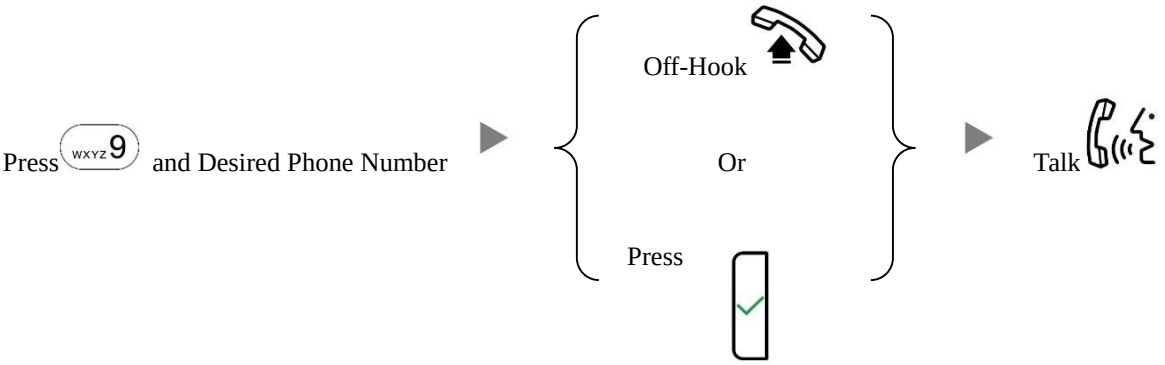
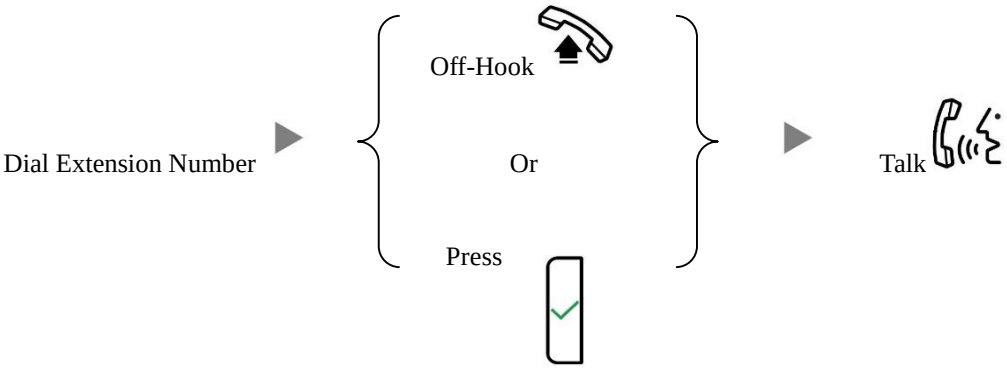
Snom D725 Instructions

1. Making Calls

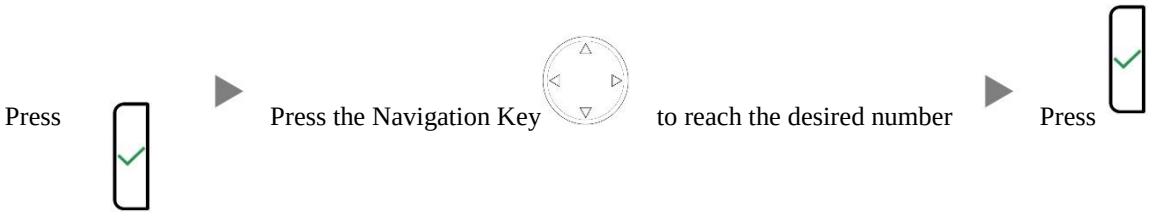
i. Outside Calls



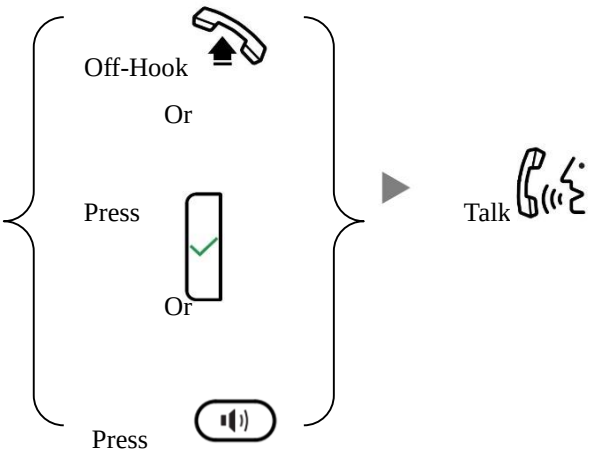
ii. Calling Other Extension



iii. Redial



2. Answering Calls



3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

During a conservation ▶ Press ▶ **P**ress mapped Extension Key / Or / Dial Extension Number and Press ▶

ii. Supervised / Attended Transfer

During a conservation ▶ Press **Line 2** ▶ Press mapped Extension Key / Or / Dial Extension Number and Press ▶ Talk and Inform about the call you are transferring ▶ Press **Twice** ▶

4. Holding a Call

i. To Hold

During a conservation ▶ Press

ii. To Retrieve a call (Call Hold retrieve)

Press / 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 Conf.On ▶ Talk

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

During a conference ▶ Press ▶ Press (**Line 2**) ▶ Press ▶ Press (**Line 1**) ▶ Talk

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

During a conference ▶ Press ▶ 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

Press to **Listen** Message ▶

- Press to **Repeat** Message
- Press to **Play Next** Message
- Press to **Delete/Un-Delete** Message

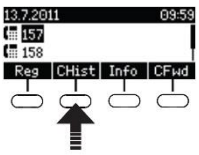
7. Voice Mail Setup

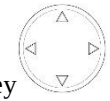
Press ▶ Enter Password (if any)

Press to reach **mailbox option** ▶

- Press to record **Unavailable** Message
- Press to record **Busy** Message
- Press to record **Your Name**
- Press to record **Temporary** greeting
- Press to **Change Password**

8. Checking Call History

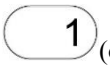
Press the Second Key under the screen 

▶ Press the Navigation Key  to scroll between records

9. Forward Call

i. To set up All Call Forward Mode

Press ▶ Press (or choose "Call Features") ▶

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

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

Press ▶ Press until the screen shows "Enable Forwarding **[Yes]**"

ii. To set up Busy Call Forward Mode

Press ▶ Press (or choose "Call Features") ▶

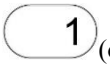
Press (or choose "Call Forwarding") ▶ Press (or choose "Forward when Busy") ▶

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

Press ▶ Press until the screen shows "Enable Forwarding **[Yes]**"

iii. <u>To set up Time / No Answer Call Forward Mode</u>

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

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

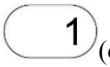
Press (or choose “Call Forwarding Time”) ▶ Input the No Answer Time (e.g. 20 seconds) ▶

Press (or choose “Target for Forwarding”) ▶ Input the target extension Number (e.g. 108) ▶

Press ▶ Press until the screen shows “Enable Forwarding **[Yes]**”

iv. <u>To Cancel Call Forward</u>

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

Press  (or choose “Call Forwarding”) ▶ Choose the Forwarding mode to be canceled ▶

Press until the screen shows “Enable Forwarding **[No]**”