PLATON®   **snom**®
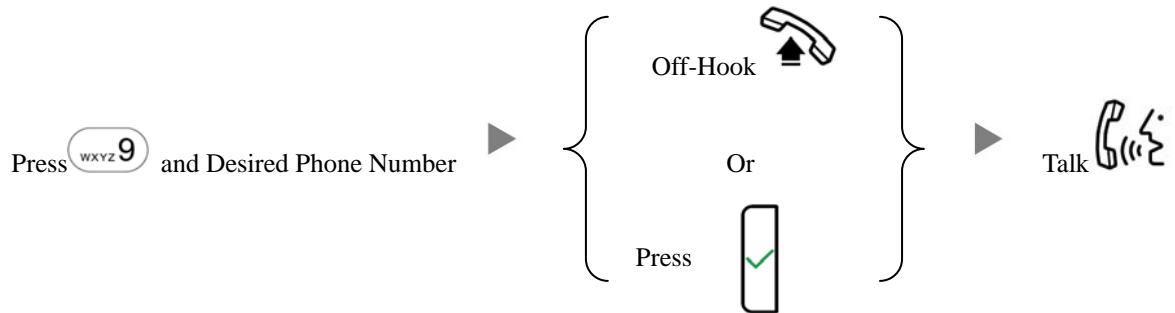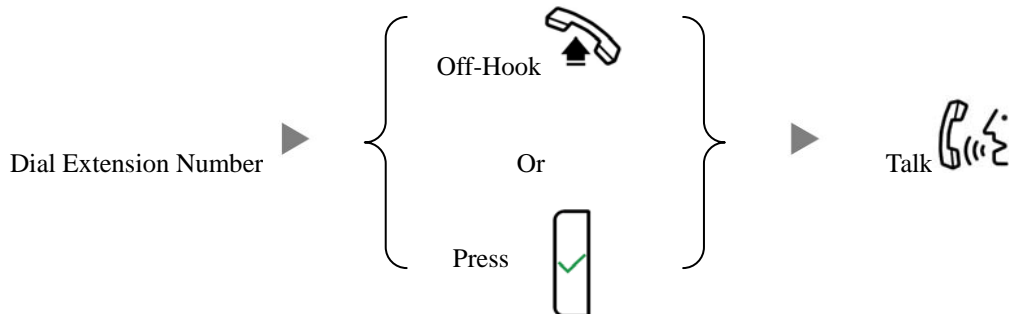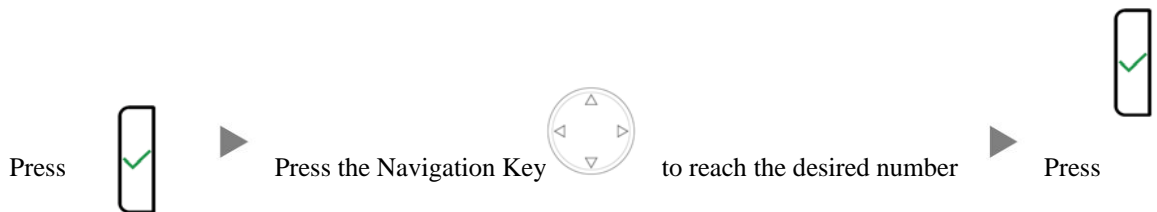   VoIP phones
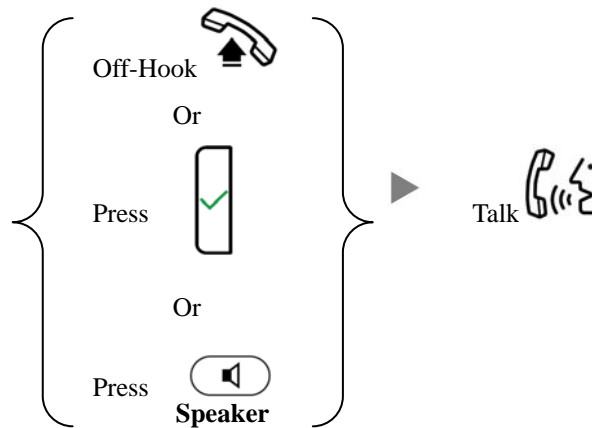
Snom 720/D725 Instructions

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. <u>**Transferring a Call / Call Transfer**</u>

    i.   <u>Blind / Unattended Transfer</u>

During a conservation   ▶   Press ⊙—○ ▶
                                        Transfer

