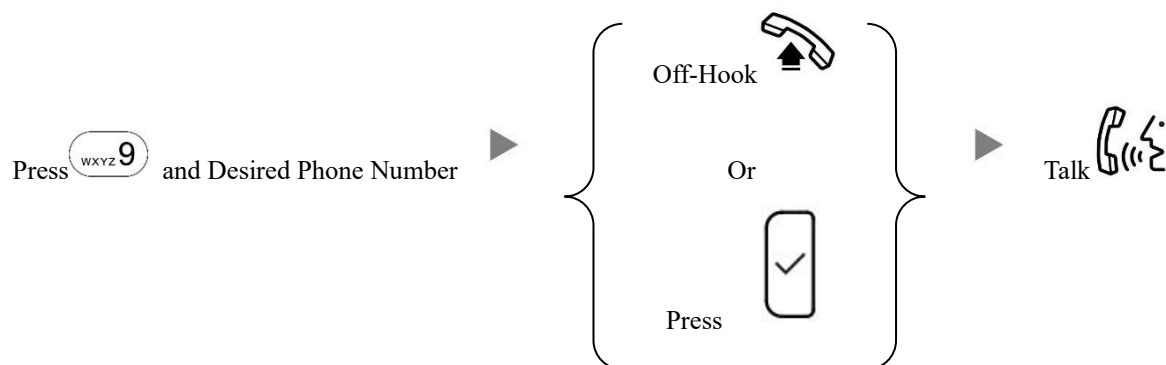# PLATON®

snom

Snom D140 / D150 / D713 / D717 / D735 / D785 Instructions
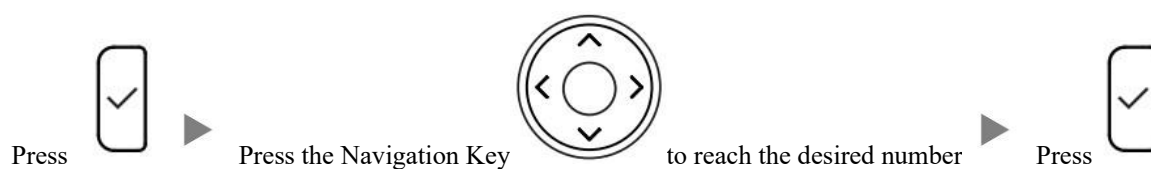
1. **Making Calls**

    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 🔊 } ▶ Talk
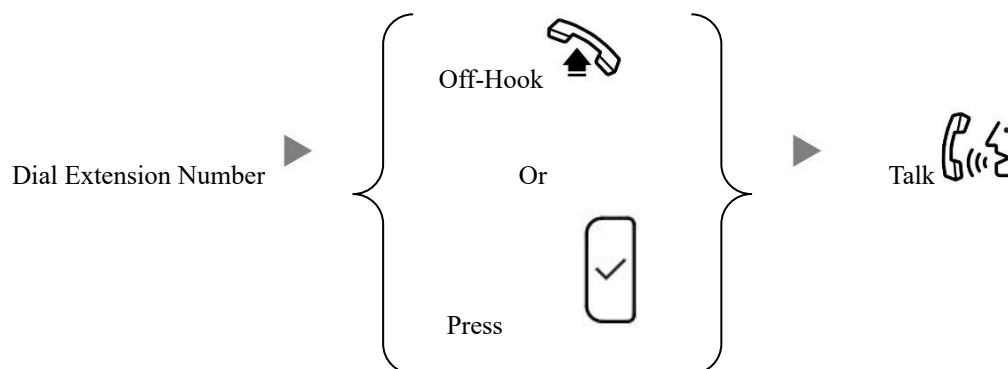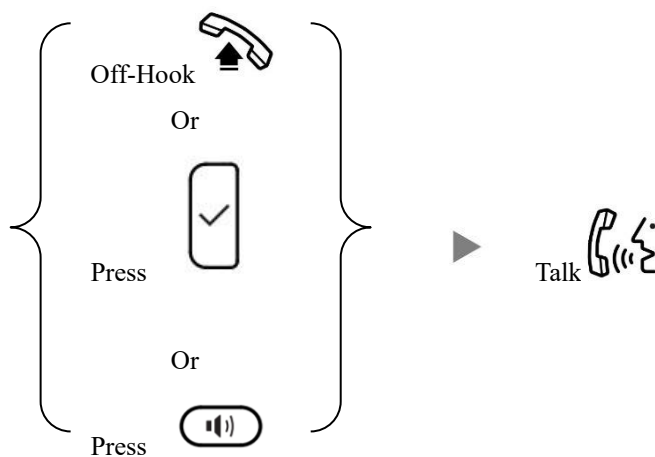
3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

