

Platon Phone User Guide

1. Making Calls

i. Outside Calls

Press “9” and Desired Phone Number ▶ Press  ▶ Talk 



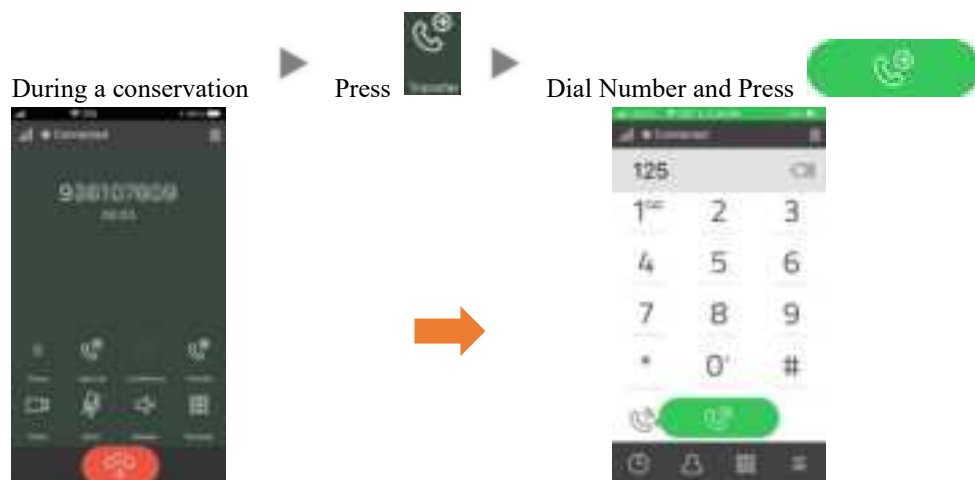
ii. Calling Other Extension

Dial Extension Number ▶ Press  ▶ Talk 



2. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer



ii. Supervised / Attended Transfer



3. Holding a Call

i. To Hold

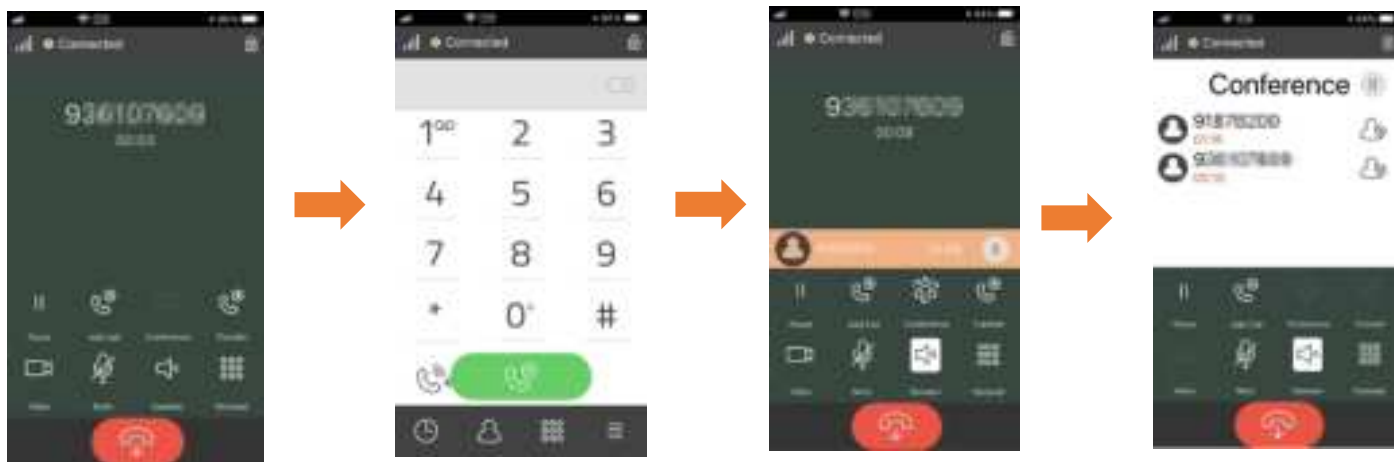
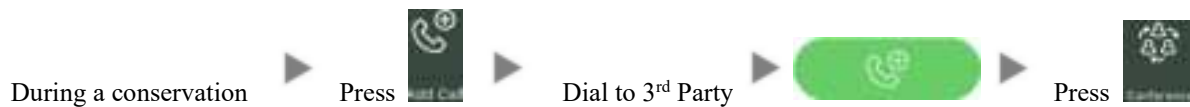


ii. To Retrieve a call (Call Hold retrieve)

