TELEPHONE ORIENTATION

SNOM D735 Series IP Phone

For Binary Networks

Hosted PBX

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Line Keys

Press the button to activate the key.

RED indicates the line is in use.

Each **Line Key** represents a call that can be made or received from **your phone.**

Illuminated Keys represents the call you are **currently connected to**.
Flashing keys represent an incoming call or a **holding call.**

Selecting a line key during a call will put the current call on hold.

To make an outgoing call, select an available line (or just lift handset)

Extension Keys

Press the button to activate the key.

RED indicates the extension is in use.

There are 4 pages available, select button 4 to scroll through.

The Extension keys can represent:

- **See & Call other extensions on your telephone system**

- **Speed dial for frequently used numbers**

- **Shortcuts to common functions**

Park Keys may also be programmed as an extension key

These keys can be the same or different for each staff member.

If you would like this configuration to be changed, please contact Support

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Onscreen Display / Context Keys

The Onscreen Display shows the current state of the phone.

Idle display will show your extension number and name.

The Onscreen Display has different states:
- Idle, Connected, Ringing, Holding, Dialing

The context keys will change based on the current state of the phone.

Phone is idle
Context Buttons will show:
- Personal Directory
- Call History
- Call Forward
- Phone Info

Phone is dialling
Context Buttons will show:
- Enter Number

Phone is ringing
Context Buttons will show:
- Xfer (Call Deflection)

Phone is Connected
Context Buttons will show:
- Rec (Call Recording)

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Voicemail

Voicemail Indicator

Voicemail Button

Each phone has **Voicemail** enabled by default.

The **Voicemail button** and **Voicemail indicator** will illuminate **RED** if you have a message waiting.

When you press the voicemail button for the first time, you will be prompted to **record your greeting, record your name** and **choose your pin.**

TIP:
You can choose to have Voicemails sent to you via email (with or without an attachment)

You can enable this in your extension portal.

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Audio Controls

Mute

Headset/Speaker

Volume Control

MUTE –Will disable the microphone on your handset (when call is connected)

SPEAKER – Will swap the call from handset to speaker mode OR initiate a new call on speaker.

HEADSET – Will enable/disable the headset option.

VOLUME CONTROL – Make your current call louder/softer

TIP:

The volume control will adjust the volume of either:
- Handset
- Speaker
- Headset
- Ringer

Depending on what is in use at the time.

Press ✓ button after desired volume is achieved.

Audio Controls

Do Not Disturb

Global Directory

Transfer Button

Hold Button

TIP:

You can hold multiple calls at a time

To retrieve a held call, select the flashing line key.

Do Not Disturb (DND) – your phone will no longer accept incoming calls.

Global Directory – your Hosted PBX address book will be displayed

Transfer Button – Transfer the current call to another extension

Hold Button – Hold the call (play music to the caller)

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Transfer a Call

Blind Transfer   *(Unattended Transfer)*

You do not wish to introduce the call to party "C" (e.g. another extension)

Step 1 – While the call is connected with Party "B", press   **TRANSFER** button

Transfer Button

Step 2 – Press the **programmable key** for the extension you want to transfer the call to:
OR
Dial the telephone number of the extension you want to transfer the call to and press ✓

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Transfer a Call

You wish to introduce the call to party "C" (e.g. another extension)

Step 1 – Press the **programmable key** for the extension you want to **TRANSFER** the call **to**. Party B will be placed on hold.

Programmable Keys

Step 2 – If Party C wishes to accept the call, press **TRANSFER.** Calls will be joined.

If Party C **does not** accept the call, press **X** to terminate the call.
Return to Party "B" (currently on hold) by selecting the flashing line.

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Address Book

Global Directory

Global Directory

Global Directory
A telephone address book can be uploaded to the Hosted PBX. The address book is common to all users. It is available by pressing the **Directory** key.

Personal Directory
The telephone can store a number of private phone book entries. These are accessible by pressing **DIR** on the onscreen display (while phone is idle)

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