

USER GUIDE

SNOM 720 V2

Name:

Phone/User #:

Password:

VM Pin:

Training Video Available | Please visit www.yiptel.com then click Resources, Training Center then select YipTel Cloud. For additional questions, call (800)752-6110 or email myservice@yiptel.com.

To Place An Outbound Call | Dial the extension number then press the **Checkmark** button.

To Redial | Press the **Checkmark** button then scroll thru your recent calls. Once you have selected the call you want, press the **Checkmark** again to initiate the call out.

To Access Your Directory | Press the **Directory** button to scroll thru your pre-programmed directory. Press the **Checkmark** button to initiate the call.

To Transfer A Call | Dial the extension or 10-digit phone number you would like to transfer to. Press the **Xfer** soft key then the **Checkmark** button.

Blind Transfer | (you do not want to talk to the person before you transfer) Press the **Xfer** soft key, enter the extension or 10-digit phone number you would like to transfer to, then press the **Checkmark** button.

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Voicemail Transfer | To Transfer to a user's mailbox: Press the **Xfer** soft key. Dial an asterisk (***97**) in front of the extension.

To Conference A Call | Dial the extension or 10-digit phone number of the person you would like to conference with (press the **Checkmark** button to dial). Press the **Cnf.On** soft key. All users on hold will be added to your conference park number (typically 01).

Park | (system-wide hold function) While on the call press the **Park** soft key.

Unpark | Press the **Park** soft key that the call is parked on.

To Access Your VoiceMail | Press the **Message** button. It will then ask for a PIN. Your PIN is listed at the top of this page.

Speakerphone | Enter a number and press the **Speaker** button, press the **Speaker** button again to hang up.

Call Pick Up | To pick up any ringing phone within your pickup group, enter ***11** and press **Send** or lift your handset.

Directed Call Pick Up | To pick up a specific ringing extension, enter ***12** followed by the **extension** and then press the **Dial** soft key.

To Answer While On A Call | Press the **Checkmark** button. The current call you are on will be placed on hold automatically.

Your Service May Include Extras | Your service may include Desktop Software, Mobile Software, Fax to Desktop, Call Recording or Conference Bridge, if they do please go to www.yiptel.com, click Resources then User Guides for more information.