During a conservation ▶ Press [📞] ▶ Dial Extension Number and Press [✓]

ii. Supervised / Attended Transfer

During a conservation ▶ Press ( ) ▶ Dial Extension Number and Press [✓]
Line

▶ Optionally, you can Talk and Inform about the call you are transferring 📢 ▶ Press[📞]**Twice** 📞

4. Holding a Call

i. To Hold

During a conservation ▶ Press [❚❚]
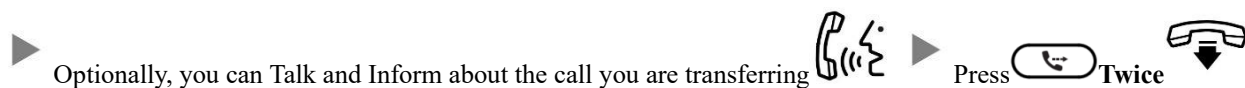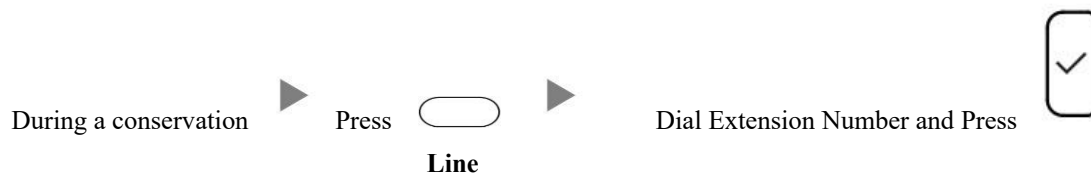
ii. To Retrieve a call (Call Hold retrieve)

{
Press [❚❚]

Or

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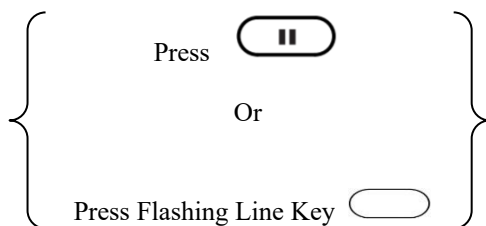
5. Making a conference (Conference Call)

i. To Establish a Conference
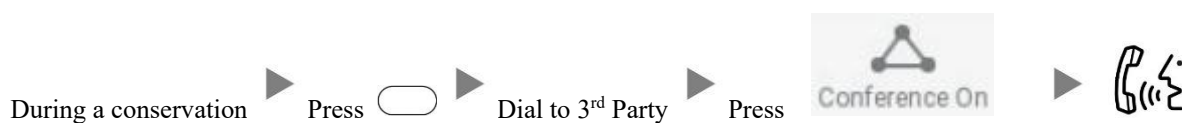
During a conservation ▶ Press ( ) ▶ Dial to 3rd Party ▶ Press [Conference On] ▶ 📢
Line 2

