

DIGITAL COMMUNICATION SYSTEMS

# Yealink – Quick Start Guide

#### Phone: 561-654-2100

Please submit a ticket at DCSVoIP.com or call us for further support

# **Attended Transfers**

- 1. While on the call, press the transfer button
- 2. Enter in the extension number or outside number
- 3. Announce the call
- 4. Press the Transfer button, or press the Cancel button to reconnected to the original caller

## **Voicemail Transfers**

- 1. While on the call, press the Transfer button
- 2. Enter "\*99" + the extension number
- 3. Press the transfer button

#### Hold

- 1. While on a call, press the Hold button
- 2. Press the Resume key to continue the call
- 3. If multiple call are on hold, use the up and down arrow to switch between them

## **Primary Voicemail Retrieval**

- 1. Press the Messages button (or dial \*97)
- 2. Dial your password

# **Accessing Other Voicemail boxes**

- 1. Dial \*98
- 2. Dial the extension
- 3. Dial the password

#### **Speed Dials**

- 1. Press the Directory button
- 2. Press 1 for Local Directory
- 3. Press 1 for Contact
- 4. Highlight desired contact and select Dial

## **Viewing Call History**

1. Press History

#### **Do Not Disturb**

1. Press DND (Do Not Disturb)

#### **Conference Calling**

- 1. While on a call, press the Conference button
- 2. Dial the extension or external number
- 3. When the second part answers, press the Conference button again



# **Call Parking**

1. While on the call, press the soft Park button

# **Call Forwarding**

- 1. Enabling Call Forwarding
  - 1. Dial "\*72 + Phone number"
- 2. Disabling Call Forwarding
  - 1. Dial "\*73" to cancel the forwarding

## **Ring Volume**

 Press the "-" or "+" buttons located at the bottom of the keypad

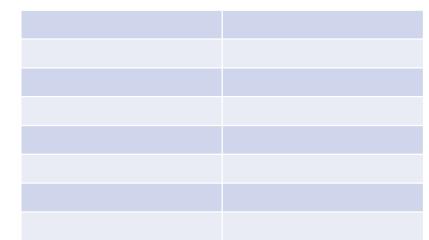
## **Call Volume**

1. While on a call, press the "-" or "+" buttons located at the bottom of the keypad

## **View Directory**

- 1. Press the "Directory" soft key
- 2. Select "Remote Phone Book"
- 3. Select "Local"
- \*\*If your phone has arrows, click the down arrow

# **Current Extensions**



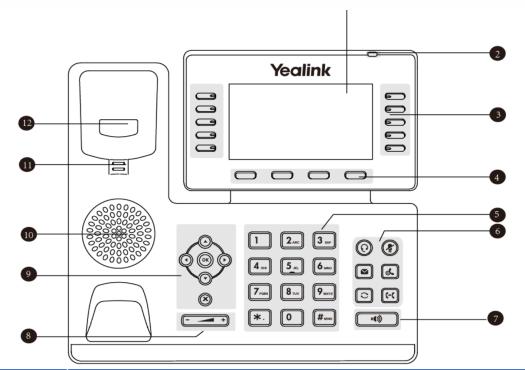


DIGITAL COMMUNICATION SYSTEMS

# Yealink – Quick Start Guide

Phone: 561-654-2100

Please submit a ticket at DCSVoIP.com or call us for further support



| 1  | Phone Screen        | Shows a screen with backlight that enables you to view menus and data.   |
|----|---------------------|--|
| 2  | Power LED Indicator | Indicates call status, message status and phone's system status.   |
| 3  | Line Keys           | Access your phone lines and features.  |
| 4  | Soft Keys           | Access the function displayed on the screen above the soft keys.   |
| 5  | Keypad Keys         | Allow you to enter numbers, letters, and special characters. If a menu item has an index number, you can use the keypad keys to select the item. |
| 6  | HEADSET Key         | Toggles the headset mode on or off.<br>The LED indicator glows green when the headset mode is activated.   |
|    | MUTE Key            | Toggles the microphone on or off.<br>The LED indicator glows green when the mute feature is activated.   |
|    | MESSAGE Key         | Accesses your voice messages.  |
|    | HOLD Key            | Places a call on hold or resumes a held call.  |
|    | REDIAL Key          | Redials a previously dialed number.  |
|    | TRANSFER Key        | Transfers a call.  |
| 7  | Speakerphone Key    | Toggles the speakerphone (hands-free) mode or not.<br>The LED indicator glows green when the speakerphone is activated.                          |
| 8  | Volume Key          | Adjusts the volume of handset, headset and speaker.  |
| 9  | Navigation Keys     | Scroll through information or options displayed on the screen.  Access History and Directory   |
|    | ОК Кеу              | Confirms actions or answers incoming calls.  |
|    | Cancel Key          | Cancels actions or rejects incoming calls.   |
| 10 | Speaker             | Provides hands-free (speakerphone) audio output.   |
| 11 | Reversible Tab      | Secures the handset in the handset cradle when the phone is mounted vertically.  |
| 12 | Hookswitch          | Connects or disconnects the phone from the phone line.   |