T21E2 Yealink

Voicemail
To set up your mailbox for the first time, follow these steps:
1. Press *99 or *100 and then the "Send" button.
2. Press 1234 (default password).
3. Press 1 for "New Messages". Press 2 for "Saved Messages".
   For "Mailbox Options" press 4.

Making a Phone Call
1. For local calls and long distance: dial the area code and number (i.e. 512-555-5555).

Using the Handset
1. Pick up the handset, dial desired number, then press the # (pound) button.
2. Alternatively, dial the desired number, then pick up the handset and the phone will begin dialing immediately.

Using Speakerphone
1. Press the Speakerphone button (on the lower right side of the phone), dial the desired number (or extension number), and press the # (pound) button.

Dialing an Extension
1. Dial the 2 to 6 digit extension number and either:
   a. Pick up the handset.
   b. Press the Speakerphone button.
   c. Press the Headset button (not used no headsets)

Placing a Call on Hold
1. Press the "Hold" soft button and the caller will be placed on hold.
   • To retrieve the call, either press the "Resume" soft button or press the line appearance button the call is on. Call on hold will blink green.

Transferring a Call (Attended Transfer)
Talk to the person before transferring the call to them
1. While on a call, press the 'TRAN' soft button and enter the extension or number you wish to transfer to.
2. Press the # (pound) button and when the other party picks up, announce the call.
3. When you are ready to complete the transfer, press the 'TRAN' soft button again and the call will be transferred.

Transferring a Call (Blind) Transfer the call to someone without speaking to them
1. During a call, press the "TRAN" soft button.
2. Dial the desired extension or telephone number.
3. Press the "TRAN" soft button again to complete your transfer