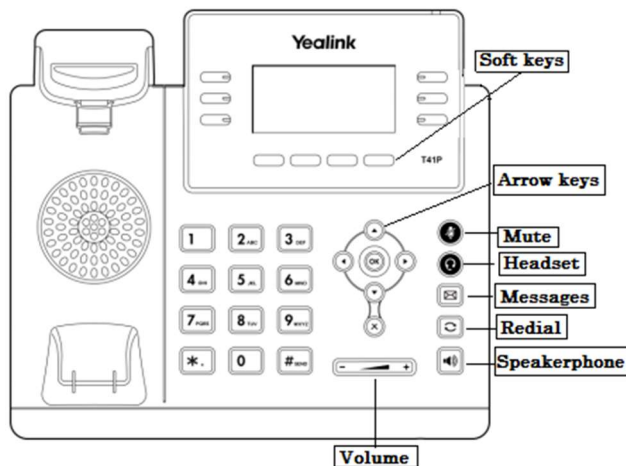



Yealink User Manual





Placing a Call

Using the handset

1. Pick up the handset
2. Enter the number
3. Press 

Using the speakerphone

1. With handset on-hook press 
2. Enter the number
3. Press 

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 Multiple Calls

1. Press the **Hold** soft key to place your original call on hold
2. Press the **New Call** soft key
3. Dial the new number
4. Press 

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

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 original call is placed on hold.

Placing on Hold

1. Press **Hold** soft key during call
2. Press the **Resume** soft key to resume the call



Call Mute



1. Press  during an active call.
2. Button will light up red when muted.
3. Press  again to un-mute.

Transferring a Call

Blind Transfer

1. Press the **Tran** soft key during the call
2. Enter the number or extension you want to transfer to
3. Press the **Tran** soft key again

Checking Call History

1. Press the **History** soft key
2. Use the  or  arrow keys to scroll through list
3. Select an entry to do one of the following:
 - **Send** to dial number highlighted
 - **Options** to view details about number, add to contacts or add to blacklist
 - **Delete** will remove the highlighted number
4. Use the soft keys to go **Back**

Call Parking- Allows call to be picked up on any phoen in the building

To Park Call

Press an unused (Green) Slot on left hand side to park call.

Park Call Pickup

Press button of Parked Call (red) to pickup parked call

Feature Codes

Transfer to VM- Transfer + *123 + Extension + Transfer

Call Forwarding On- *71 + Number


Call Forwarding Off- *72

Speakerphone Page- *400 + Extension


Call Pickup- *88 + Extension

Voicemail


Checking Messages

1. Press  to dial Voicemail
2. Follow the prompts then enter the PIN


Changing Voicemail Password

1. Press  button
2. Enter PIN
3. Press 0 for Mailbox Options
4. Press 5 to change your password.
5. Enter your new PIN followed by #
6. Re-enter your PIN followed by #

Changing Voicemail Greeting

1. Press the  button
2. Enter your PIN
3. Follow the prompts

For a Temporary Voicemail greeting:

1. Press  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

For instructional videos and more information visit our website at Locallooponline.com