{
Press mapped Extension Key ⊂⊃

Or

Dial Extension Number and Press ✓
}
▶   On-Hook ☎
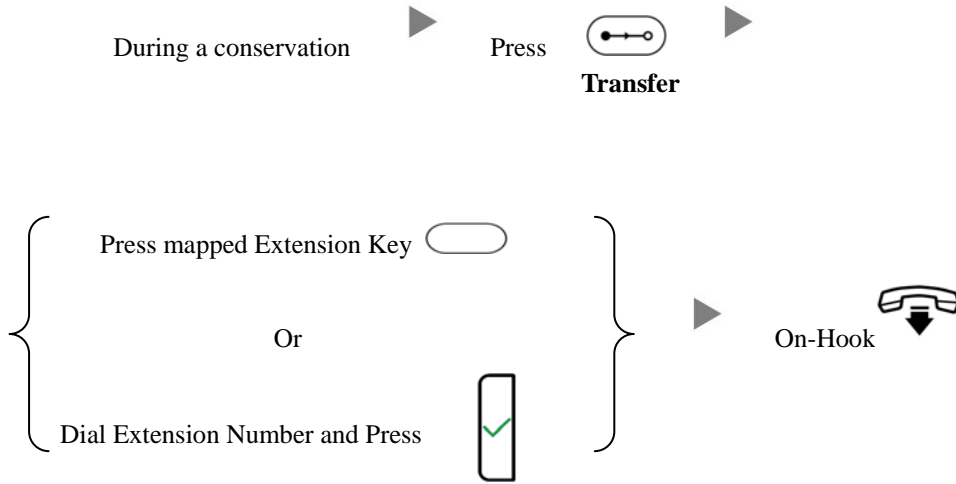
    ii.   <u>Supervised / Attended Transfer</u>

During a conservation ▶ Press ⊂⊃ ▶
                            Line 2

{
Press mapped Extension Key ⊂⊃

Or

Dial Extension Number and Press ✓
}

▶ Optionally, you can Talk and Inform about the call you are transferring 📞 ▶

Press ⊙—○ <u>**Twice**</u> ▶ On-Hook ☎
      Transfer

4. <u>**Holding a Call**</u>
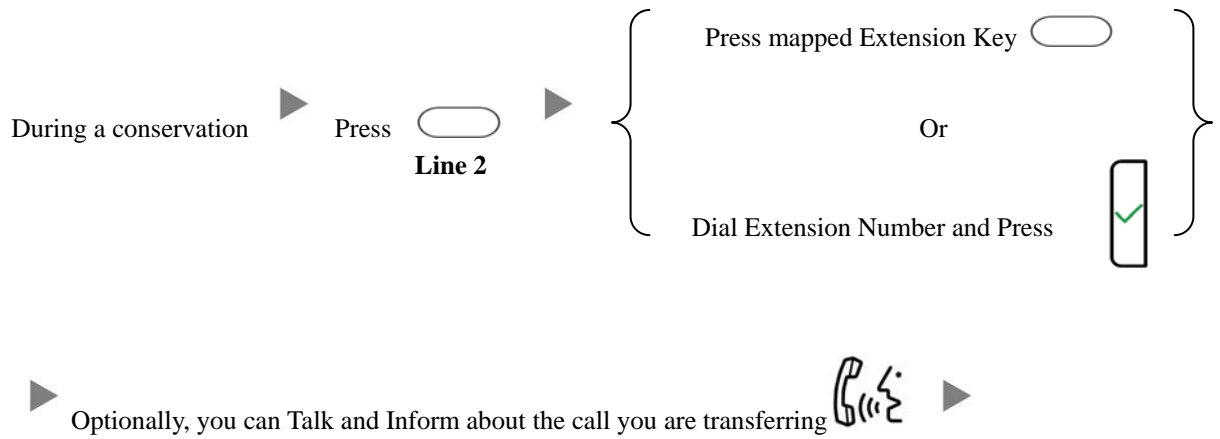
    i.   <u>To Hold</u>

During a conservation ▶ Press 📞
                            Hold

    ii.   <u>To Retrieve a call (Call Hold retrieve)</u>

{
Press 📞
    Hold

Or

Press Flashing Line Key ⊂⊃
}
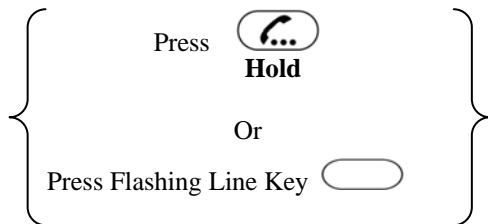
5.   **Holding in a System Parking Zone (Call Park)**

     i.   To Hold

         During a conservation ▶ Transfer to Park Extension (e.g. 400)

     ii.   To Retrieve a call (Call Park retrieve)

         Press **Park 1** ⬭ (Light On)

                 Or

         Press **Park 2** ⬭ (Light On)

