YEALINK QUICK REFERENCE GUIDE

TRANSFERRING A CALL – ATTENDED

1. Press the "Transfer" button
2. Dial or select a Phone Number/Extension followed by the "Send" key
3. Once ready to complete the transfer, Hang up, or press the "Transfer" button

TRANSFERRING A CALL – BLIND

1. Press the "Transfer" button
2. Dial the Phone Number/Extension followed by the "Transfer" button.

TRANSFERRING A CALL DIRECTLY TO VOICEMAIL

1. Press the "Transfer" button
2. Dial *55 followed by the Send key
3. Listen for the prompt to Dial the Users Extension followed by the Send key

CONFERENCING A CALL

1. Press the "Conference" softkey
2. Dial the Number followed by the "Conference" softkey or the Send key
3. Once answered, press the "Conference" softkey a second time to join the calls

CHECKING VOICEMAIL

1. Press the "Envelope" button (select line if necessary) and follow prompts Default Password: 0807

ENABLING & DISABLING CALL FORWARDING

1. Press the "Menu" softkey
2. Scroll to press "Call Feature" or "Features"
3. Press "Call Forward"
4. Select the "Line" you would like to modify
5. Select:

   - "Always" to forward all calls
   - "Busy" to forward calls if phone is on DND
   - "No Answer" to forward calls not answered

6. Enter the Phone Number you wish to forward your calls to
7. Press "Enable"

OR

1. Dial:

   - Always: *72 (Enables) & *73 (Disables)
   - Busy: *90 (Enables) & *91 (Disables)
   - No Answer: *92 (Enables) & *93 (Disables)

2. Follow Prompt to enter the Destination Number

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ACTIVATING/DEACTIVATING "DO NOT DISTURB"
1. From the home screen, press the "DND (Do Not Disturb)" softkey
2. Select the Line to activate/deactivate DND or press "All On/Off" to activate/deactivate on all lines
3. Press Home/Save to save

PARK A CALL (TO BE PICKED UP AT ANOTHER STATION)
1. Press the "Transfer" button
2. Dial *68 followed by the Send key
3. Follow the prompt by dialing the Extension You Wish to Park the Call Against, followed by "#" or press "#" to park call against your extension

RETRIEVE A PARKED CALL
1. Dial *88 followed by the Send key
2. Follow prompt by dialing the Extension the Call is Parked Against, followed by "#" or press "#" to retrieve a call parked against your extension

CALL RETRIEVE/CALL PICKUP
- Dial *97 followed by the Extension and Send to answer any ringing extension in the group, or dial *98 to answer any ringing extension in your defined group (must be programmed by administrator)

PUSH TO TALK (MUST BE PROGRAMMED)
- Dial *50 followed by the Extension and Send

PROGRAMMING SPEED DIAL 8
(Dial a programmed "Speed Dial" by pressing a Single Digit and Send)
1. Dial *74 followed by the Send key
2. Dial the Speed Dial Number you wish to program (2-9)
3. Dial the Number You Wish to Be Dialed followed by "#"
   *EX: " *74; #; 2; 8334673472; # " (Programs speed dial "2" to call Segra Support)*

PROGRAMMING SPEED DIAL 100
(Must use "#" before dialing the speed dial)
1. Dial *75 followed by the Send key
2. Dial the Speed Dial Number you wish to program (00-99)
3. Dial the Number You Wish to Be Dialed followed by "#"
   *EX: " *75; #; 11; *55101; # " (Programs speed dial "#11" to allow transfers straight to extension 101's voicemail)*

VOICEMAIL SHORT CODES
- Play Message Menu:
  - "#" Saves the Message
  - "7" Erases the Message
  - "2" Repeats the Message
  - "6" Plays the Next New Message
  - "8" Initiates Call Back to Sender
  - "3" Forwards Current Message

- While Playing Messages:
  - "1" Skips Backward 3 Seconds
  - "2" Pauses Playback
  - "3" Skips Forward 3 Seconds
  - "4" Restarts Message
  - "6" Skips to End of Message

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