PLATON®

SNOM

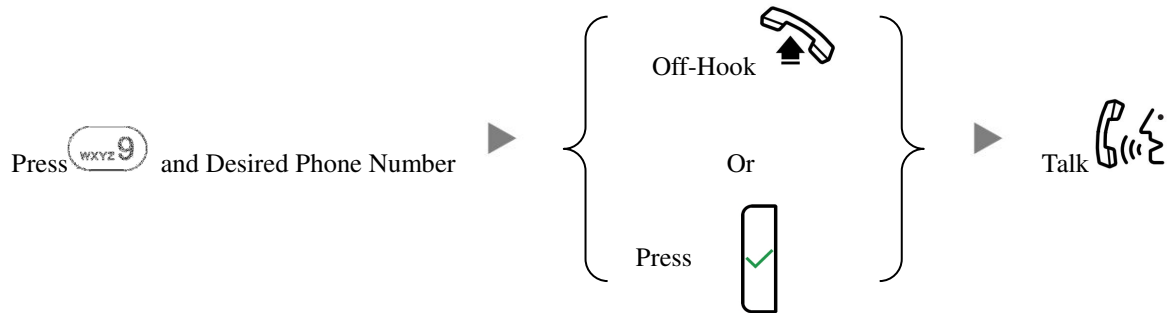## Snom 710/715/D710/D715 Instructions
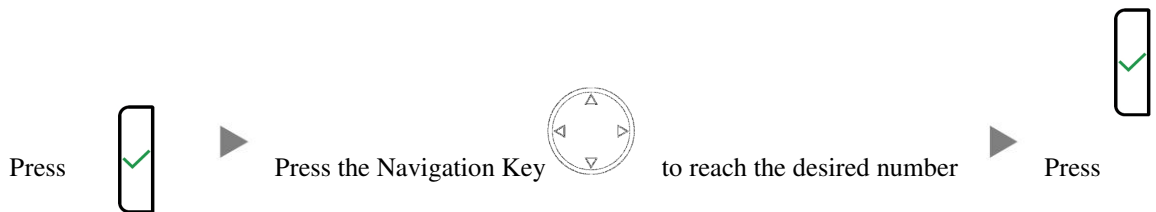
1. Making Calls

i. Outside Calls

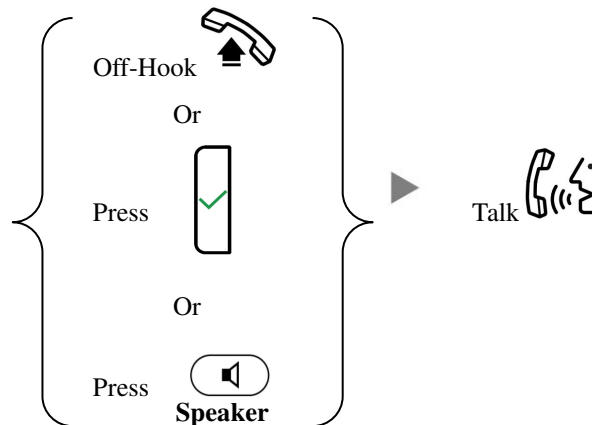Press (wxyz 9) and Desired Phone Number ▶ { Off-Hook Or Press ✓ } ▶ Talk

ii. Calling Other Extension

Dial Extension Number ▶ { Off-Hook Or Press ✓ } ▶ Talk

iii. Redial

Press ✓ ▶ Press the Navigation Key to reach the desired number ▶ Press ✓

2. Answering Calls

{ Off-Hook Or Press ✓ Or Press Speaker } ▶ Talk
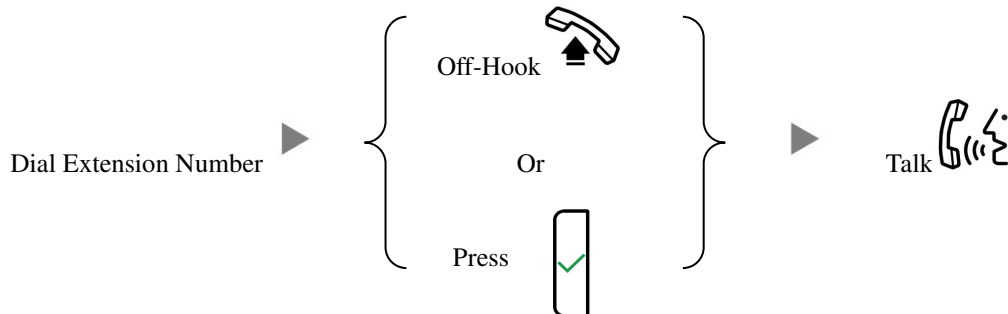
3. Transferring a Call / Call Transfer

    i. Blind / Unattended Transfer

During a conservation ▶ Press `Xfer` ▶ Dial Extension Number and Press ✓

    ii. Supervised / Attended Transfer

During a conservation ▶ Press ⬭ **Line 2** ▶ Dial Extension Number and Press ✓

▶ Optionally, you can Talk and Inform about the call you are transferring 📞 ▶ Press `Xfer` ✓