To Leave a conference and talk to the original person

During a conference ▶ Press [Hold] ▶ Press ( ) ▶ Press [×] ▶ Press ( ) ▶ 📢
Line 2 **Line 1**
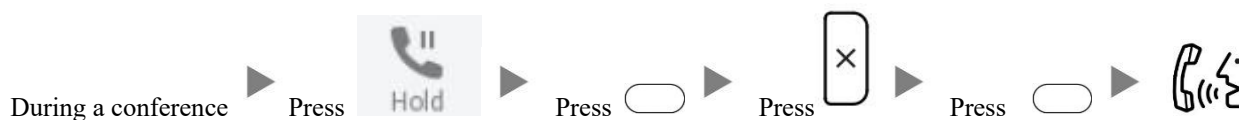
ii. To Leave a conference and talk to the 3rd person

During a conference ▶ Press [Hold] ▶ Press ( ) ▶ Press [×] ▶ Press ( ) ▶ 📢
Line 1 **Line 2**

iii. To Leave a conference

During a conference ▶ Press [×]

6. Checking Voice Mail

When message LED light is flashing ▶ Press 🔘 ▶ 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

7. Voice Mail Setup

Press 🔘 ▶ 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**

8. DND (Do-Not-Disturb) Mode

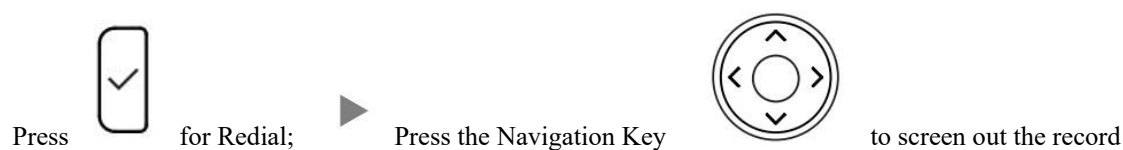 i.   Enable DND – All incoming calls will be rejected

      Press 🔘 once (DND icon will be displayed before the extension name)