6.   **Making a conference (Conference Call)**

     i.   To Establish a Conference

         During a conservation ▶ Press ⬭ ▶ Dial to 3rd Party ▶ Press `Cnf.On` ▶ Talk

                                       Line 2

     ii.   To Leave a conference and talk to the original person

         During a conference ▶ Press (....) ▶ Press ⬭ ▶ Press ⎘ ▶ Press ⬭ ▶ Talk

                            Hold   **Line 2**   **Line 1**

     iii.   To Leave a conference and talk to the 3rd person

         During a conference ▶ Press (....) ▶ Press ⬭ ▶ Press ⎘ ▶ Press ⬭ ▶ Talk

                            Hold   **Line 1**   **Line 2**

     iv.   To Leave a conference

         During a conference ▶ Press ⎘

7. <u>**Checking Voice Mail**</u>

When message LED light is flashing ▶ Press ⊡ **Message** ▶ Enter Password

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

Press ⑥ MNO to **Play Next** Message

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

8. <u>**Voice Mail Setup**</u>

Press ⊡ **Message** ▶ Enter Password (if any)

Press ⓪ to reach mailbox option ▶ {

Press ① to record **Unavailable** Message

Press ② ABC to record **Busy** Message

Press ③ DEF to record **Your Name**

Press ④ GHI to record **Temporary** greeting

Press ⑤ JKL to **Change Password** }

9. <u>**Checking Call History**</u>

Press the Second Key under the screen

```
13.7.2011              09:59
 157
 158
Reg  CHist  Info  CFwd
○    ○     ○    ○
```
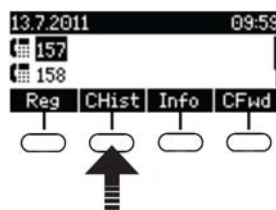
▶ Press the Navigation Key to screen out the record

10. Forward Call

i. To set up All Call Forward Mode

Press [☰] **Menu** ▶ 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"
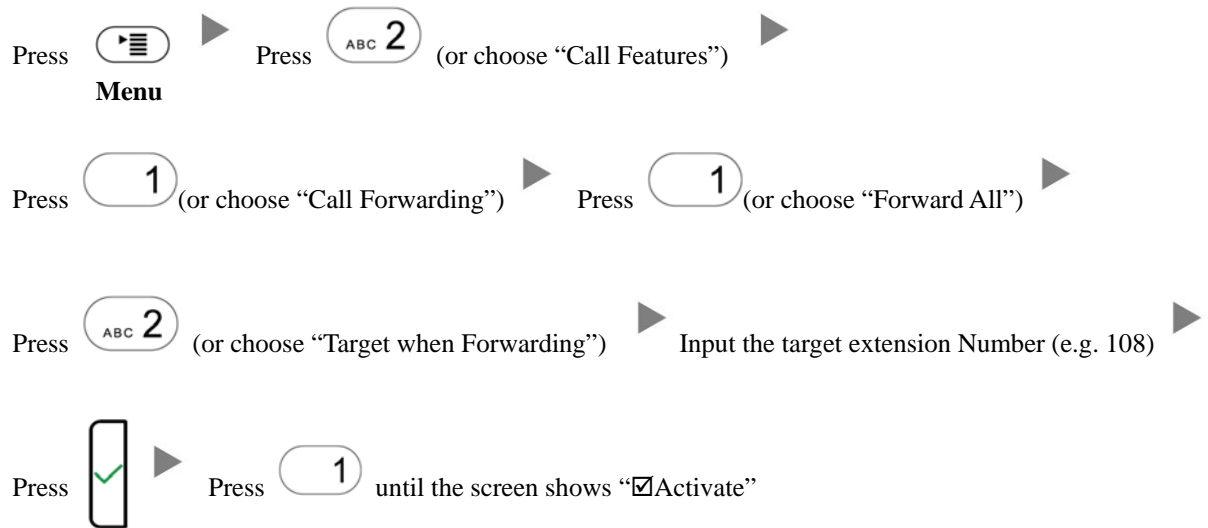
ii. To set up Busy Call Forward Mode

