Snom D717 / D735 / D785 Instructions

1. Making Calls
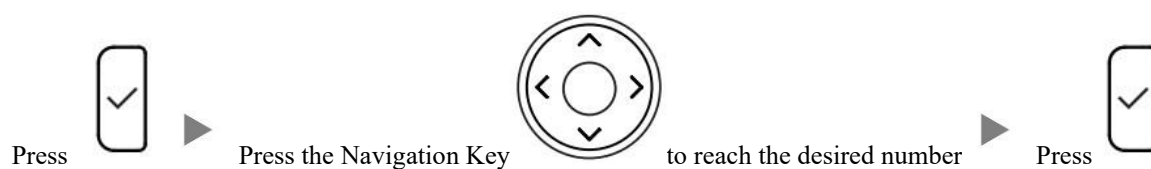
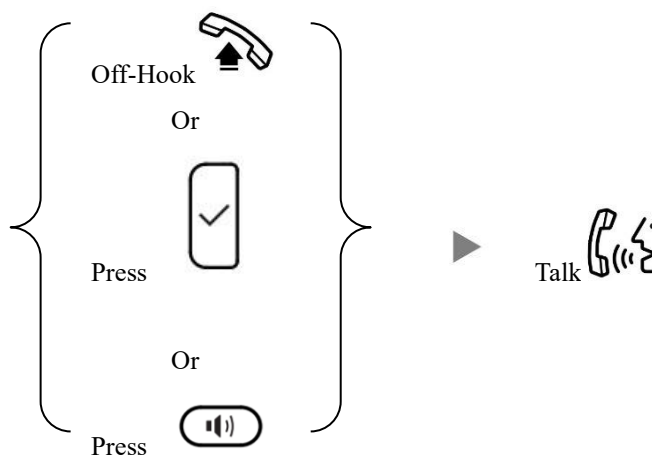### i. Outside Calls

Press (wxyz 9) and Desired Phone Number ▶ { Off-Hook Or Press } ▶ Talk
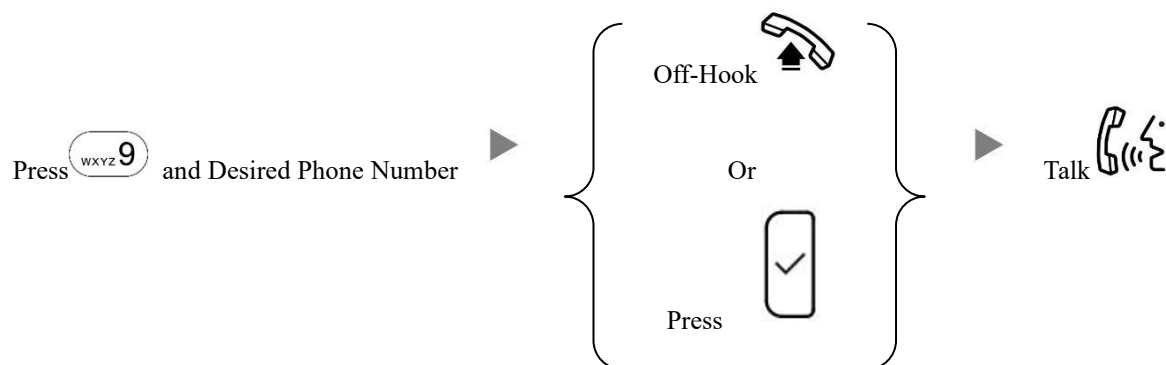
ii. Calling Other Extension

