

Yealink Phone Quick Reference Guide



Basic Call Functions

1. Place a Call
2. Answering a Call
3. Ending a Call
4. Placing a call on hold
5. Transfer a Call
6. Call Forwarding
7. Conference Call
8. Voicemail
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Using Basic Call Functions


1. Place a Call

Handset

Pick up the handset.


Enter the number and then press **send** (#)

Speakerphone

While the handset is on the hook press the speaker button 

Enter the number then press **send** (#)


Headset


With the headset connected press  to activate the headset mode.

Enter the number and press **send** (#).

2. Answering a Call

Handset - Pick up and speak


Speakerphone - Press 


Headset - Press the Headset button 

Note: you can reject an incoming call by pressing **Reject (X)**


3. Ending a Call


Handset - Hang up the receiver.

Speaker - Press the speaker button 


Headset - Press the speaker button , or press End Call.

4. Placing a call on Hold


Press  during an active call.

To remove Press the active line or press 

5. Transfer a Call

Press  during an active call. This places the call on hold

Enter the extension you want to transfer to.

Press  and hand up the receiver

6. Call Forwarding

Press **Menu** button on your phone.

Use your navigation keys  to move to the **features** option.

Press **OK** in the center of the navigation keys.

Choose Call forward by pressing the **OK** button.

Select Option by pressing **OK**.

Always Forward - Incoming calls forwarded unconditionally

Busy Forward - Incoming calls forwarded only when line is busy

No Answer Forward - forwards after a period of time not answered

Press save to save changes. Turn off when no longer needed

7. Conference Call


Press **Conference** during and active call. The call is placed on hold.

Enter the number of the 2nd party, and then press **Send**.

Press **Conference** again when the 2nd party answers. All parties are now joined in the conference.


Press **End Call** to disconnect all parties.


8. Voice Mail

To listen to a voice mail press  to connect.

Follow the voice prompts to listen to your voicemail messages

9. Volume Control

Press  with handset in cradle to adjust ringer volume.

Press  while on a call to adjust the volume of the call.