

# PHONE USER GUIDE – Yealink Cordless

## Placing a Call

- Dial a number, extension or press a speed dial
- Press the green handset button

## Answering a Call

- Press the Accept Softkey or the green handset key

## Hold

- While on a call, press the **Options** Softkey
- Scroll down to Hold

## Retrieving a Held Call

- Press **Resume** Softkey

## Redial

- Press the History Softkey
- Scroll through the list to find the person you want to call back
- Press the Options Softkey
- Press the Green Handset key to call

## Park

- While on a call, press #7

## Retrieving a Held Call

- To retrieve the Parked Call, Dial the Park Code that was given (9980-9989)

## Conference Calls

- While on a call, press the Options Softkey
- Select Conference
- Dial number or press a speed dial
- Press Conf Softkey and all parties will be connected

## Transferring a Call

### Blind Transfer

- While on a call, press TRAN
- Dial number or press a speed dial
- Hang up to complete the transfer

### Consult Transfer

- While on a call, press TRAN
- Dial number or press a speed dial
- Talk to the person
- Hang up to complete the transfer

### Transfer to Voicemail

- press TRAN
- Dial \*+extension
- Hang up

## Forwarding Calls

- Press OK
- Select Call Features
- Choose Call Forwarding
- Press OK
- Choose the type of forwarding
  - Always Forward- All calls forward all the time
  - Busy forward– Only forwards when line is in use
  - No Answer Forward- Calls are forwarded if not answered
- Press OK
- Choose Enable
- Press the Down arrow on the Navigation Circle
- Enter in a number or extension you want to forward to
- Press Save

### Turning off Call Forwarding

- Press OK
- Select Call Features
- Choose Call Forwarding
- Press OK
- Choose the type of Forwarding
- Select Disabled
- Press Save

## Audio Control

- Press the right or left side of the Navigation Circle to Change the volume

## Do Not Disturb

- Press OK
- Select Call Features
- Choose Do Not Disturb
- Press OK
- Choose Enabled
- Press Save

### Turning off DND

- Press OK
- Select Call Features
- Choose Do Not Disturb
- Press OK
- Select Disabled
- Press Save

## Ringtones

- Press OK
- Select Settings
- Select Audio
- Choose Ringtones
- Choose Melodies
- Scroll through the options using the right and left arrow
- Select Save

## Call History

- Select History
- Scroll through the list
- Select an entry
- Press the green handset button to call

## Message Waiting Light

Located in the Upper Right Corner of phone, New voicemails will light this up red, also displays how many new messages across the screen

# LOFFLER