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
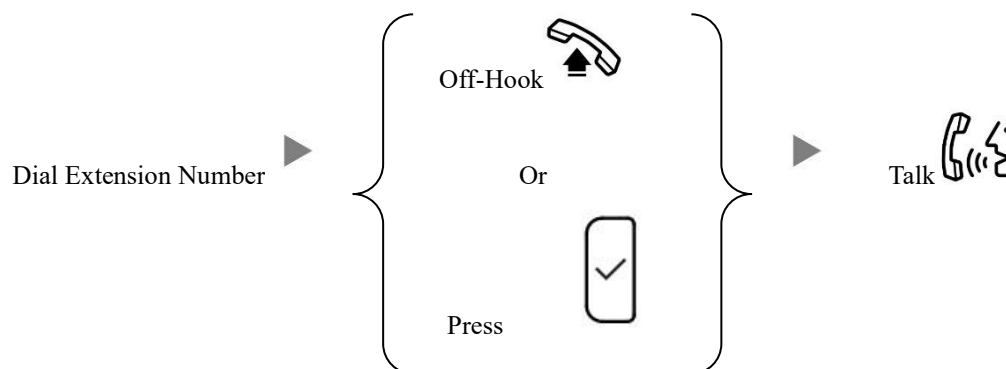
3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

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

ii. Supervised / Attended Transfer

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

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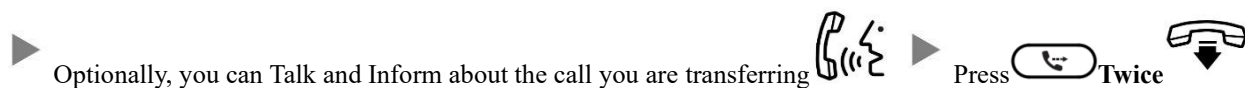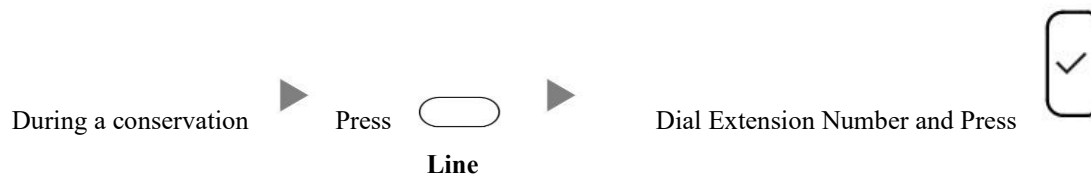
ii. To Retrieve a call (Call Hold retrieve)

{
Press [❚❚]

Or

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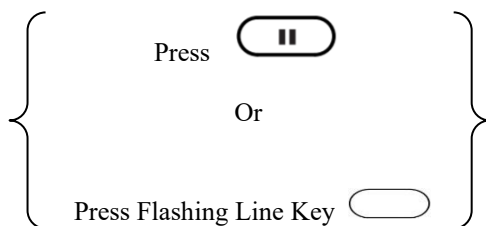
5. Making a conference (Conference Call)

i. To Establish a Conference

During a conservation ▶ Press [⬭]
Line 2 ▶ Dial to 3rd Party ▶ Press [Conference On] ▶ 🔊
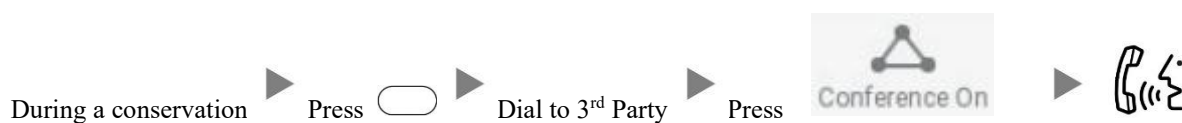
To Leave a conference and talk to the original person

During a conference ▶ Press [Hold] ▶ Press [⬭]
Line 2 ▶ Press [×] ▶ Press [⬭]
Line 1 ▶ 🔊
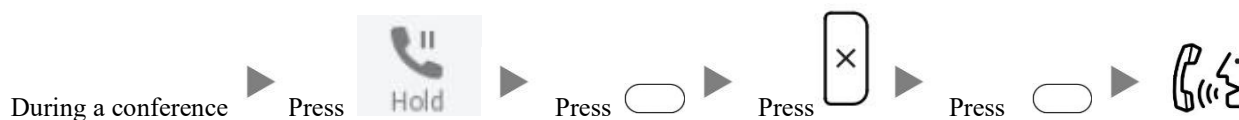
ii. To Leave a conference and talk to the 3rd person

