Voicemail

Accessing Voicemail

1. Press and hold the 1 button ⌈1 ∞⌉ or dial **∗86.**
2. Follow prompts to play messages, record greetings, etc.

Voice Messaging Main Menu

1	**Listen to/Play Messages**
2	**Busy Greeting Menu**
3	**No Answer Greeting Menu**
4	**Extended Away Greeting Menu**
5	**Compose Message Menu**
7	**Delete All Messages**
∗	**Voice Portal Main Menu**
#	**Repeat Menu**

| "Play Message" options			
While listening to message		**Between messages**	
1	Skip Back	**#**	Save
2	Pause/Resume	**7**	Delete
3	Skip Forward	**2**	Repeat
4	Jump to Beginning	**5**	Envelope Info
6	Jump to End	**6**	Play Next Msg
Anytime		**8**	Callback Caller
∗	Return to Prev Menu	**9**	Add'l Options

Contact your company's phone system administrator with questions about your service and for more information about available features.

TELNET

Quick Reference Guide

Getting to Know Your Yealink Cordless Phone
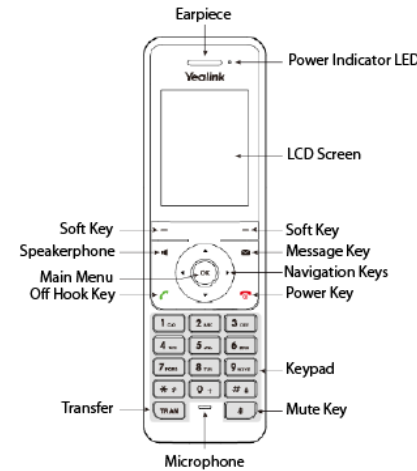
COMMON ICONS

▥	Signal strength	ⓘ	Status
▭	Battery status	⊙	Voice Mail
↰	Missed call	▤	Call Features
⊖	Do not Disturb	⚙	Settings
↱	Call forwarded	☏	Call History
⊙	Voice mail message	☏	Power on/off (press & hold)

Dialing phone numbers or extensions

Enter the desired number when the handset is idle. For:

- **Local call** – dial the 7-digit local number
- **Long distance** – dial the 10-digit phone number (area code + local number)
- **International** – dial 011 + country code + city code + number
- **Internal extension** – dial the 4-digit extension

Answer Calls

- To answer a call, press the **Accept** soft key or press 📞.
- Other options: press **Speakerphone** button 🔊, or press **OK** ⓞⓚ.
- To answer a new call while on an active call, press down arrow ▼ to navigate to new call and then press the **Accept** soft key. The current call will be held.

Hold Calls

- Place a call on hold by pressing **Options** soft key, and then select **Hold.** The held party will hear music/message while holding.
- To resume a held call, press the **Resume** soft key.

Transfer Calls

Transfer call to an extension or other number:

1. During a live call, press **Options** soft key, then **Transfer** and dial the ext/number.
2. When you hear the ring back sound, or after you have talked with the other party, press **Transfer** and hang up.

NOTE: *If you press Transfer or hang up directly after hearing the ring back sound, the call will automatically transfer without having to announce the caller.*

Transfer call directly to Voicemail:

1. During a live call, press **Options** soft key, then **Transfer** and dial ✱**55** followed by the ext/number.
2. Press **Transfer** again.

Conference Calling

To conduct a conference call:

1. Call the first party. After party answers, press **Options,** then **Conference**.
2. Dial the extension or phone for the second party and press 📞, 🔊 or **Conf** soft key to dial out. When party answers, press **Conf** again; all three parties are joined together in conference.

Muting the Microphone

- During a live call, press 🔘 (**Mute** key) so parties on the call can't hear you. The call is muted and the 🎙 icon appears on the LCD screen.
- To un-mute a call, press 🔘 again. The 🎙 disappears from the LCD screen.

Do Not Disturb (DND)

- To enable Do Not Disturb, press ⓞⓚ. Select **Call Features** > **Do Not Disturb** > **OK** > **Enabled** > **Save**. The icon on the status bar indicates that DND mode is activated and any incoming calls will be directed to voicemail.
- To disable Do Not Disturb, press ⓞⓚ. Select **Call Features** > **Do Not Disturb** > **OK** > **Disabled** > **Save**

Changing Volume

- **To change call volume**, press ◄ or ► during a call.
- **To change the ringer volume**, press ◄ or ► when the phone is idle or ringing.

Quick Dial Guide – easy dialing options	On	Off
Call Forward		
All Calls	✱72	✱73
All Calls to Voicemail	✱21	#21
When No Answer to Voicemail	✱41	#41
Not Reachable (for business continuity plan-requires set up)	✱94	✱95
Check Not Reachable Status	✱63✱	
Call Return (last inbound number)	✱69	
Call Waiting	✱43	#43
Cancel call waiting for a single call		✱70
Call Unpark	✱88 + ext. *(e.g., ✱88101)*	
Access Voicemail	✱86	
Music On Hold Deactivation (per-call deactivation)	✱60	*(Music returns next call)*
Clear Message Waiting Indicator	✱99	
Change Number of Rings before voicemail picks up	✱610	