Snom 720/D725 Instructions

1. Making Calls

i. Outside Calls

Press 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 **Transfer** ▶

Press mapped Extension Key

Or

Dial Extension Number and Press ✓

▶ On-Hook

ii. Supervised / Attended Transfer

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 **Transfer** **Twice** ▶ On-Hook

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. 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 **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

7. Checking Voice Mail

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

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

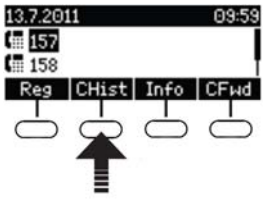
8. Voice Mail Setup

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

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**

9. Checking Call History

Press the Second Key under the screen



▶ Press the Navigation Key to screen out the record

10. Forward Call

i. To set up All Call Forward Mode

Press **Menu** ▶ Press 2 (or choose “Call Features”) ▶

Press 1 (or choose “Call Forwarding”) ▶ Press 1 (or choose “Forward All”) ▶

Press 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 2 (or choose “Call Features”) ▶

Press 1 (or choose “Call Forwarding”) ▶ Press 2 (or choose “Forward when Busy”) ▶

Press 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 2 ABC (or choose “Call Features”) ▶

Press 1 (or choose “Call Forwarding”) ▶ Press 3 DEF (or choose “Forward after Timeout”) ▶

Press 3 DEF (or choose “Call Forwarding Time”) ▶ Input the No Answer Time (e.g. 20 seconds) ▶ ✓

Press 2 ABC (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 2 ABC (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 ✓