4. Holding a Call
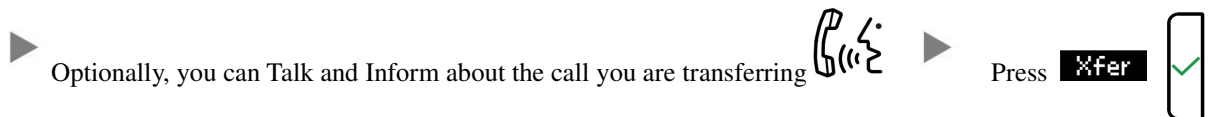
    i. To Hold

During a conservation ▶ Press `Hold`

    ii. To Retrieve a call (Call Hold retrieve)

{ Press `Hold`

Or

Press Flashing Line Key ⬭ }
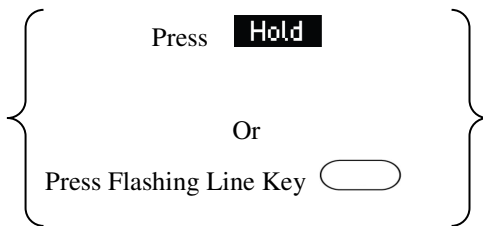
5. Making a conference (Conference Call)

    i. To Establish a Conference

During a conservation ▶ Press ⬭ **Line 2** ▶ Dial to 3rd Party ▶ Press `Cnf.On` ▶ Talk 📞
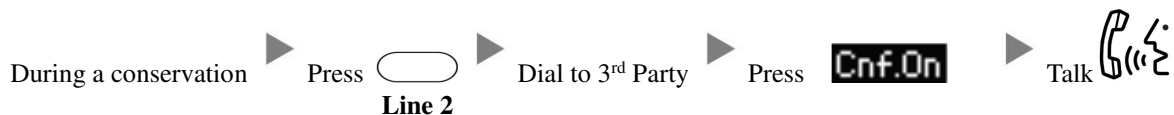
    ii. To Leave a conference and talk to the original person

During a conference ▶ Press `Hold` ▶ Press ⬭ **Line 2** ▶ Press ✕ ▶ Press ⬭ **Line 1** ▶ Talk 📞
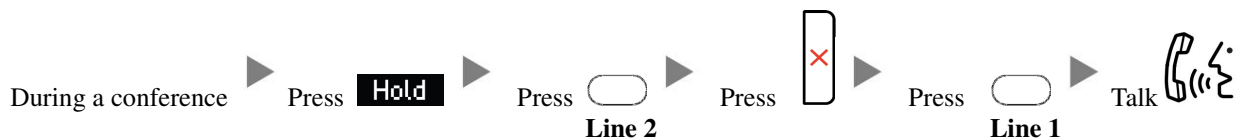
    iii. To Leave a conference and talk to the 3rd person

During a conference ▶ Press `Hold` ▶ Press ⬭ **Line 1** ▶ Press ✕ ▶ Press ⬭ **Line 2** ▶ Talk 📞

    iv. To Leave a conference

During a conference ▶ Press ✕
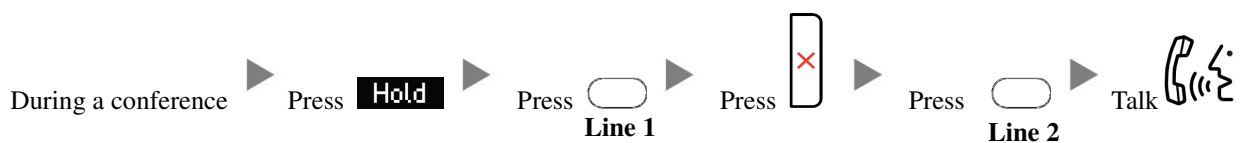
6. **Checking Voice Mail**

When message LED light is flashing ▶ Press (✉️) ▶ Enter Password
Message

Press (1) to **Listen** Message ▶ { Press (JKL 5) to **Repeat** Message

Press (MNO 6) to **Play Next** Message

Press (PQRS 7) to **Delete/Un-Delete** Message }

7. **Voice Mail Setup**

Press (✉️) ▶ Enter Password (if any)
Message

Press (- - 0) to reach mailbox **option** ▶ { Press (1) to record **Unavailable** Message

