Yealink *QUICK TIPS*

Setting up Voicemail

- Dial *98
- Enter 4-digit Pin
- Follow prompts to setup VM

Listen to VM

- Pick up receiver and select Message button or just select Message button to listen to VM's on Speakerphone
- Enter Pin and # key
- You can also change personal VM settings this way

Do Not Disturb

- Select DND button on home screen or Menu, Features, DND

Call Forwarding

- Select Menu, Features, Call Forward. This will give 3 options based on scenario of Always Forward, Busy Forward or No Answer Forward
- Once option is selected, turn selected option on and type in desired Forward number

Disable Call Forwarding

- Select Menu, Features, Call Forward and turn off selected forwarding option

Directory

- To access Directory, select Directory soft key on home screen or select Down arrow on navigation menu, or select Menu, Directory

Call History

- Select Menu, Call History or select UP navigation key

Set Ringtones or to change Key Tone

- Select Menu, Basic, Sound

Answer calls

- Pick up receiver or select Answer key on screen in bottom left corner or press speakerphone key

End calls

- Press Speakerphone key, hang up receiver or hit End on right side of screen

Hold

- To place a call on Hold, press Hold key or Hold line key on screen
- To resume call, press Hold key or Resume key on screen

Place Calls

- Dial number and hit send, dial and pick up receiver, pickup receiver and dial number, or press speakerphone and dial number or dial number and press speakerphone

Transfer Calls

- Once call is received, press Transfer button on phone or on screen.
- Select soft key or 3 – 5 digit extension or dial number

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