging indication: 1 red LED

B-4: 12 keys (standard ITU telephone keypad)

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

B-6: 4 dedicated audio keys

- **B-6.1:** Volume + / - (*VOL+*, *VOL-*)
- **B-6.2:** Mute *MUTE* (with red LED)
- **B-6.3:** Speakerphone (with red LED)

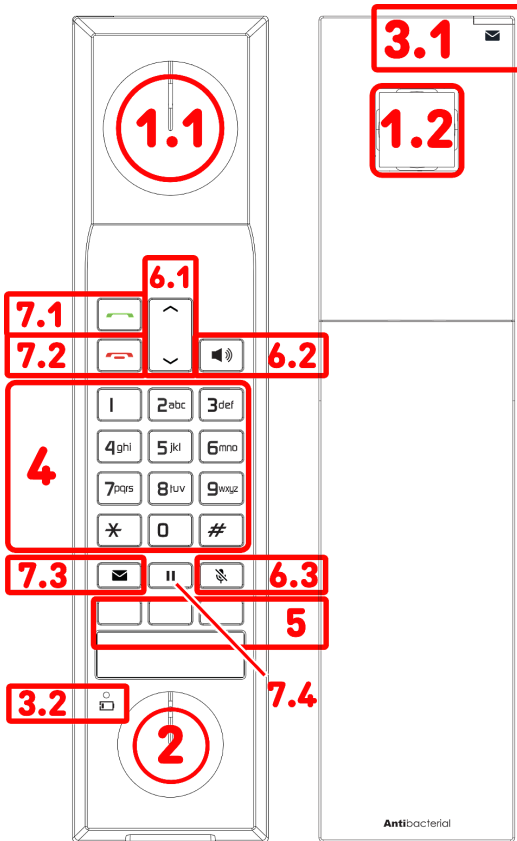
B-7: 1 dedicated function key: Handset localisation

B-8: Network connectivity (PABX): 1 × RJ11-6P4C socket (*To TEL*)

B-9: Charging poles

(C) Cordless handset: Getting to know the HD341A components

- Audio devices → **C-1, C-2**
- Indicators and keys → **C-3 - C-7**



C-1: Loudspeaker

- **C-1.1:** Handset earpiece
- **C-1.2:** External speaker: Speakerphone

C-2: Microphone

C-3: 2 LED indicators

- **C-3.1:** Call status indication and Message waiting indication (MWI): 1 red LED
- **C-3.2:** Charging indication: 1 red LED

C-4: 12 keys (standard ITU telephone keypad), backlit

C-5: 3 programmable function keys: Speed dialling

C-6: 4 dedicated audio keys

- **C-6.1:** Volume + / -
- **C-6.2:** Speakerphone (with red LED)
- **C-6.3:** Mute (with red LED)

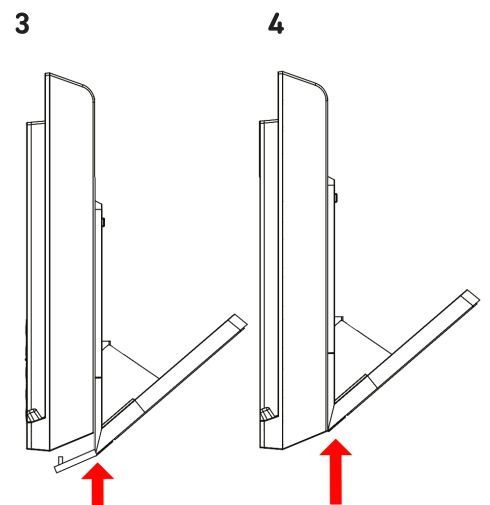
C-7: 4 dedicated function keys

- **C-7.1:** Offhook | Talk (with red LED)
- **C-7.2:** Onhook | Cancel
- **C-7.3:** Message
- **C-7.4:** Hold