Press (ABC 2) to record **Busy** Message

Press (DEF 3) to record **Your Name**

Press (GHI 4) to record **Temporary** greeting

Press (JKL 5) to **Change Password** }

8. **Checking Call History**

{ Press ☑ for Redial;

Press ⬧ for Received Calls;

Press ⬧ for Missed Calls; }

▶ Press the Navigation Key ⬧ to screen out the record

9.   Forward Call

    i.   To set up All Call Forward Mode

Press **Settin** ▶ Press (ABC **2**) (or choose "Call Features") ▶

Press (**1**) (or choose "Call Forwarding") ▶ Press (**1**) (or choose "Forward All") ▶

Press (ABC **2**) (or choose "Target when Forwarding") ▶ Input the target extension Number (e.g. 108) ▶

Press [✓] ▶ Press (**1**) until the screen shows "☑Activate"
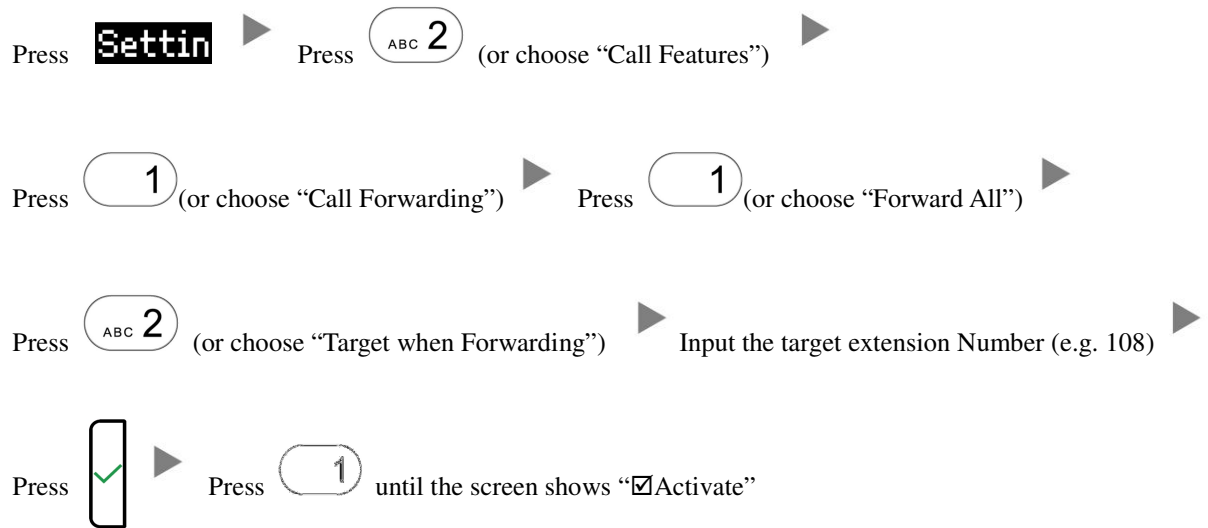
    ii.   To set up Busy Call Forward Mode

Press **Settin** ▶ Press (ABC **2**) (or choose "Call Features") ▶

Press (**1**) (or choose "Call Forwarding") ▶ Press (ABC **2**) (or choose "Forward when Busy") ▶

Press (ABC **2**) (or choose "Target when Forwarding") ▶ Input the target extension Number (e.g. 108) ▶

Press [✓] ▶ Press (**1**) until the screen shows "☑Activate"
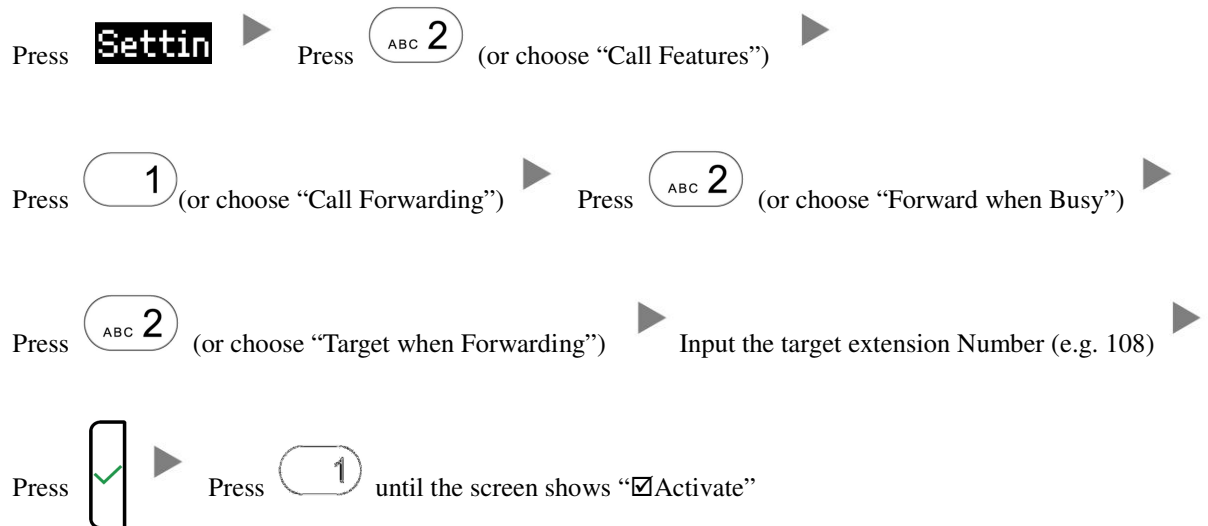
iii.   <u>To set up Time / No Answer   Call Forward Mode</u>

