Siptel Limited

Yealink Deskphone Quick User Guide

LCD Screen

Label Keys

Arrow Keys

Soft keys

Volume

Speaker

Inbound calls

Answer – Lift handset or press speaker button(bottom right). To hang up a call on speaker press the speaker button again.

Park/Hold – To put a call on hold, press one of the available(green) Park buttons on the left of the screen. This will free up your phone, you can then call the person the caller requires to inform them there is a call for them on a Park line. Hang up and they press the Park button when ready to take the call. To go back to the call yourself simply press the red Park button again.

Internal Calls

Internal - Use the bottom right label key to scroll across to other users names. Press the label key next to their name to call. If the label key is red the user is on a call.

Outbound calls

External - Dial the number directly then **dial #** or press the Call button. No prefix required.

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Contacts

Press the Contacts softkey when the phone is idle or on a call **.** Select 2 for Remote Phonebook followed by 2 for Company Contacts. Use the arrow keys to scroll through the directory. You can also press search and key in letters to filter names. Press OK or Send to dial number on screen.

Voicemail

Press the message key on the right hand side of the phone(envelope). Enter your password followed by #. Default password is 1478. It is recommended you change this and your personal message by following the advanced menu instructions in the voicemail menu. Press 0 followed by 1 to record a voicemail greeting.

Volume

Use the volume keys to increase/decrease the call volume of the handset while on a call.

Use the volume buttons to increase/decrease the ringing volume while the phone is idle.

Call Pick Up

Press the Pick Up softkey to answer an external call ringing on any other extension.

Call Forward

Press the Menu button followed by 2 for Features. Press 1 for Call Forward followed by the Enter softkey. User the right arrow to select ON and press the down arrow to enter the number to forward calls to. Press the Save softkey.