During a conference ▶ Press [Hold] ▶ Press [⬭]
Line 1 ▶ Press [×] ▶ Press [⬭]
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

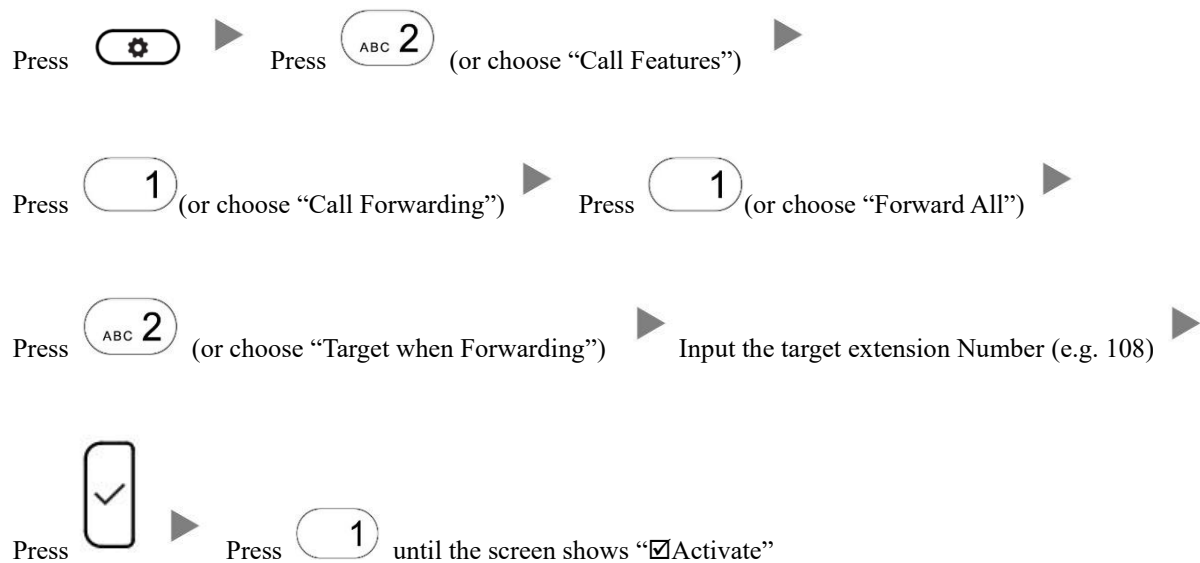Press 〔◯〕 once during DND mode

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

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"
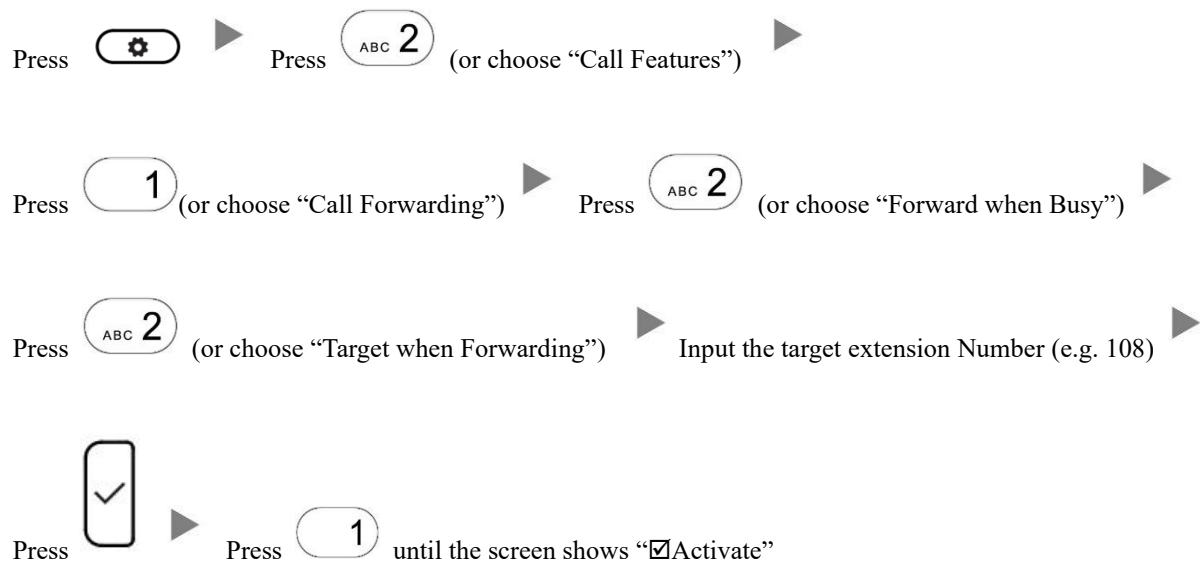
iii.   To set up Time / No Answer Call Forward Mode

