PLATON®

Platon Phone User Guide

1. Making Calls

    i.   Outside Calls
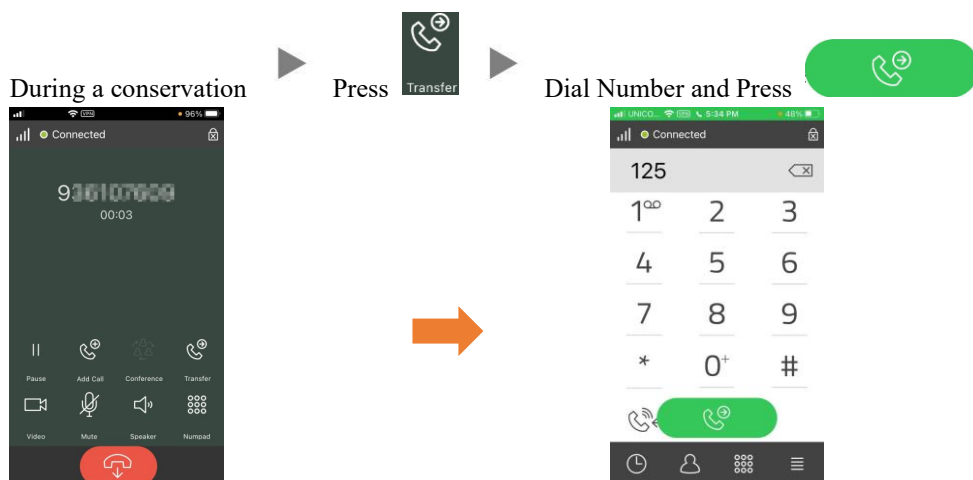
Press "9" and Desired Phone Number ▶ Press [📞] ▶ Talk
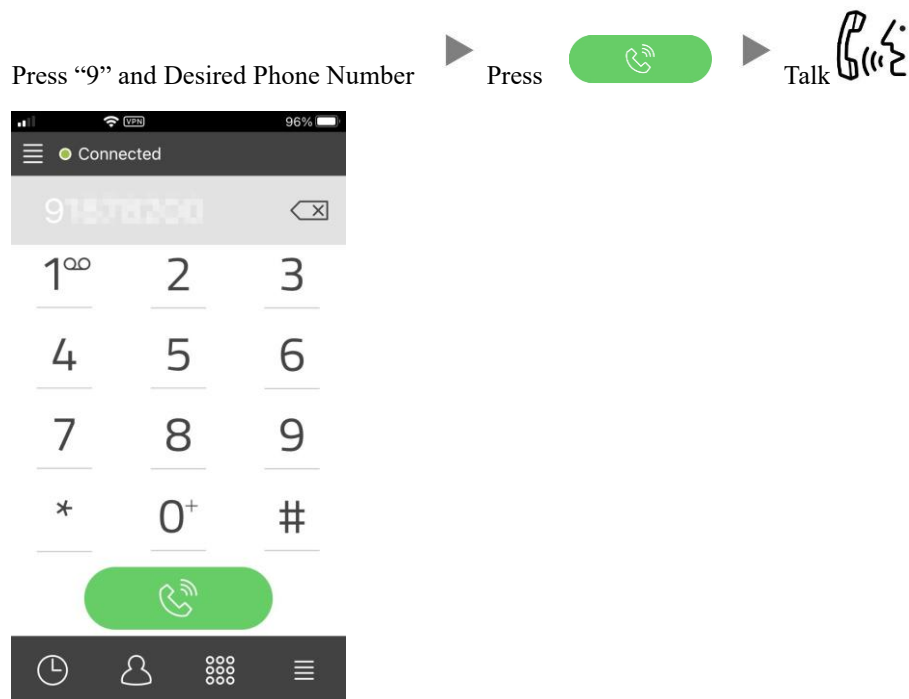
    ii.   Calling Other Extension

Dial Extension Number ▶ Press [📞] ▶ Talk
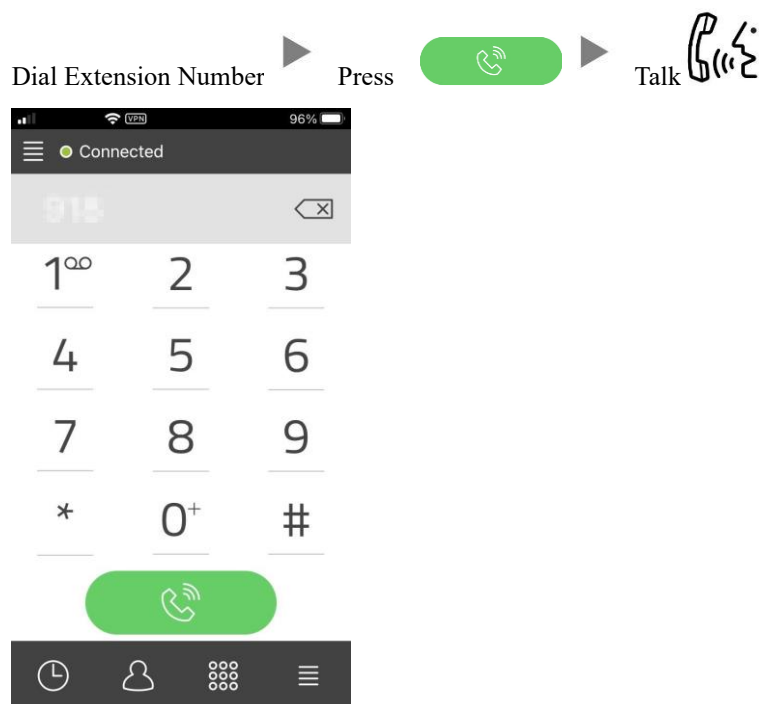
2. **Transferring a Call / Call Transfer**

