



Yealink Extension User Guide

1. Call Transfer

Attended Transfer

1. Press **TRAN**.
2. Dial the required number and press **OK**.
3. Wait for answer and Talk
4. Press **TRAN**.
5. Place the handset down.

Unattended Transfer

1. Press **TRAN**.
2. Dial the required number.
3. Press **TRAN**.
4. Place the handset down.

2. Placing Calls on Hold

1. To place a call on hold:
Press **HOLD** during a call. (The phone LCD screen shows the call is on hold and the line key LED flashes green).
2. To resume a held call:
Press **HOLD** during a call.

3. 3-Way Conference Calls

1. Place a call to first party.
2. Press **CONF** to create a new conference call. The active call is placed on hold.
3. Enter the number of the second party and press **OK**.
4. Once the second party answers the call, you can consult with them before adding them to the conference call.
5. Press **CONF** again to join all parties to the conference call.

4. Calls

Dial an extension number and press **OK**.

e.g. 1286 **OK**.

5. Voicemail

1. Dial your own extension number.
2. Enter your password. The default password is your extension number.
3. Follow the voice prompts.

6. Call Pick-up

Extension Pick-up

Dial ***8** in front of extension number you want to pick up.

e.g. if ext 1000 rings dial ***81000** and press **OK**

Group Pick-up

If you do not know the extension number, dial ***8** followed by the group pick-up code assigned to you (0-9).

e.g. dial ***83** and press **OK**

7. Call forwarding

Activate Call Forwarding

Dial ***72** and follow the voice prompts to activate.

De-activate Call Forwarding

Dial ***73** and follow the voice prompts to de-activate.