Press [☰] **Menu** ▶ 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"
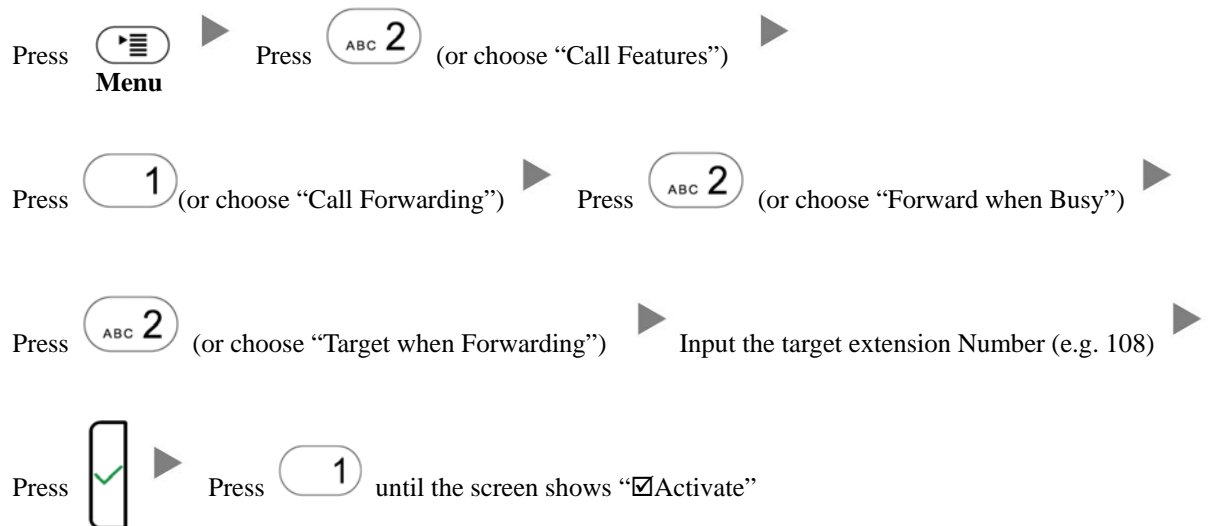
iii.　 To set up Time / No Answer　Call Forward Mode

Press (Menu) ▶ Press (ABC 2) (or choose "Call Features") ▶

Press (1) (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 (ABC 2) (or choose "Target for Forwarding") ▶ Input the target extension Number (e.g. 108) ▶

Press [✓] ▶ Press (1) until the screen shows "☑Activate"
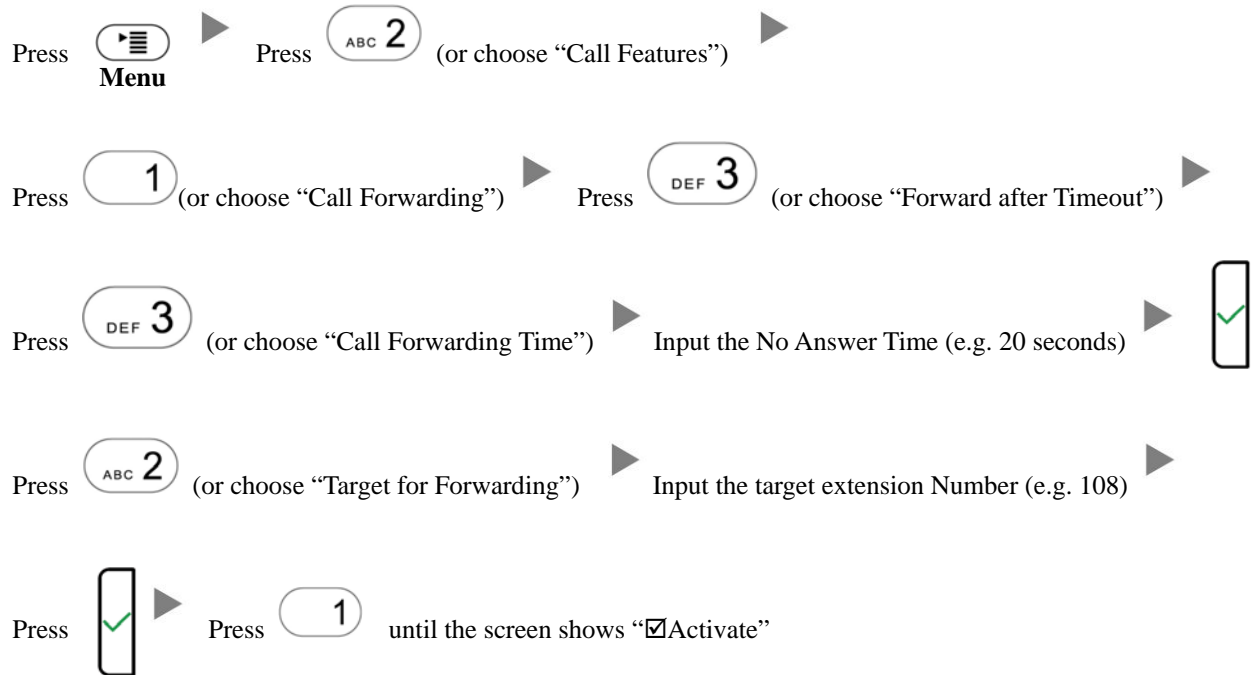
iv.　 To Cancel Call Forward

Press (Menu) ▶ Press (ABC 2) (or choose "Call Features") ▶

Press (1) (or choose "Call Forwarding") ▶ Choose the Forwarding mode to be canceled ▶

Press (1) until the screen shows "☐Activate"

11.　 Address Book

Press (Directory) ▶ Press the Navigation Key to select the Address ▶ Press [✓]