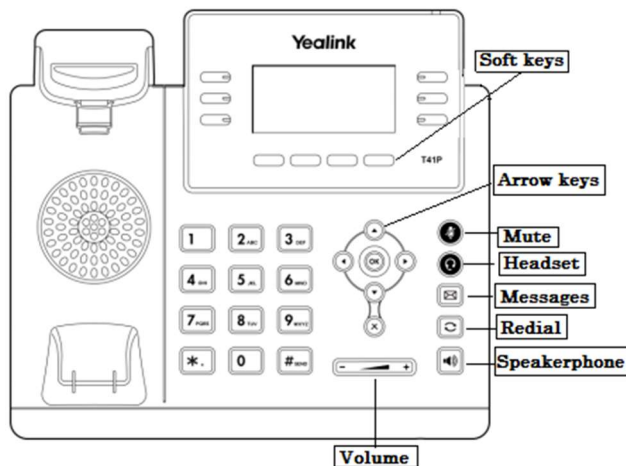# Yealink User Manual

Placing a Call

Using the handset
1. Pick up the handset
2. Enter the number
3. **Press** [#send]

Using the speakerphone
1. With handset on-hook press [speakerphone]
2. Enter the number
3. Press [#send]


Ending a Call

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

Using the speakerphone
Press [speakerphone] 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 [#send]

You can use the arrow keys to move [up] or [down] 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 [speakerphone]

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 [mute] during an active call.
2. Button will light up red when muted.
3. Press [mute] 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 Forwading 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
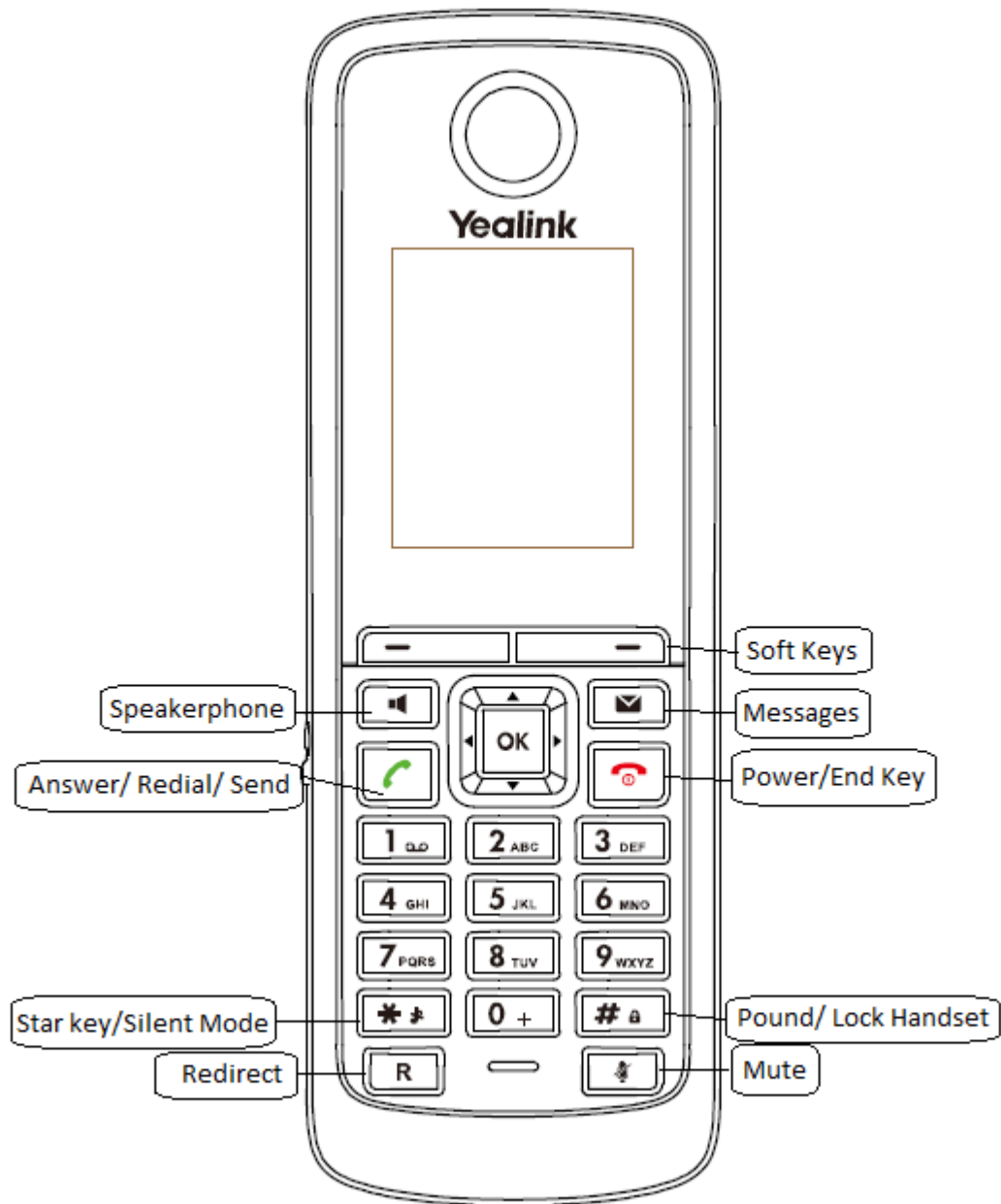
2. Enter your PIN

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

User Manual

Yealink Cordless Phone

|	
Speakerphone	Soft Keys
Answer/ Redial/ Send	Messages
Star key/Silent Mode	Power/End Key
Redirect	Pound/ Lock Handset
	Mute

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 [OK]

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 [OK]

Answering a Call

Using the earpiece

Press [📞] or the **Accep**t 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 OK 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 OK, or the **Transfer** soft key to dial out.

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

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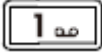
Ending a Call

Press [phone icon] or place the handset in the charger cradle.

Checking the Voicemail

To listen to the voice mail using the menu:

1. Press [OK] to enter the main menu.

2. Select [voicemail icon] ->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.