Preparing the HD341A for use

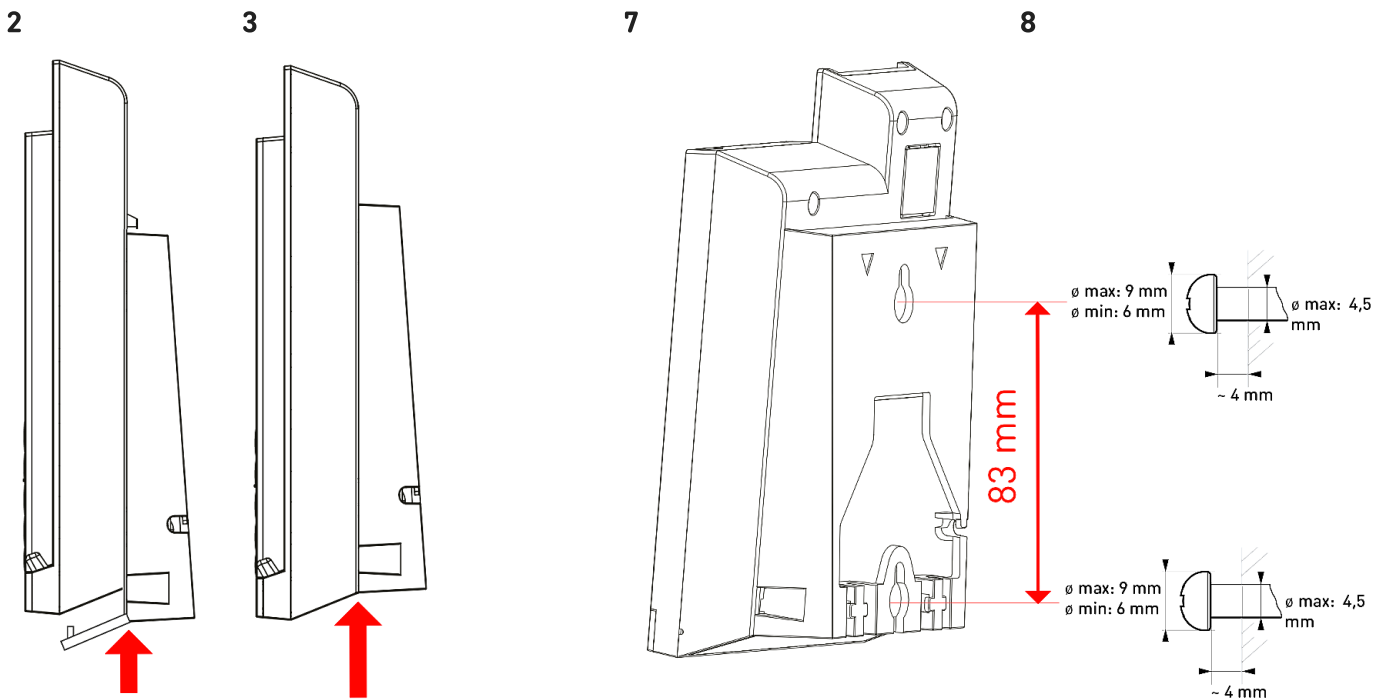
Installing the base stand for desktop usage

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-8**) labeled (*To TEL*).
3. Slide the base stand up to secure it.
4. Align the base stand with the telephone base.
5. Place the HD341A 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.
4. Plug one end of the telephone line cord (**A-3**) into the RJ11 socket (**B-8**) labeled *To TEL*.
5. Drill two holes into the wall at a vertical distance of 83 mm and insert wall plugs. Use screws with the specified dimensions.
6. Mount the telephone base to the wall by sliding the two eyelets over the screw heads until they click into place.



Installing or replacing a cordless handset battery | Charging the battery

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. If you are replacing the battery: Place your thumb in the slot below the battery, and lift it out of the handset battery compartment.
4. Place the top of the battery in the handset battery compartment so that the battery connectors are aligned. Push the bottom down into the battery compartment.
5. Align all the tabs on the handset cover against the corresponding grooves on the handset, then slide the handset cover closed.
6. The battery must be fully charged before using the cordless handset for the first time. The charging indication LED (**B-3.2**) 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 HD3 charger when not in use.

