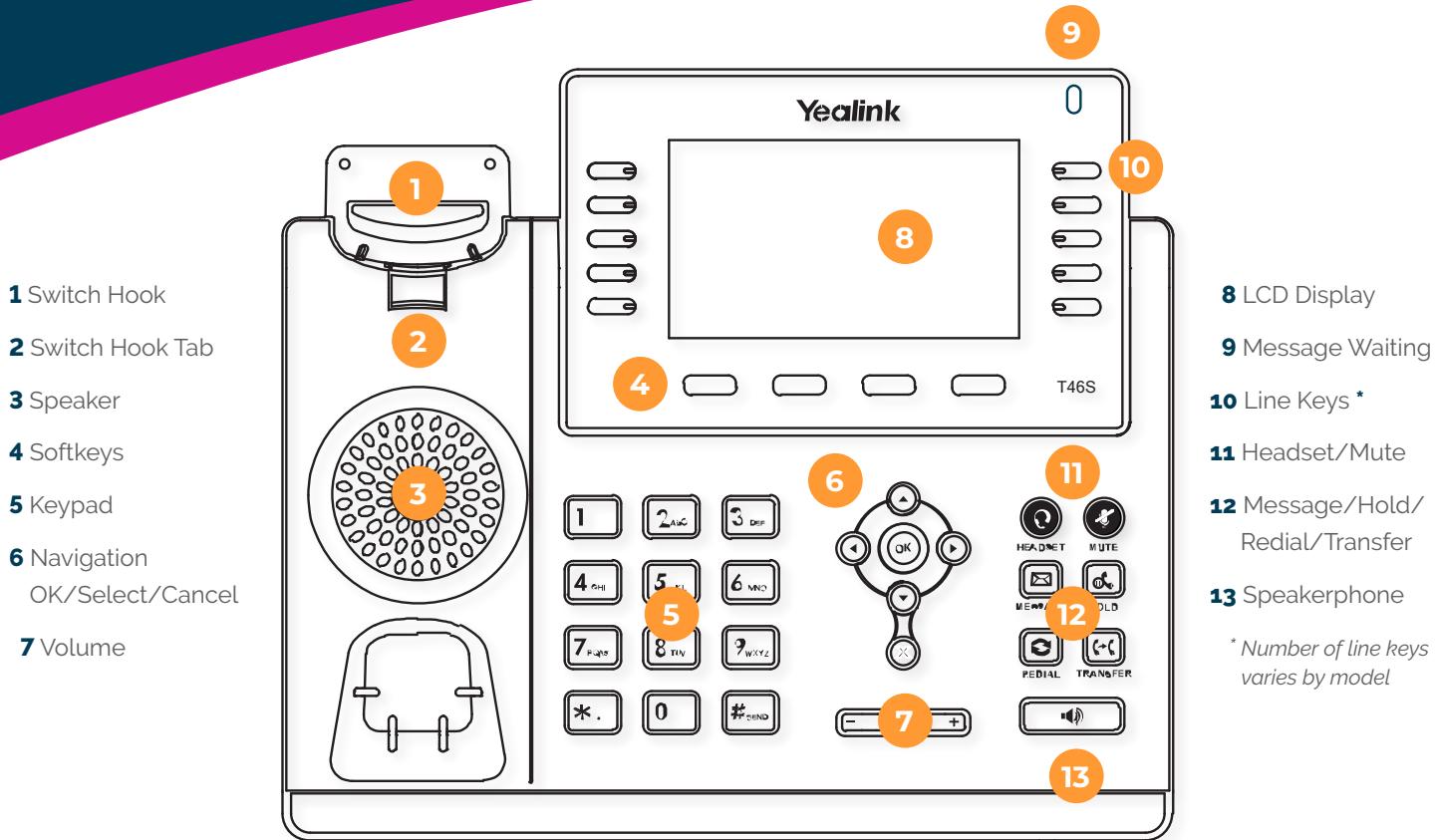


Yealink Series User Guide



PLACE A CALL

Dial number (extension or 10-digit external number) and pick up the handset or press the **Send** softkey.

ANSWER/END A CALL

Pick up/hang up the handset or press the **Answer/End** softkey.

PLACE A CALL ON HOLD

During a call, press the **Hold** softkey. To return to the call, press the **Resume** softkey.

POWER CYCLE OR REBOOT

Press Menu key. Use the navigation keys to go to **Settings > Basic > Restart Phone** > then press the **Yes** softkey.

WARM/ATTENDED TRANSFER

During a call, press the **Transfer** softkey (the active call is placed on hold). Dial the destination and press **Send**. Once the recipient answers or if you reach voicemail, press the **Transfer** softkey again. To cancel a transfer, press the back arrow softkey and the original call will be resumed.

BLIND/COLD TRANSFER

During a call, press **Transfer** (the active call is placed on hold), dial the destination, then press the **B. Transfer** softkey.

TRANSFER DIRECT TO VOICEMAIL

During a call, press the **Transfer** softkey (the active call is placed on hold). Dial *86 + the extension number and press **Send**.

