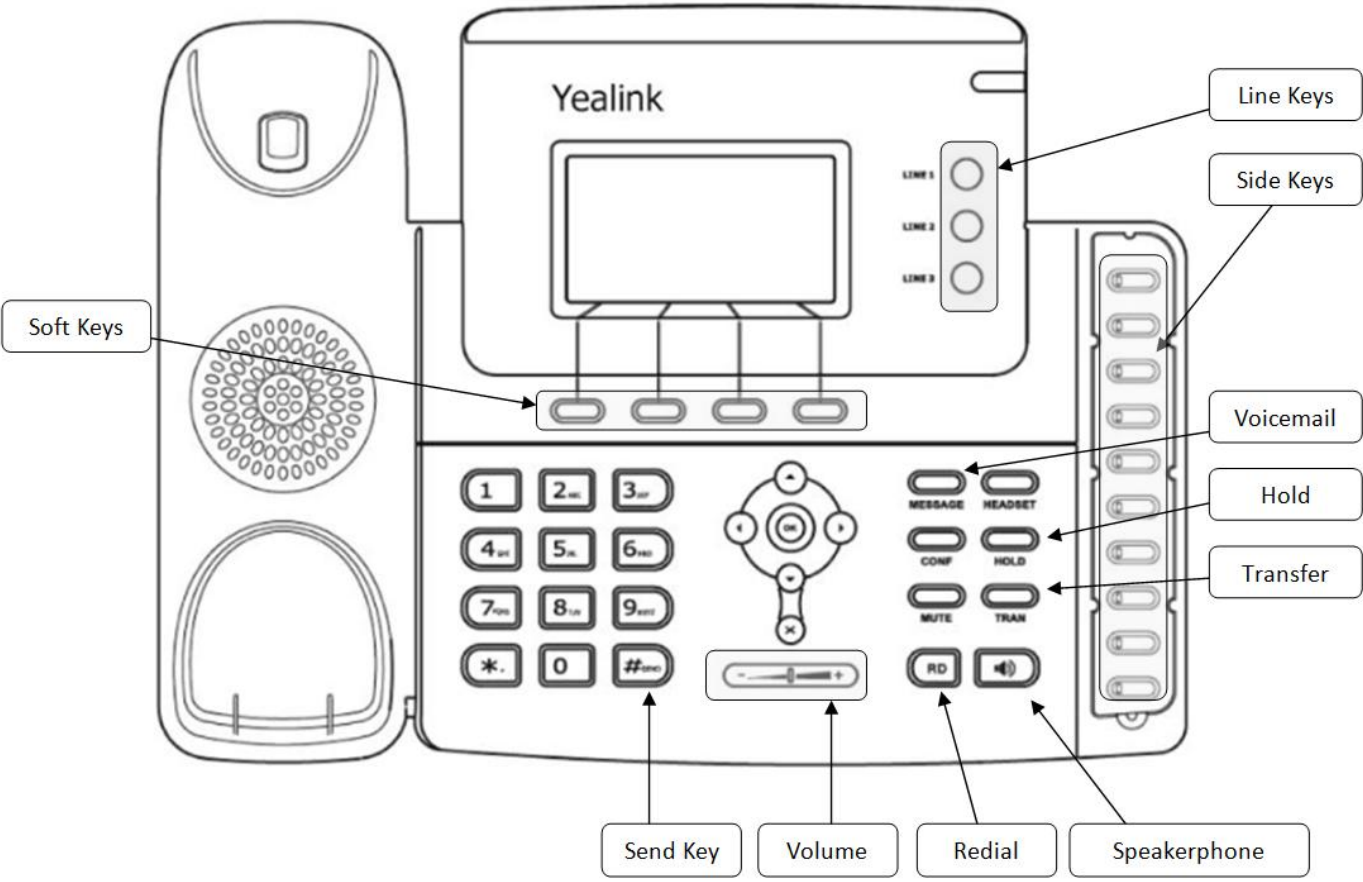



User Manual

Yealink T26




Placing Calls

Using the handset

1. Pick up the handset
2. Dial the number you wish to call
3. Press 

Using the speakerphone

1. Dial the number you wish to call
2. Press 

Answering a Call

Using the handset

Pick up the handset

Using the speakerphone

Press 

Answering when in another call

Press the **Answer** soft key.

The incoming call is answered and the original call is placed on hold.

Ending a Call


Using the handset

Hang up the handset or press the **Cancel** soft key



Using the speakerphone



Press  or the **Cancel** soft key

Placing on Hold






1. Press  on the right menu or the **Hold** soft key
2. Press **Hold** again to resume the call

Placing Multiple Calls

1. Press  or the **Hold** soft key to place your current call on hold
2. Press the NewCall soft key
3. Dial the number you wish to call
4. Press 

You can use  or  to switch between the calls, and then press the **Resume** soft key to retrieve the desired call.

Redial


1. Press  twice to dial the last dialed number
2. Press  to enter the **Placed Calls** list, press  or  to select the desired entry, and then press  or the **Send** soft key

Transferring a Call

Attended Transfer

1. Press the **side key** of the extension that you would like to transfer to (the caller will automatically be put on hold and you will be speaking with the owner of the extension dialed)
2. To complete the transfer, simply hang up

OR



1. Press  TRAN
2. Dial the extension number
3. Press  then hang up

Blind Transfer

1. To transfer the caller without first speaking to the owner of the extension, hit the **Side Key**

2. Press  TRAN

OR

1. Press  TRAN
2. Dial the extension number
3. Press  TRAN again
4. Hang up

Checking Voice Messages

1. Press the Message Button
2. Enter the PIN

Changing Voicemail Greeting

1. Press the Message button
 2. Enter your PIN
- Follow the instructions on the recording or:**
3. Press 0 for Mailbox Options
 4. Press 1 to record your unavailable message or Press 3 to record your name

For a Temporary Voicemail greeting:

1. Press Message button
2. Enter PIN
3. Press 0 for Mailbox Options
4. Press 4 to Manage Temporary Greetings
5. Press 1 to record
6. After recorded, press 1 to accept, 2 to replay, 3 to delete
7. To turn off temporary greeting, follow instructions 1-4 then Press 2 to erase

Checking Call History

1. Press the soft key on the left that says **History**
2. Use the arrows on the silver center menu to move up and down
3. Use the **Soft Keys** to Go Back or Delete

4. **Send** will dial the number highlighted
5. **Options** will allow you to add number to contacts or add to blacklist