Putting the HD341A into operation

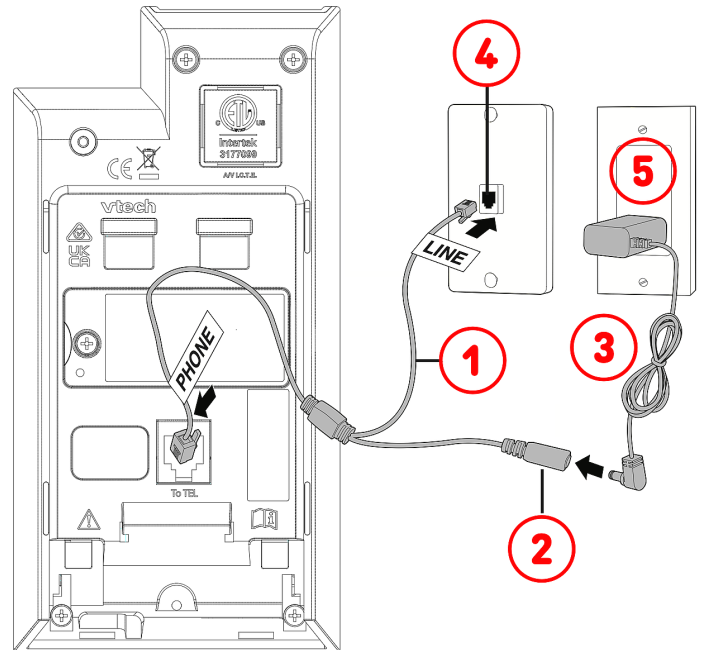
Connecting

1. Plug the other end of the telephone line cord (**1 Line**) to the telephone wall jack (**4**).
2. Now connect the power cord plug (**2**) to the power adapter (**3**) and plug it into a wall socket (**5**).
3. 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.



Registering/deregistering the cordless handset at the telephone base

1. 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.
2. When the registration process completes, you hear 3 beeps as confirmation.
3. Each telephone base accommodates up to four cordless handsets. When you already have four of them registered, you can replace one of them by a new one if it was disconnected from the base, e.g. it was out of range, or its battery was removed or depleted. The previous registered handset is then deregistered from the telephone base.
4. When a registered cordless handset is idle, enter ***331734#**. Press



Hold

You will hear a confirmation tone when the deregistration process completes.

5. Snom HD3 handsets are compatible with other Snom HD3xx telephone bases. If a registered HD3 is inactive, you can simply place it on another HD3xx telephone base, and it will automatically register with it.

Adjusting the HD341A settings

Settings	Valid values	adjustable
Cordless handset <ul style="list-style-type: none"> Volume: Handset earpiece Volume: Speakerphone 	<ul style="list-style-type: none"> 1, 2, 3, 4, 5, 6 Default Value 4 	<ul style="list-style-type: none"> User Administrator
Telephone base <ul style="list-style-type: none"> Volume: Speakerphone 		
Cordless handset <ul style="list-style-type: none"> Volume: Ringer 	<ul style="list-style-type: none"> 1, 2 Default Value 2 	<ul style="list-style-type: none"> User Administrator
Telephone base <ul style="list-style-type: none"> Volume: Ringer 	<ul style="list-style-type: none"> 1, 2, 3 Default Value 2 	<ul style="list-style-type: none"> User Administrator
Cordless handset <ul style="list-style-type: none"> Ringer tone 	<ul style="list-style-type: none"> 1, 2, 3 Default Value 1 	<ul style="list-style-type: none"> Administrator
<ul style="list-style-type: none"> Hook flash duration 	<ul style="list-style-type: none"> 1: 100 ms, 2: 300 ms, 3: 600 ms Default Value 3 	<ul style="list-style-type: none"> Administrator
Telephone base <ul style="list-style-type: none"> RF transmission power 	<ul style="list-style-type: none"> 1: (low), 2: (middle), 3: (high) Default Value 2 	<ul style="list-style-type: none"> Administrator

Adjusting the ringer tone (administrators only)

- If present, remove the faceplate on the telephone base. The recessed PROGRAM and PAUSE keys become visible. Press the recessed *PROGRAM* key.
- Press 00 and then press a dialing key, 1, 2 or 3, to play the desired ringer tone. Press the recessed *PROGRAM* key. You hear 3 beeps as confirmation.

