



## Sangoma S705 Phone Guide

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## Physical Phone

Line/Speed  
Dial Buttons



Voicemail  
Indicator








## Basic Phone Features


### Place a Call

Lift handset or press speaker  button. Dial **9** for outbound calls followed by Area Code + Number. Internal dialing is done via 4-digit extensions

### Switch to Handset During a Call

Lift handset to take the call off speaker

### Switch to Speaker During a Call

Press speaker  button then put down the handset

### Mute and Un-mute

Press mute  button

### View call history

Press the **History** soft key


### Redial a Number

Press the **Redial** soft key and select phone number from list, then press the **Send** soft key




## Checking and Managing Voicemail

### Initial Voicemail Setup

- 1) Press the voicemail  button or dial **\*97**
- 2) By default, your password is your extension, enter it when prompted
- 3) Press **#** after recording name
- 4) Press **1** to save recording
- 5) Press **#** after recording your unavailable message
- 6) Press **1** to save recording
- 7) Press **#** after recording your busy message
- 8) Press **1** to save recording
- 9) Enter new password followed by **#**
- 10) Reenter new password followed by **#**
- 11) Setup is complete

### Setting/Changing Voicemail PIN

- 1) Press the voicemail  button or dial **\*97**
- 2) Enter password when prompted
- 3) Press **0**
- 4) Press **5** change your password
- 5) Enter new password followed by **#**
- 6) Reenter new password followed by **#**



## Setting/Changing Voicemail Greeting



- 1) Press the voicemail button or dial **\*97**
- 2) Enter password when prompted
- 3) Press **0**
- 4) Press 1, 2, 3 or 4 depending on which greeting you wish to record
  - a) Press 1 – **Unavailable** - The greeting that is played to callers when you are not available to take their call and they go to your voicemail box.
  - b) Press 2 – **Busy** - The greeting that is played to callers when you are not available to take their call and you are on another call already.
  - c) Press 3 – **Name** - This is a recording of your name and used in the Company Directory.
  - d) Press 4 – **Temp** - A temporary greeting when recorded will be played instead of the Unavailable or Busy greeting.  
When you delete the greeting your other greetings will be played again.
- 5) Press **#** after recording the greeting you selected
- 6) Press **1** to save recording

## Checking Voicemail



Press the **Voicemail** button or dial **\*97** and enter password when prompted

To check voicemail from another phone dial **\*98**, enter the extension when prompted and then enter the password when prompted

## Deleting Voicemail



- 1) Press the voicemail button or dial **\*97**
- 2) Press **1** to listen to messages
- 3) Press **7** to delete message after it plays



## Forwarding a Voicemail Message



- 1) Press the **Voicemail** button or dial **\*97**
- 2) Press **1** to listen to messages
- 3) Press **8** to forward message after listening to it
- 4) Press **1** to enter an extension or press **2** to use the directory
- 5) Press **1** to prepend message with recording or press **2** to forward without prepending a message

## Access Visual Voicemail

Press the **Voicemail** softkey

- A **(+)** in front of the message indicates the message is new.
- A **(-)** in front of the message indicates the message is old

Press the **Select** softkey to find out more information about a voicemail message that was left.

- The following will be displayed on this screen:
  - Name and number of who left the message.
  - Length of voicemail message.
  - Date the message was left.
  - Time of day the message was left.

Press the **Play** softkey to listen to a voicemail.

Press the **More** softkey to view additional options

- The **Toggle** softkey will switch a voicemail from unread to read or vice versa
- The **Delete** softkey will delete a voicemail

6)



## Additional Phone Features

### Speed Dial

To use a speed dial, simply press the button next to the corresponding name of the individual you would like to call.

If you need a speed dial added or changed, please contact the help desk.

### Do Not Disturb

Press the **DND** soft key



### Hold and resume a Call

To place a call on hold, press the hold  button or press the **Hold** soft key.



To take a call off hold, press the hold  button or press the **Resume** soft key.

### Transfer a Call

Blind Transfer:

- 1) During a call press the transfer  button or the **TRNF** soft key
- 2) Dial the extension you wish to transfer the call to
  - a. To transfer a call to a person's voicemail, dialing \* before their extension
- 3) Press the transfer  button or the **TRNF** soft key to complete the transfer

Attended Transfer:

- 1) During a call press the transfer  button or press the **TRNF** soft key
- 2) Dial the extension you wish to transfer the call to
- 3) After speaking with the recipient, press the transfer  button or the **TRNF** soft key to complete the transfer







## Park a Call

While on an active call, press the **Call Park** button to park the caller. The caller will be parked into the default parking lot for your user.

Pressing the **Call Park** softkey while not on a call will display a list of parked calls. You can see the caller ID of the person parked and how long they have been parked for.

- From here you can pick up any specific parked call by using the up/down arrow keys and pressing **Dial**. You can also use the **Refresh** button to update the list.

## Starting a conference call

- 1) During a call press the conference  button or press the **Conf** soft key
- 2) Dial the extension you wish to add to the conference
- 3) After the person answers, press the conference  button or press the **Conf** soft key to add them to the conference

## Place an intercom call

Intercom Calling allows you to dial another extension but have the extension you are dialing "auto answer" instead of ringing.

Press the **Intercom** soft key, enter the extension, then press the **Send** soft key

You can also dial **\*80** before an extension to place an intercom call



## Forwarding an extension

### Enable Call Forwarding:

- 1) Press **Call Fwd** soft key
- 2) Press **Select** soft key
- 3) Press **Change** soft key
- 4) Enter extension or 9 followed by Area Code + Number
- 5) Press **Done** soft key
- 6) Press **Exit** soft key

### Disable Call Forwarding:

- 1) Press **Call Fwd** soft key
- 2) Press **Select** soft key
- 3) Highlight **Enabled: Yes** and press **Change** soft key
- 4) Press **Exit** soft key

## Access Contacts

Press the **Contacts** soft key

### Dialing a Contact:

Select the **Anthony Wayne Directory** option

Use the up and down arrows to highlight the user you are looking for and press **Select**

- From here you will see all the numbers set for this user. Highlight the one you want to call and press **Dial** to place the call.

### Searching for a contact:

Select the **Search** option

Enter in your search criteria and press **Done**