



856-232-1000

www.tgcommunications.net

User's Reference for Yealink Phones

The Basics

Answering Calls

When your phone rings pick up your handset or press Speaker key.

Hold

Press Hold key to put a caller on hold.

Press Resume or Hold key to pick up held call.

Make a Call

Dial phone number and press Send or OK.

Park a Call

**Allows another extension to pick up a held caller from another phone.*

Press the appropriate Park Key 1, 2 or 3 etc.

To Pick up a Parked Call

Press illuminated Park key as directed.

Transfer a Call to another Extension

Press Trans dial Extension number then hang up or Press Extension Key

Voicemail

Set up Your Voicemail

Dial * enter your mailbox then OK

When prompted-your temporary password is your mailbox #

You will be prompted to set up your voicemail box by recording your name, an unavailable greeting, and a busy greeting and also to enter a new password.

You must change your password or you will be prompted to set up your voicemail box each time you log in.

Retrieve Your Voicemail Messages/Access Your Voicemail Box

When you have a message, press your Message Key to retrieve your messages.

Transfer a caller directly Voicemail

Press Transfer-enter Extension number Press * wait for beginning of greeting, hang up.

Transfer a caller to check their voicemail messages

Press Transfer * + Mailbox number, hang up.

Voicemail Shortcuts

Press Send or OK after entering Mailbox #

- *301 + Mailbox # Record New Unavailable Greeting
- *302 + Mailbox # Record New BUSY Greeting
- *303 + Mailbox # Record New Name Recording
- *311 + Mailbox # Listen to your Unavailable Greeting
- *312 + Mailbox # Listen to your Busy Greeting
- *313 + Mailbox # Listen to your Name Recording

Message Options

- 3-Envelope Information
- 5-Repeat Message
- 7-Delete Message
- 8-Forward Message
- 9-Save Message
- *-Help

Hosted Service provided by:

