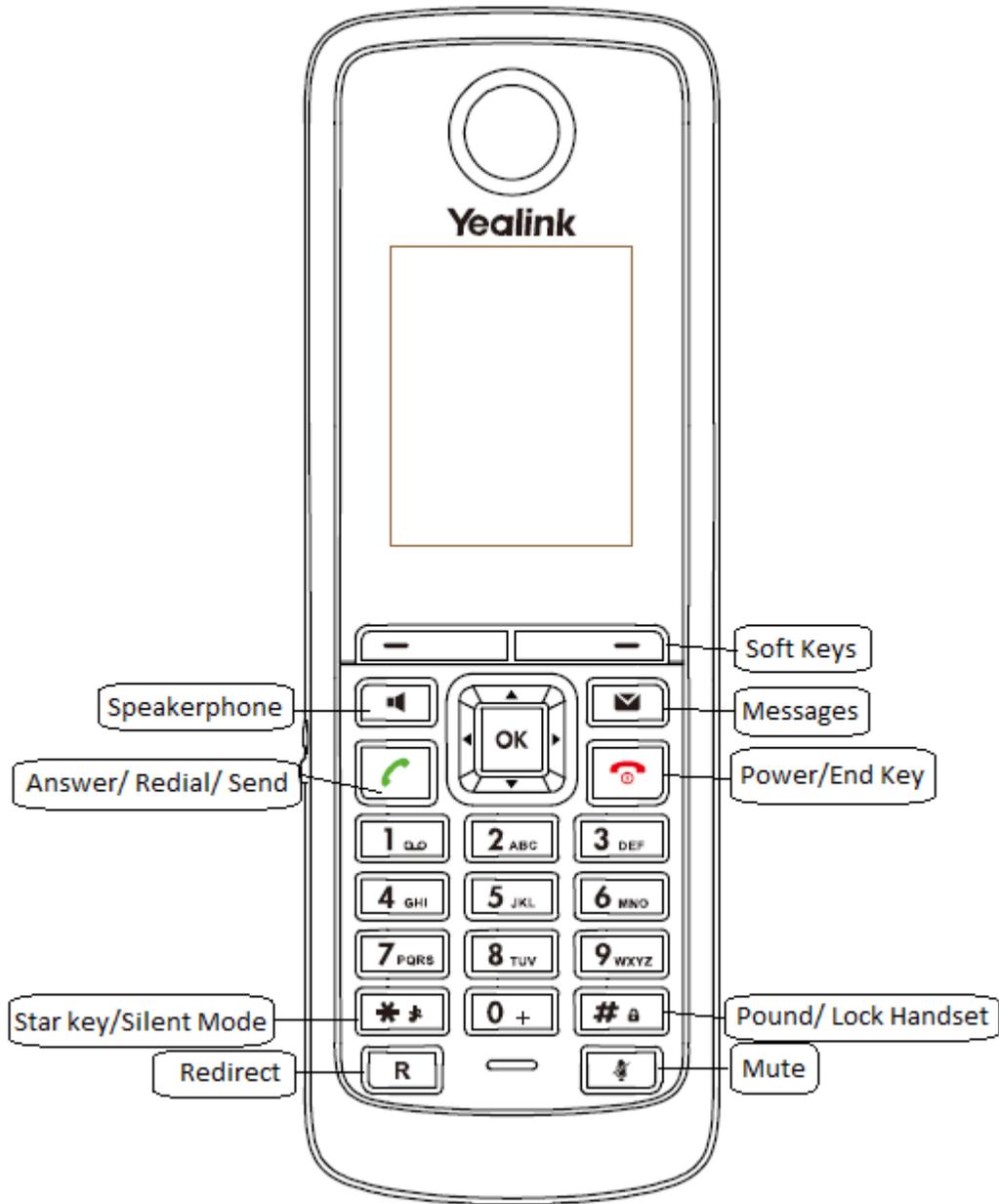


User Manual

Yealink Cordless Phone



To Power On/Off

1. Hold 

To Adjust Ringer Volume

1. Click  to go to the menu
2. Click the down arrow to go to settings then 
3. Hit the down arrow once to go to audio then 
4. Click the down arrow to go to **Ring Tones**, , then **Volume**
5. Use the right arrow to increase the volume and the left arrow to decrease

To Lock/Unlock the Keypad

1. To Lock, hold  until the screen says “Keypad is locked”
2. To Unlock, hold  until the screen says “Keypad is unlocked”

If  appears on the screen, the keypad is locked.

Switching to Silent Mode

In silent mode, the handset will not ring but you can still see the incoming call information on the screen.

1. Hold  until the screen says “All Ringtones Off”
2. Hold  again until the screen says “All Ringtones On”

If  appears on the screen, the phone is in silent mode.

Placing a Call

1. Dial the number using the keypad
2. Press  or 

To place a new call during an active call

1. Press the **Ext.Call** soft key. The active call is placed on hold.
2. Dial the number
3. Press  or 

Answering a Call

Using the earpiece

Press  or the **Accept** soft key.

Using the speakerphone

Press 

To answer when in another call

Press , , or the **Accept** soft key.
The incoming call is answered and the original call is placed on hold.

Placing on Hold

To Place on Hold

1. Press the **Options** soft key during a call, and select **Hold**.
The  icon is displayed on the screen when a call is on hold.
2. Press the **Resume** soft key, , or  to pick back up.

Two calls on Hold

1. Use the up and down arrows or the **Swap** soft key to swap between two calls.
2. Press the **Resume** soft key to resume the selected call.

Transferring a Call

Blind Transfer

1. Press the **Options** soft key during a call, and select Transfer.
2. Then do **one** of the following:
 - Enter the number **or select the handset** you want to transfer the call to. Press  or the **Transfer** soft key.
 - Press the **Directory** soft key, and select the desired contact. Press the **Call** soft key.

Attended Transfer

1. Press the **Options** soft key during a call, and select **Transfer**.
2. Do one of the following:
 - Enter the number or select the handset you want to transfer the call to. Press , or the **Transfer** soft key to dial out.

- Press the **Directory** soft key, and select the desired contact.
- Press the **Call** soft key. If both the office number and the mobile number of the contact are stored, select the desired number and press  or the **OK** soft key to dial out.

3. Press the **Transfer** soft key to complete the transfer after the party answers the call.

Ending a Call

Press  or place the handset in the charger cradle.

Checking the Voicemail

To listen to the voice mail using the menu:

1. Press  to enter the main menu.
2. Select  ->Play Message.
The screen displays the lines assigned to the handset and the number of voice mails of each line.
3. Press the up and down arrows to highlight the desired line, and press the **Select** soft key.
4. Follow the voice prompts

To listen to the voice mail via fast access

1. Hold  when the handset is idle.
2. Follow the voice prompts

You can also listen to the voice mail by pressing  to enter into the Message & Call interface. Select the desired line and press the **Select** soft key.