

Quick Start Guide

Yealink

Access Voicemail

- Press the MESSAGE button
- Enter your PIN followed by #
- Follow the prompts to listen to messages

Blind Transfer

- During a call, press the TRANSFER button
- Enter the number to which you want to transfer the call
- Press the TRANSFER button

Supervised Transfer

- During a call, press the TRANSFER button
- Dial the number to which you want to transfer the call
- Press the SEND or DIAL soft key or wait 2-3 seconds
- Press the TRANSFER button after consulting with the remote party. You will be disconnected
- You can press the CANCEL soft key at any time to cancel the transfer

Transferring to Voicemail

- During a call, press # * and the extension of the user to whose voicemail you wish to transfer the caller
- Press #

Parking Calls

- During a call press *68
- The system will announce a 2-digit extension on which the caller is parked. The caller will hear hold music and your call is disconnected
- Any user on your account may pick up the call by dialing the announced extension
- If the call is not picked up within the time configured on the account, it will be returned to the user who parked it

3-Way Conference

- During a call press the CONFERENCE soft key
- Dial the number of the third party
- When they answer press the CONFERENCE soft key again