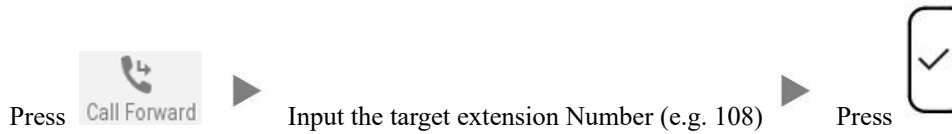 ii.   Disable DND

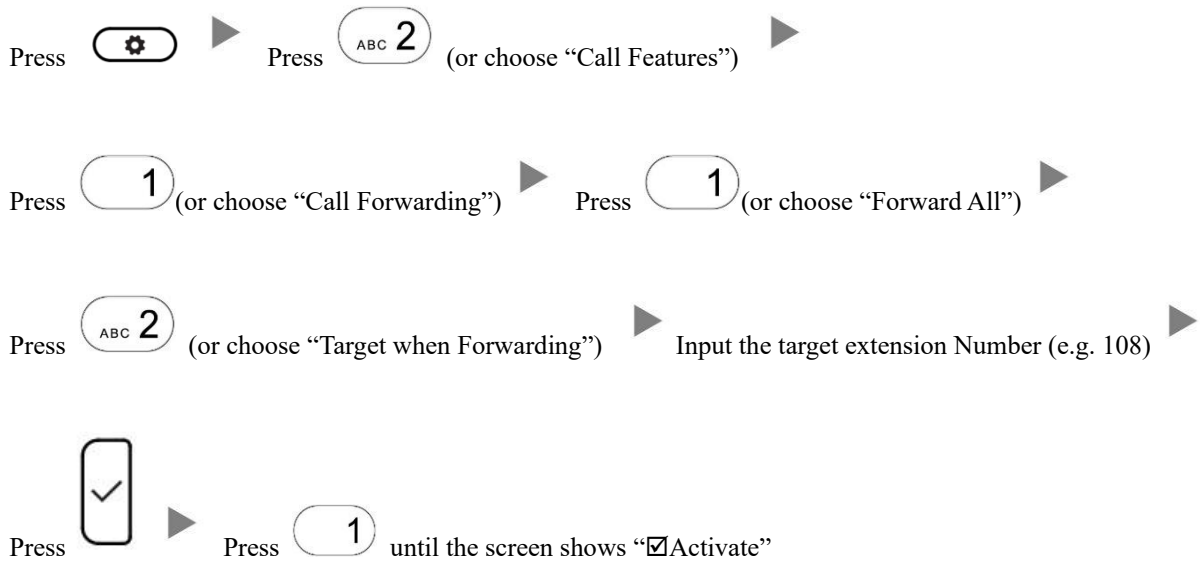   Press 🔘 once during DND mode

9. Checking Call History

Press ✓ for Redial; ▶ Press the Navigation Key 🔘 to screen out the record

10. Forward Call

i. To set up All Call Forward Mode

a) Method 1:

Press [Call Forward] ▶ Input the target extension Number (e.g. 108) ▶ Press [✓]

b) Method 2:

Press [⚙] ▶ 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 [⚙] ▶ 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"
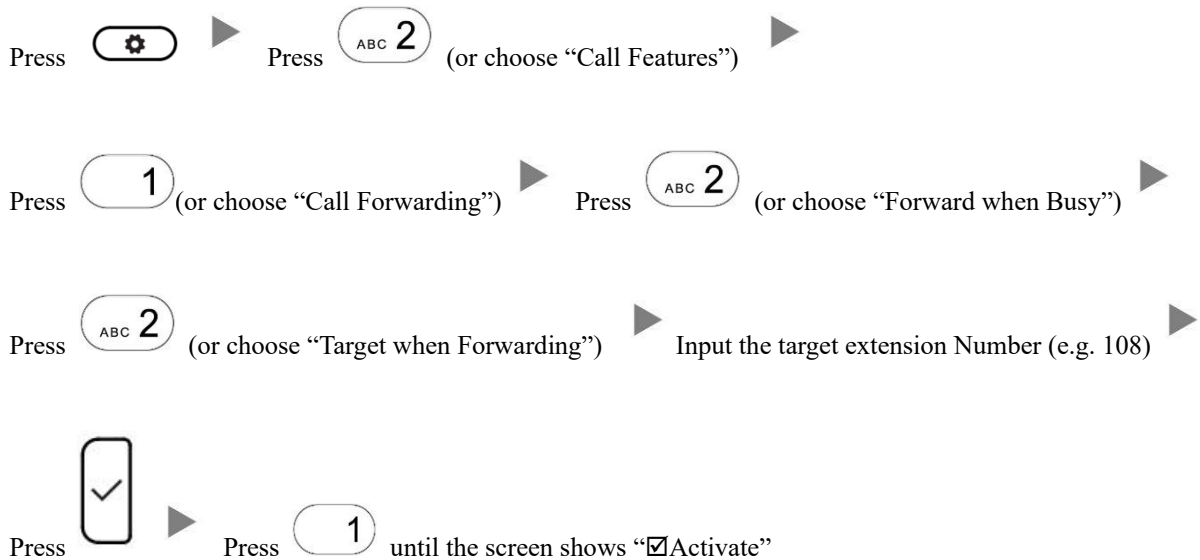
iii.   <u>To set up Time / No Answer　Call Forward Mode</u>