ESTABLISH A THREE-WAY CONFERENCE CALL

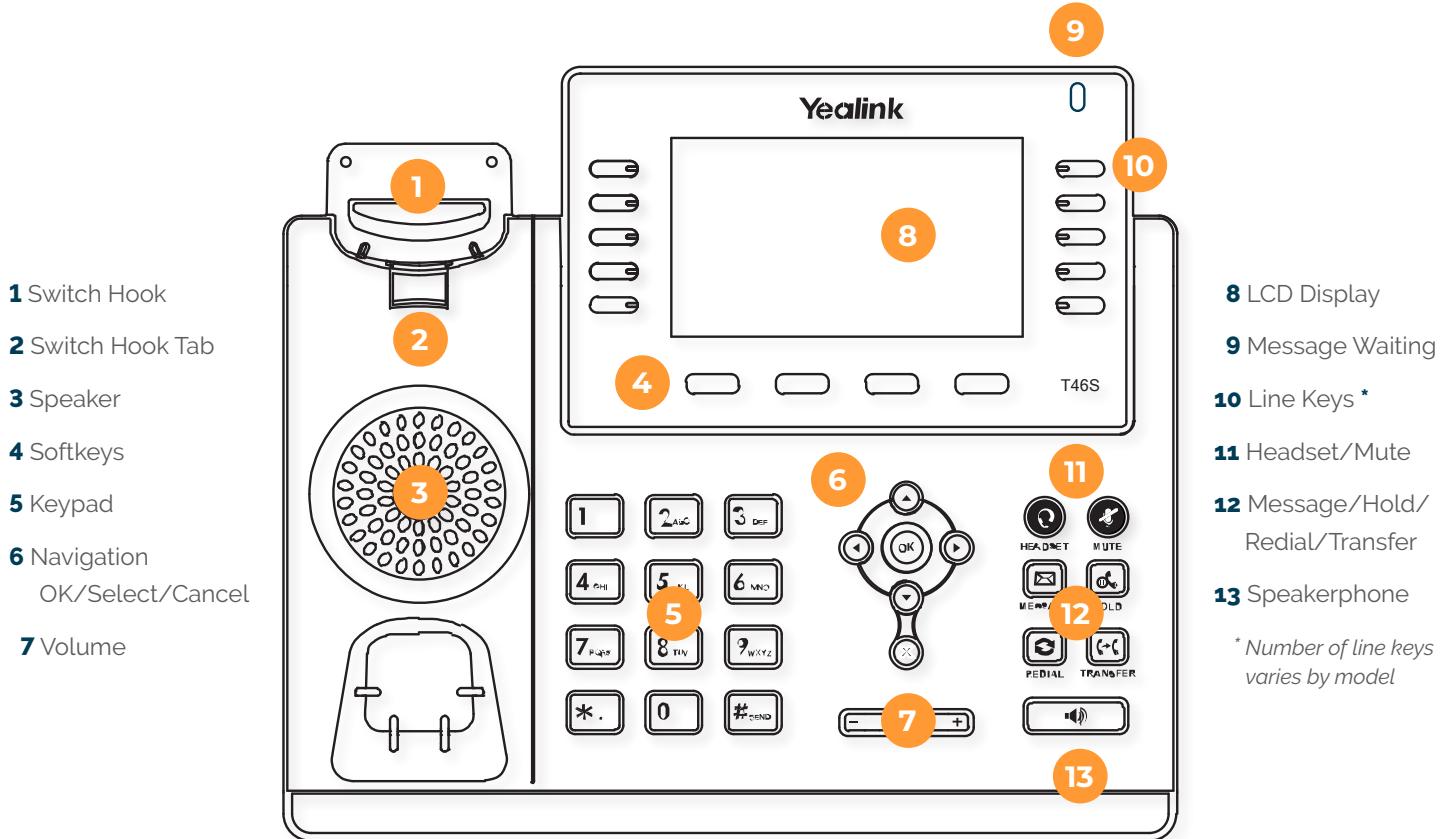
While on a call, press the **Confrnc** softkey (the active call is placed on hold). Dial the third party and press **Send**. When the third-party answers, press the **softkey**, then the **Confrnc** softkey to join all parties.

CHECKING VOICEMAILS

Dial *855 from your phone or press the **Messages** button. Enter your voicemail password when prompted and press #.

VOICEMAIL ROAMING

Dial *850 from any phone. Dial the voicemail extension. Enter the voicemail password when prompted and Press #.



RECORDING VOICEMAIL GREETINGS

After accessing the voicemail, press:

- 0** for mailbox options
- 1** to record your Unavailable greeting
- 2** to record your Busy greeting
- 3** to record your Name greeting
- 4** to record your Temporary greeting

CALL PARKING

During a call, press the **Transfer** softkey (the active call is placed on hold). Dial the system code ***70** and press **Send**. You will hear what extension the call is parked on between ***710 – *739**. Press the **Transfer** softkey again.

RETRIEVE PARKED CALL

Dial the extension the call was parked on from any phone.

HANDLING MULTIPLE CALLS

During an existing call, you will hear a beep as well for any additional calls. Press the **Answer** softkey to accept the additional call (the active call is placed on hold). If you have multiple calls, you can use the navigation keys to highlight a specific call and use the **Hold** or **Resume** softkeys.

PAGING AND INTERCOM

To page a user extension or group, dial the system code ***75** followed by the user's or group's extension. To intercom a user, dial the system code ***74** followed by the user's extension.

VIRTUAL CONFERENCE ROOMS

To enter a conference room, dial the system code ***888**. Enter the conference room number followed by the **#** key. Enter the **PIN** number (if applicable) followed by the **#** key.

LOG INTO A HOT DESK PHONE

Dial ***41** followed by your extension to login. Dial ***43** to logout.