

Yealink IP Phone Quick Call Guide

Call - Handset

Dial the 10-digit phone number,
Press **Send** soft key (or # or OK)

OR:

Dial 10-digit number,
Pick up the handset

Call - Speakerphone

Press **Speaker** button
Dial 10-digit phone number
Press **Send** soft key (or # or OK)

OR:

Dial 10-digit number
Press **Speaker** button

Transfer (Announce caller)

Press **TRAN** button (or Transfer soft key)
Dial 3 digit extension number (or 10-digit #)
OK
Wait for party to answer
Announce the call
Hang up

Note: For a denied call, press the flashing line button where the call came in on (twice if multiple calls are happening) to get the caller back

Transfer (Blind)

Press **TRAN** button (or Transfer soft key)
Extension number (or 10-digit #)
OK [will pass through ID of caller]

Transfer directly to Voice Mail

Press **TRAN** (or Transfer soft key)
Extension number
* button
TRAN (or Transfer soft key)
OK

Intercom (hands-free)

Press **ICOM**
then **Extension** button or three digit #
Ok or Send

Park (park & announce park # to recipient for them to pick up)

EITHER:

Press the **Park** button where you want to place the call, **Park 1, Park 2, etc.** Your call will be transferred to that park position.

OR:

TRAN button (or Transfer soft key)
***70**
OK
System will issue park number to announce

Park Pick Up

Press the illuminated **Park 1, 2, or 3** etc.

OR:

Dial ***71, Park position number, 1, 2, etc**
OK
So ***711** would answer Park 1, ***712** answer Park 2, etc.

Conference Calling

While on first call, press **Conference soft key**
Dial second call
When answered, press **Conference soft**

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Press the **Left Arrow** key on the directional pad
Press **OK** button
Make your announcement