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"
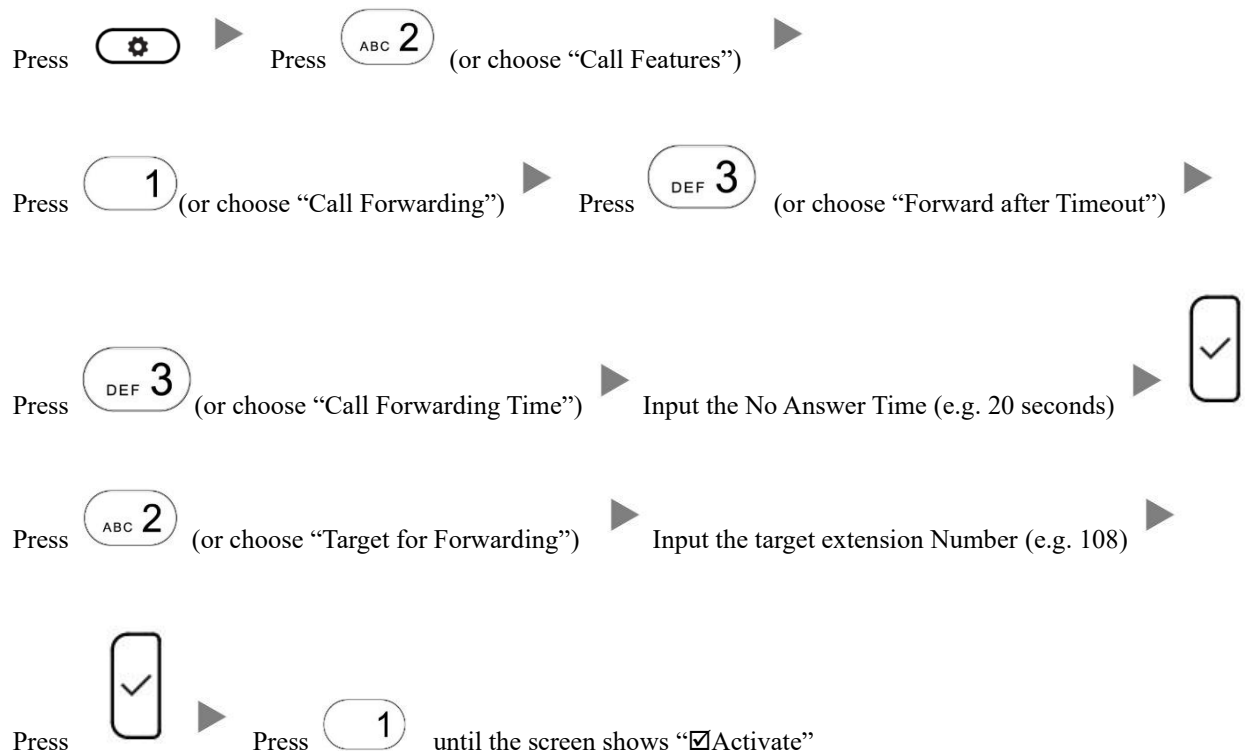
iv.   To Cancel Call Forward

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"

11.   Address Book

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