Yealink DECT Quick User Guide

Paging button — LCD Screen

Base Station — Soft keys

Volume — Voicemail

Inbound Calls

Answer – Press the green speaker button(left side). To hang up a call press the red phone button.

Hold – To place a call on hold, press the soft key on the bottom right of the screen.
Select Hold from the drop down menu.
Select Resume call from the same menu to go back to the caller.

Transfer Calls

Transfer - Press the Soft key on the bottom right of the screen and select Transfer from the menu. Dial the extension number you wish to transfer to. Speak to the person you are transferring to and hang up to complete the transfer.

Outbound Calls

External - Dial the number directly then press the Green phone button to dial
No prefix required.

Yealink Deskphone Quick User Guide

Contacts

Press the Contacts softkey on the bottom left of the screen when the phone is idle or on a call **.**

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 by pressing 5 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.

Intercom/Page

Press dedicated Intercom/Page button on phone to announce to all other phones in the Intercom group. *Not active by default. Please request this function of required.*