

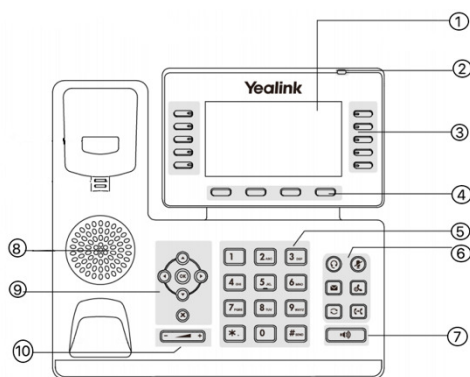


Yealink Phone

Quick Start Guide

Support at 248.586.9400

Common Yealink Features



- | | |
|-----------------------|---------------------|
| 1 LCD Screen | 7 Speaker Phone Key |
| 2 Power LED | 8 Speaker |
| 3 Line Keys | 9 Scroll Keys |
| 4 Soft Keys | 10 Volume |
| 5 Key Pad | |
| 6 Mute & Headset Keys | |

MAKING A CALL

Using the handset: 1. Pick up the handset.

2. Enter the number using the keypad and then press the **Send soft key**.

Using the speakerphone: 1. With the handset on-hook, press the speakerphone key

2. Enter the number, then press the **Send soft key**.

Note: During a call you may alternate between hands-free speakerphone and handset modes by pressing the Speakerphone key or by picking up the handset. Headset mode requires a headset be connected to the phone.

Multiple calls: 1. Press the line key. The active call is placed on hold.

2. Enter the desired number using the keypad.

3. Press the Send soft key.

Note: You can press line keys to switch between calls

ANSWERING A CALL

Using the handset: Pick up the handset.

Using the speakerphone: press the speakerphone key

ENDING A CALL

Note: You may ignore an incoming call by pressing the Reject soft key sending to voicemail.

ENDING A CALL

Using the handset: Hang up the handset or press the End Call soft key.

Using the speakerphone: press the speakerphone key or the End Call soft key.

REDIAL

Press to enter the Placed Calls list. Press or to select the desired call, then press or the Send soft key.

Note: Press twice when the phone is idle to call the last dialed number.


MUTING A CALL

Press to mute the microphone during a call. Press again to un-mute the call.

VOLUME ADJUSTMENT

Press to adjust the volume of the handset/speakerphone/ringer.


HOLD A CALL


1. While on a call, press  or the Hold soft key
2. Press the Resume soft key to continue

CALL PARK AND RETRIEVE/UN-PARK


1. While on an active call, press an available park, indicated by a green light.
2. The call will be placed on park and will indicate with a blinking red light.
3. The caller will now be placed on hold and will hear a message or on hold music if configured.
4. The caller is now parked and you can contact another bigVoice party to un-park.
5. To retrieve/un-park a parked call, simply press the button next to the desired call park and then lift the handset.

TRANSFERING A CALL

While on a call 1. Press  or the Transfer soft key during an active call. The call is placed on hold.

2. Enter the number you want to transfer to, then press  or the Transfer soft key to complete the process.



TRANSFER CALL TO VOICEMAIL

1. While on the call, press  or the Transfer soft key
2. Enter "8" + the extension number
3. Press the Transfer button

CONFERENCE CALL

1. Press the Conference soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then press the Send soft key.
3. Press the Conference soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up to disconnect yourself. The other parties will remain connected. Press the End Call soft key to disconnect all parties.

VIEWING CALL HISTORY


1. Press History and use the  or  to switch between calls

DO NOT DISTURB

1. Press DND (Do Not Disturb) SOFT KEY.

VOICE MAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.

Listening to voice messages: 1. Press  or dial *98 to access the Voicemail system at any time. The system will prompt for your password.

Note: when accessing the voice mail system for the first time your password is 2-0-2-0. Change this to a 4 to 8 digit number you can easily recall.

2. Follow the voice prompts to listen to your voice messages or change options.

NEED HELP?



We are always here to help. Please choose from the following support options:

Email: bigvoicetrouble@bigwatertech.com
Or call us at : 248.586.9400