Press **Settin** ▶ Press ⓐᵇᶜ **2** (or choose "Call Features") ▶

Press ⓵ (or choose "Call Forwarding") ▶ Press ᴰᴱᶠ **3** (or choose "Forward after Timeout") ▶

Press ᴰᴱᶠ **3** (or choose "Call Forwarding Time") ▶ Input the No Answer Time (e.g. 20 seconds) ▶ ✓

Press ⓐᵇᶜ **2** (or choose "Target for Forwarding") ▶ Input the target extension Number (e.g. 108) ▶

Press ✓ ▶ Press ⓵ until the screen shows "☑Activate"
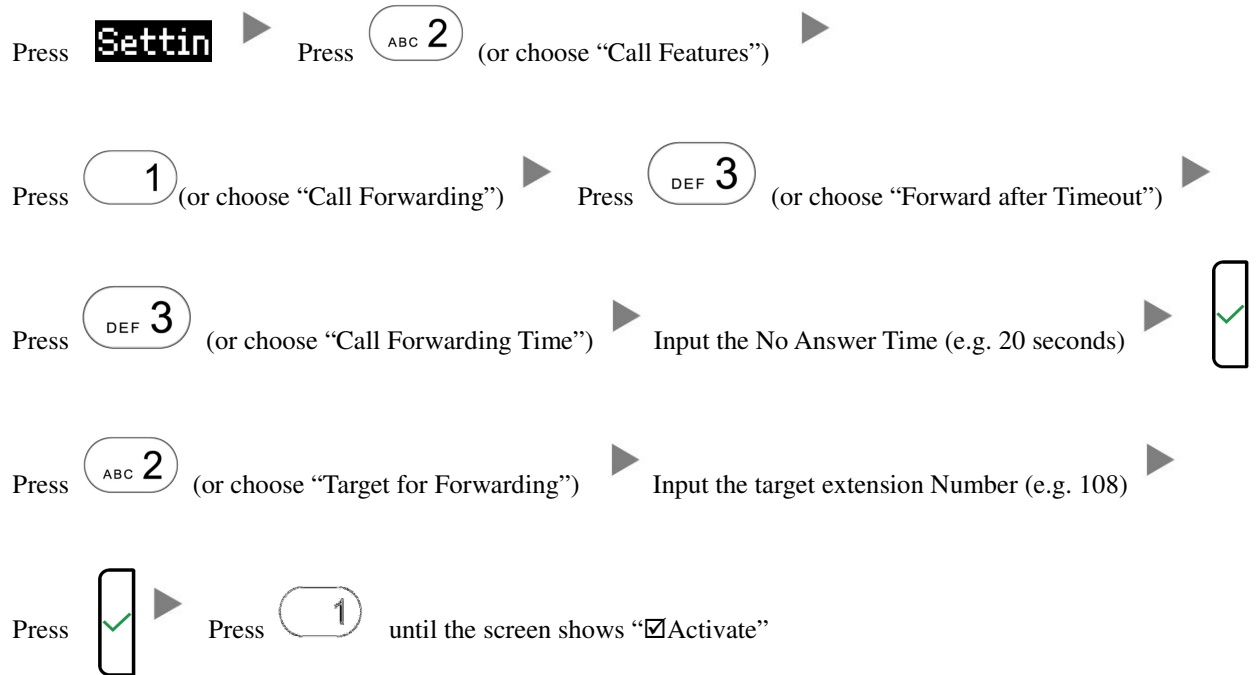
iv.   <u>To Cancel Call Forward</u>

Press **Settin** ▶ Press ⓐᵇᶜ **2** (or choose "Call Features") ▶

Press ⓵ (or choose "Call Forwarding") ▶ Choose the Forwarding mode to be canceled ▶

Press ⓵ until the screen shows "☐Activate"

10.   Address Book

Press **Dir** ▶ Press the Navigation Key to select the Address ▶ Press ✓