Adjusting the hook flash duration (administrators only)

- If present, remove the faceplate on the telephone base. The recessed PROGRAM and PAUSE keys become visible. Press the recessed *PROGRAM* key.
- Press 05 and then press a dialing key, 1 (100ms), 2 (300ms) or 3 (600ms), to select the desired hook flash duration. You hear 3 beeps as confirmation.

Adjusting the RF transmission power (administrators only)

1. If present, remove the faceplate on the telephone base. The recessed PROGRAM and PAUSE keys become visible. Press the recessed *PROGRAM* key.
2. Press 01 and 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 beeps as confirmation.

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. Press the recessed *PROGRAM* key.
2. Press the desired Speed Dial key where the telephone number is to be stored.
3. Enter the phone number. To insert a pause in the stored number, press the recessed PAUSE key.
4. The telephone stores the number automatically when 30 digits are entered. When the number has less than 30 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. Press the recessed *PROGRAM* key. You hear 3 beeps as confirmation.

Using the HD341A

Note: 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.

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 (using the cordless handset while it is not on the telephone base or charging base)

- With a call ringing: Press



Offhook

or



Speakerphone

Note: Each key lights up when activated.

Accepting calls (using the cordless handset while it is cradled on the telephone base or charging base)

- Pick up the handset.



Offhook

Note: The key lights up when activated.

Accepting calls (using the telephone base)

- Press



Speakerphone

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

Making calls (using the cordless handset while it is not on the telephone base or charging base)

- Press



Offhook

or



Speakerphone

Note: Each key lights up when activated.

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

Making calls (using the telephone base)

- Press



Speakerphone

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

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

Terminating calls (using the cordless handset while it is not on the telephone base or charging base)

- Place the handset in the cradle or press



Onhook

Terminating calls (using the telephone base)

- Press



Speakerphone

Switching a call between the cordless handset and the telephone base speakerphone (using the cordless handset while it is not on the telephone base or charging base)

- Telephone base: During a call press



Speakerphone

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

- Cordless handset: With a call on the line press



Offhook

or



Speakerphone

Note: Each key lights up when activated.

Sharing a call

A maximum of two cordless handsets can be used at the same time on an external call. Another HD3 can join an ongoing call. With a call on the line press



Offhook

or



Speakerphone

Note: Each key lights up when activated.

Toggleing between handsfree and handset mode (using the cordless handset while it is not on the telephone base or charging base)

- With a call on the line press



Speakerphone

Note: The key lights up when activated.

Call waiting/swapping (using the cordless handset while it is not on the telephone base or charging base)

When you hear a call waiting tone during an active call, you can put it on hold and attend the incoming call instead:

- Press



Offhook

Note: The key lights up when activated. Use the same key to switch back and forth between calls.

Holding or unholding an active call

Put the connected call on hold.

- Cordless handset: Press



Hold

To take the call off hold:

- Cordless handset: Press



Hold

or



Offhook

or



Speakerphone

- Telephone base: Press



Speakerphone

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

Retrieving messages from the mailbox (if applicable)

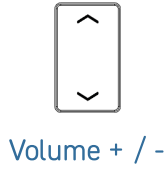
- In idle mode: Press



Message

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

- Cordless handset: Press



- Telephone base: Press



or



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

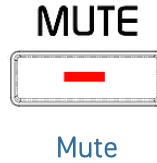
Muting and unmuting the microphone

- Cordless handset: During a call press



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

- Telephone base: During a call press



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

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 HD341A webpage](#) | [Snom Service Hub HD341A](#) | [Data sheet HD341A](#) | [Safety instructions HD341A](#) | [Warranty information](#) | [Type approval](#) | [Company locations](#)

Snom, the names of Snom products, and Snom logos are trademarks owned by Snom Technology GmbH. All product specifications are subject to change without notification. Snom Technology GmbH reserves the right to revise and change this document at any time, without being obliged to announce such revisions or changes beforehand or after the fact. Although due care has been taken in the compilation and presentation of the information in this document, the data upon which it is based may have changed in the meantime. Snom therefore disclaims all warranties and liability for the accurateness, completeness, and currentness of the information published, except in the case of intention or gross negligence on the part of Snom or where liability arises due to binding legal provisions.