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

During a conservation   ▶   Press   ▶   Dial Number and Press

    ii.   <u>Supervised / Attended Transfer</u>

During a conservation   ▶   Press   ▶   Dial to 3rd Party   ▶

▶   Inform 3rd party about the call you are transferring   ▶   Press

3. **Holding a Call**

    i.   To Hold

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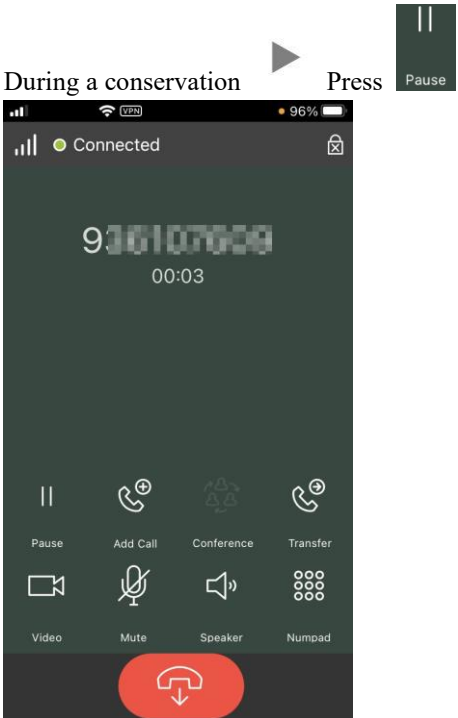
    ii.   To Retrieve a call (Call Hold retrieve)

Press [II] or [Pause]
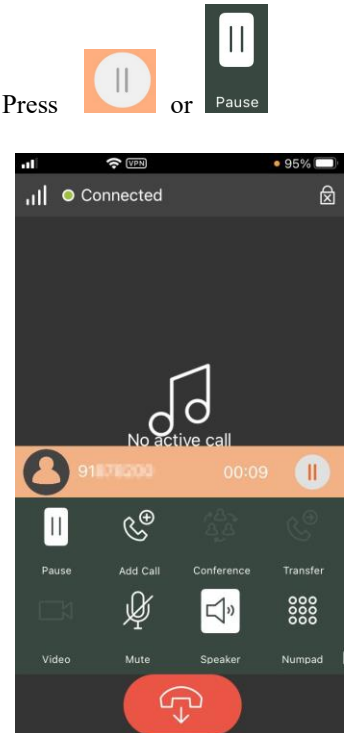
4. **Making a conference (Conference Call)**

  i.   To Establish a Conference

During a conservation ▶ Press Add Call ▶ Dial to 3ʳᵈ Party ▶ [call icon] ▶ Press Conference
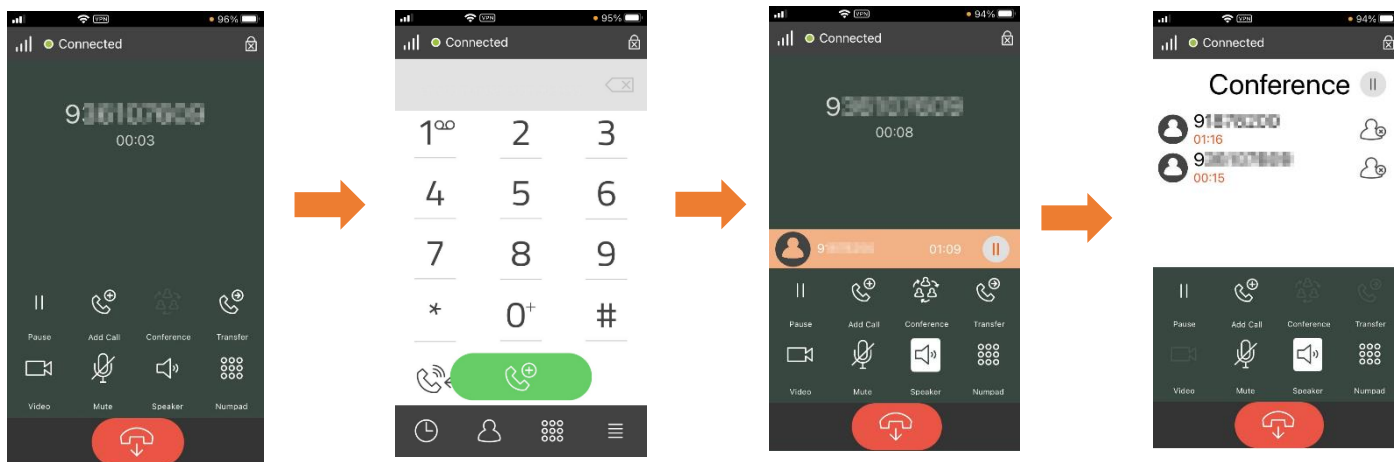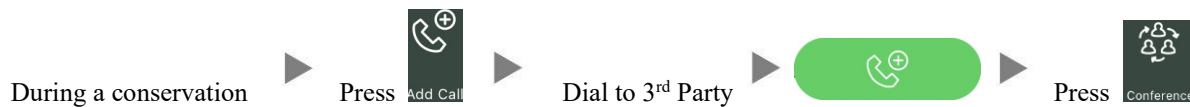
  ii.   To Leave a conference and talk to the original person / the 3ʳᵈ person

