



SIP COMMUNICATOR SNOM 760 – QUICK START GUIDE

Making a call

- Dial the internal extension number or full external telephone number. (No 9 required)
- Press the ✓ button.
- To end the call, hang up or press the X button.

Transferring calls

Supervised Transfer

- Place the caller on hold by pressing the  Hold button.
- Dial the extension number or the external number that you wish to transfer the call to, then press ✓.
- When the person picks up the phone, announce caller.
- Then press the  Transfer button and ✓. OR
- If you wish to come back to your caller on hold without transferring them, press the flashing green line key.
(Please note, call charges apply to calls transferred externally)

Unsupervised Transfer

- **Place the caller on hold by pressing the Transfer button.**
- Dial the extension number or the telephone number that you wish to transfer the call to, then press ✓.
(Please note, call charges apply to calls transferred externally)

Call Pick-Up


To pick up any phone when ringing

- Dial *87 (or the programmed feature key).
- Lift handset and talk.



To pick up specific extension

- Dial *87 and the extension number.
- Lift handset and talk.



Setting up personal Voicemail

- Press the  (Message button) or dial *97 and press the ✓ button.
- To record your outgoing message, choose option 4 from the main menu and follow the prompts
- The first time you call your mailbox you might be played a tutorial. To cancel this press 2 during playback.

Listening to Voicemail messages

- Press the  (Message button) or dial *97 and press the ✓ button.
- New messages will automatically be played, and the  button will be red
- To listen to old messages, press 1
- During playback you can press 0 (Zero) for a full list of options.
- Once you are familiar with the option number, you can press it anytime during playback

Call Forwarding (All calls)

- Press the  CFwd button from the display soft key.
- Enter telephone number to forward to and press ✓
- To cancel, press the  noFwd button from the display soft key.

Further options are available for busy/On timeout from; Menu, Call Features, Call forwarding.

SIP COMMUNICATOR FEATURE STAR CODES

Making Calls:

| | |
|-------------|-----|
| Redial | *66 |
| Call return | *69 |
| Intercom | *90 |

Transferring Calls:

| | |
|---------------|-----|
| Transfer | *77 |
| Call Park | *85 |
| Park Retrieve | *86 |
| Call pickup | *87 |

Anonymous Calls:

| | |
|-------------------------|-----|
| CLI Block | *67 |
| CLI Visible | *68 |
| Block Anonymous Calls | *88 |
| Unblock anonymous Calls | *89 |

Call Forwarding

| | |
|-----------------------------|-----|
| Hot Desking | *70 |
| Call Forward All Calls | *71 |
| Call Forward All Calls-Off | *72 |
| Call Forward Busy Calls | *73 |
| Call Forward Busy calls-Off | *74 |
| Call Forward No Answer | *75 |
| Call Forward No Answer-Off | *76 |
| Do Not Disturb | *78 |
| Do Not disturb-Off | *79 |

Voicemail

| | |
|-----------------------------|-----|
| Send Voicemail to Email | *95 |
| Send Voicemail to Email-off | *96 |
| Call Personal Voicemail | *97 |
| Record New Voicemail | *98 |
| Clear Message Indicator | *99 |