








①	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none"> • Default account • Call information—caller ID, call duration • Icons (for example, ) • Missed call text or second incoming caller information • Prompt text (for example, "Saving config file!") • Time and date
②	Power Indicator LED	Indicates phone power and some feature statuses. <ul style="list-style-type: none"> • Receives an incoming call—Fast flashing • Receives a voice mail or text message—Slowly flashing
③	Line Keys	Use these keys to activate up to sixteen accounts and assign various features.
④	HEADSET Key	Toggles and indicates the headset mode.
	MUTE Key	Toggles and indicates mute feature.


⑤	MESSAGE Key	Accesses 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 to another party.
⑥	Speakerphone Key	Toggles and indicates the hands-free speakerphone mode.
⑦	Volume Key	Adjusts the volume of the handset, headset, speaker, ringer or media.
⑧	Keypad	Provides the digits, letters and special characters in context-sensitive applications.
⑨	   	Scroll through the displayed information.
		Confirms actions or answers incoming calls.
		Cancels actions or rejects incoming calls.
⑩	Soft Keys	Label automatically to identify their context-sensitive features.
⑪	Speaker	Provides hands-free (speakerphone) audio output.
⑫	Hookswitch Tab	Secures the handset in the handset cradle when the IP phone is mounted vertically. For more information on how to adjust the hookswitch tab, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones .
⑬	Hookswitch	Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line, disconnects from the line.

HOW TO PLACE A CALL

Turning Handset On/Off

- Pick up the Handset
- Enter the number, then press **Send** soft key

OR Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch the **Send** soft key

OR Using the Headset


- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

HOW TO ANSWER / END A CALL


Using the Handset

- Pick up the Handset

OR Using the Speakerphone

- Press the  or the **Answer** soft key


OR Using the Headset

- With the headset connected, press 

Using the Handset

- Hang up the Handset or press the **Cancel** soft key

OR Using the Speakerphone

- Press the  or the **Cancel** soft key

OR Using the Headset

- Press the **Cancel** soft key

HOW TO PLACE A CALL ON HOLD



To place a call on hold:

- Press the physical **HOLD** Key or **HOLD** soft key during an active call.

To resume a call:

- Press the physical **HOLD** key or **RESUME** soft key during a held call.

If there is more than one call on hold:

- Press  or  to switch between calls, then press the physical **HOLD** key or **RESUME** soft key to retrieve the desired call.

To park a call:

- With a caller on the Line, Press **PARK701**. Call will be parked automatically on PARK701.
- If PARK701 is busy, it will light up red. To park another call, choose another park zone.

HOW TO FORWARD A CALL

To enable Call Forwarding:

- Touch the **MENU** soft key when the phone is idle, then **Call Control** > **Call Forward**

Select the desired forward type:

Always Forward **OR** Busy Forward **OR** No Answer Forward

- Enter the number you want to forward to
- For **No Answer Forward**, select the ring to wait before forwarding from the **After Ring Time** field
- Press the **Save** soft key to accept the change

HOW TO TRANSFER A CALL

You can transfer a call in the following ways:

BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press **TRAN** soft key during an active call: the call is placed on hold
- Enter the number you want to transfer to
- Press the **TRAN** soft key

Assisted Transfer - Allows you to announce the caller prior to rereleasing the call

- Press the **TRAN** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to
- When the second party answers, announce the call then press the **TRAN** soft key

Transfer calls DIRECTLY TO VOICEMAIL

- During an active call:
- Press **TRAN** soft key or physical key
- Dial ** and the Extension number **OR** Dial ** and choose a BLF button



HOW TO ADD CONTACTS

To access the directory and a Contact

- While idle, press the **Menu** soft key. Use the directional buttons to navigate down to the **Directory** section. Press the **Enter** soft key
- Select required directory, then press **Enter**
- Press the **Option** soft key, then **Add**
- Enter contact name and number
- Press the **Save** soft key to accept change

CALL HISTORY / HOW TO CREATE A CONFERENCE CALL

While the phone is idle:

- Press the **HISTORY** soft key
- Press  or  to switch between **all**, **placed**, **missed** and **received** call lists, then select **Enter**
- Select an entry from the list
- Press the **Dial** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list to view information about the entry

To create a Conference Call:

- Press the **Conf** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference.
- Hang up the Handset to disconnect all parties.