During a conference ▶ Press [remove user] ▶ Press [hangup] ▶ Press ⏸ ▶ [call resume icon]

  iii. To Leave a conference

During a conference ▶ On-Hook [hangup]
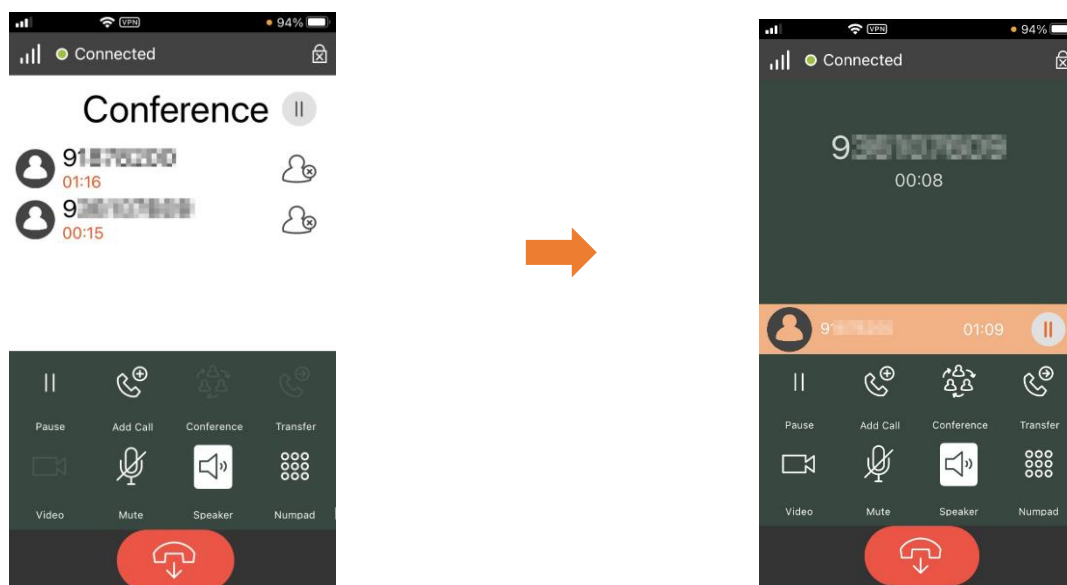
5.   **Checking Voice Mail**

Press [image] to check Voice Mail ▶ Enter Password
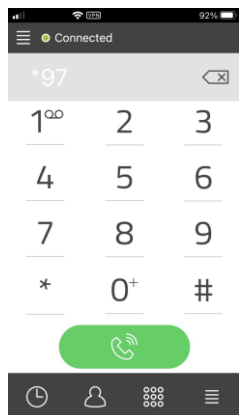
Press **1** to **Listen** Message ▶
- Press **5** to **Repeat** Message
- Press **6** to **Play Next** Message
- Press **7** to **Delete/Un-Delete** Message

Voice Mail Setup

Press [image] to check Voice Mail ▶ Enter Password

Press to **0** goto **mailbox options** ▶
- Press **1** to record **Unavailable** Message
- Press **2** to record **Busy** Message
- Press **3** to record **Your Name**
- Press **4** to record **Temporary** greeting
- Press **5** to **Change Password**

6. **Checking Call History**

I. Press [icon] for call history list.
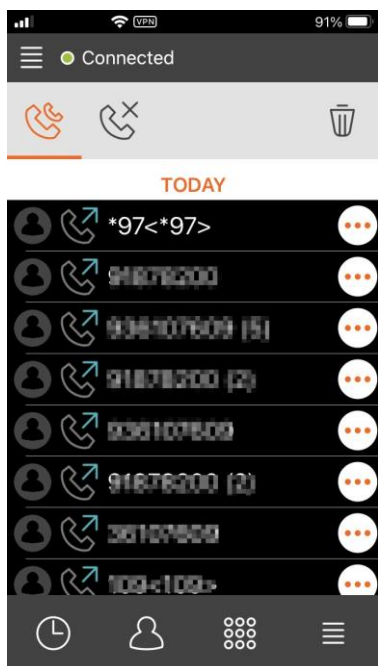
Icons on top:

↗ Represents Dialed calls

↙ Represents Received calls

✕ Represents Missed calls