

Yealink Cheat Sheet

Attended Transfers

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

Voicemail Transfers

1. While on the call, press the Transfer button
2. Enter "*" + 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
3. If multiple calls 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

Viewing Call History

1. Press History

Do Not Disturb

1. Press DND (Do Not Disturb)



Call Parking

1. While on the call, press the DEFAULT PARK button.
2. The system will park the call for you, the system will place the call into the first available park (Park 1 or Park 2)

Retrieve a Parked Call

1. Select the programmable button on the right that is red Park 1 or Park 2.

Call Forwarding

1. Enabling Call Forwarding *72
2. Disabling Call Forwarding *73

Conference Calling

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