

YEALINK Quick Feature Guide

- Place a call:** You do not have to select a line or dial 9 or dial 1 for long distance. Simply dial the 10-digit number. To bypass the pause after dialing, press “send” or “OK”.
- Blind transfer:** While on the call, press “transfer”, <EXT>, “transfer”. Hang up.
- Attended transfer:** While on the call, press “transfer”, <EXT>, Speak to second party, press “transfer”. Hang up.
- Transfer to voicemail:** While on the call, press “transfer”, <EXT>*, “transfer”, then hang up.
- 3-way conferencing:** Place a call to the first party.
Press the “Conf” button.
Dial the second number and press “OK”
When the second caller answers, press the “Conf” button again.
Both parties and yourself will now be on the call.
- Do not disturb:** Press the “DND” button. All calls will go directly to voicemail. If you are in a ring group, all calls to the group will go directly to your voicemail.
- Forward all calls:** Press Menu -> Features -> Call Forward

Press “up arrow” or “down arrow” to select the desired forwarding type, and then press the Enter soft key. Only select “**Always Forward**”. Do not use “Busy Forward” or “No Answer Forward”

Use the arrow keys to select “**Enable**” or “**Disable**”.
Enter the number you want to forward all incoming calls to in the “Forward to” field.

Leave “On Code” and “Off Code” blank.
If you are in a ring group, all calls to the group will go directly to your voicemail.
- Voicemail:** Dial *<EXT> to reach voicemail. Or, press the “message” button twice

To check from outside the office:
Dial your office phone number.
While the attendant message is playing, hit the # key, follow prompts.
- Voicemail Setup:** Dial *<EXT> to reach voicemail, your <EXT># is the default password. Follow the prompts for initial setup. You must change the password (cannot remain the default) for setup to take effect.
- Intercom:** (If enabled). Dial *1<EXT>, hit “send” or “OK”. The other phone will automatically put you on speaker.