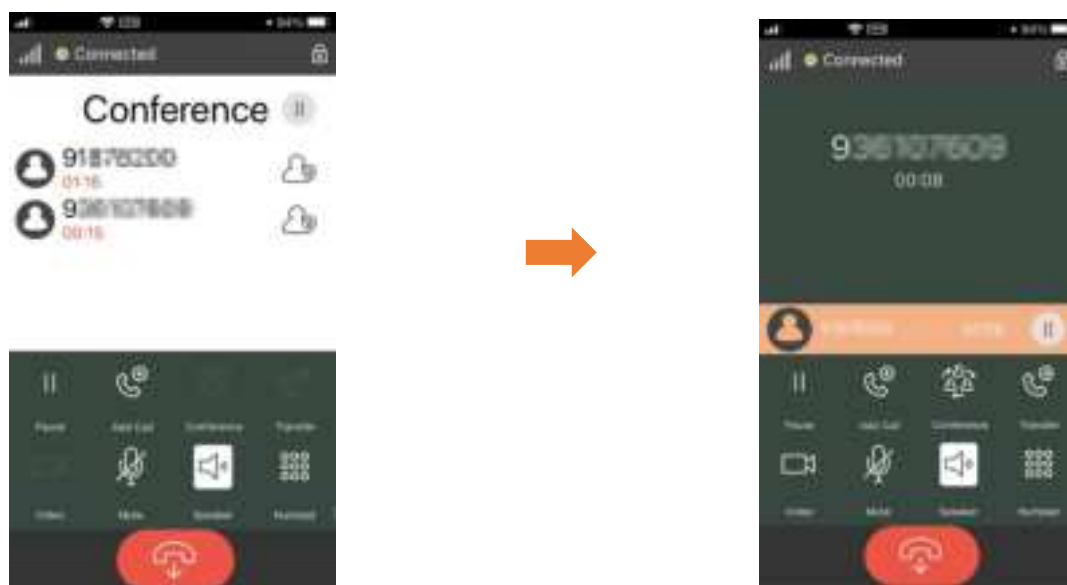


4. Making a conference (Conference Call)

i. To Establish a Conference





ii. To Leave a conference and talk to the original person / the 3rd person








iii. To Leave a conference





5. Checking Voice Mail








Press  to check Voice Mail  Enter Password



Press  to **Listen** Message  {
Press  to **Repeat** Message
Press  to **Play Next** Message
Press  to **Delete/Un-Delete** Message
}

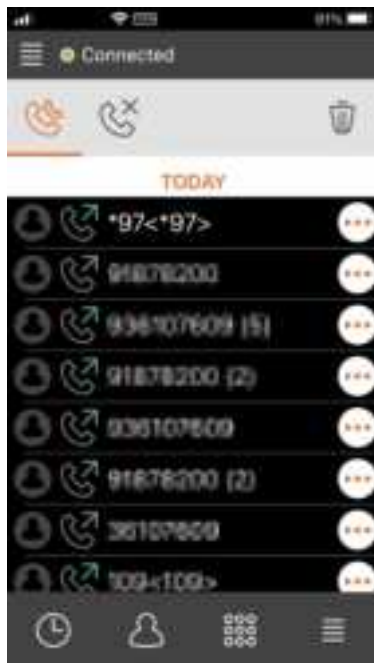
Voice Mail Setup

Press  to check Voice Mail  Enter Password




Press to  goto **mailbox options**  {
Press  to record **Unavailable** Message
Press  to record **Busy** Message
Press  to record **Your Name**
Press  to record **Temporary** greeting
Press  to **Change Password**
}

6. Checking Call History

- I. Press  for call history list.



Icons on top:

-  Represents Dialed calls
-  Represents Received calls
-  Represents Missed calls