Press ⚙ ▶ 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"
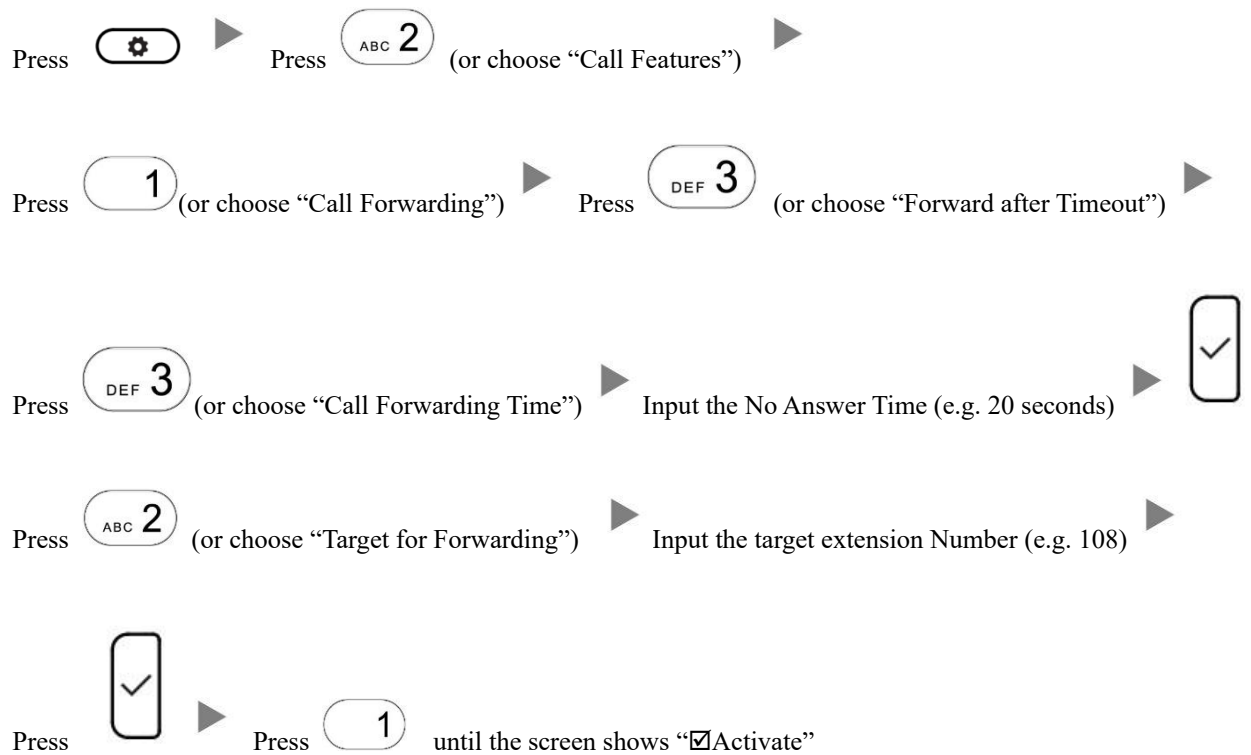
iv.   <u>To Cancel Call Forward</u>

a) Method 1 (Applies to any call forward mode):

Press ⚙ ▶ 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"
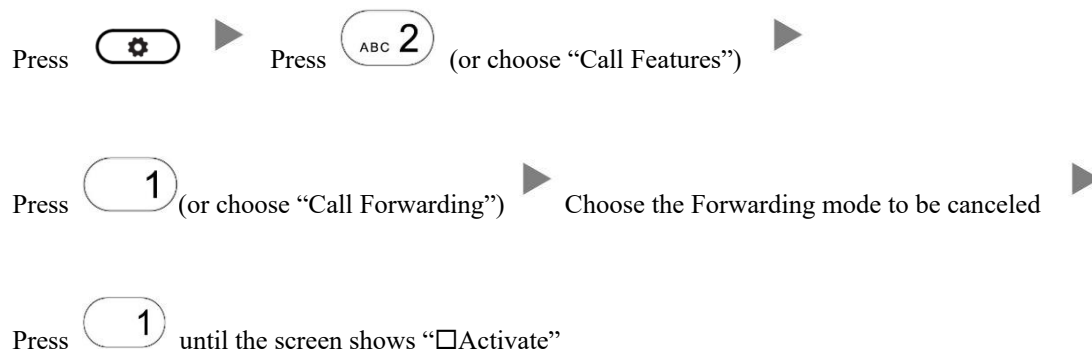
b) Method 2 (Applies to All Call Forward mode only):

Press 📞↳ Forward Off

11.   <u>Address Book</u>

Press 📖 Directory ▶ Press the Navigation Key ◄◯► to select the Address ▶ Press ✓