

PLACE A CALL

- Enter Number and press **Talk/Answer**

HANDLE INCOMING CALLS

- **To Answer:** Press **Talk/Answer** button or press the ACCEPT Softkey
- **Silence Incoming:** Press SILENCE Softkey
- **Call Waiting:** Scroll to new call to select and press the ACCEPT Softkey
- **Switch Between Calls:** Press SWAP Softkey
- **Mute/Unmute Call:** Press the **Mute** button Repeat to Unmute
- **Use Speakerphone:** Press **Speaker** button Repeat to stop using Speakerphone

END CALLS

*You can only end active calls.
To end an On Hold call, you must resume the call first.*

Press the **Power/End** button

TRANSFER CALLS

Transfer active calls to any extension

Consulted/Warm Transfer

1. Press the NEW CALL Softkey
2. Dial Number or Press DIRECTORY Softkey to locate the number/extension
3. Press **Talk/Answer** button and talk to recipient when they answer
4. Press OPTIONS Softkey
5. Select CALL TRANSFER
6. Scroll to the held call to highlight
7. Press the TRANSFER Softkey

Blind Transfer

1. Press OPTIONS Softkey
2. Select TRANSFER
3. Dial number or choose DIRECTORY Softkey to locate the number/extension
4. Press the TRANSFER Softkey

VIEW CALL LOGS

- **To View Call History:** Press HISTORY Softkey
- **To See Call Details/Manage Contacts:** Press the OPTIONS Softkey
- **To Call a Number in Call Log:** Scroll to the number to highlight and press the OK button 3 times.

PARK & RETRIEVE CALLS

Parking an active call allows any extension to pick up without transferring it

To Park a call:

1. Press the NEW CALL Softkey
2. Dial *68 (the system will provide the line the call will be parked on)
3. Press OPTIONS Softkey
4. Select CALL TRANSFER
5. Scroll down and select the on Hold Call
6. Press TRANSFER Softkey again

Note: When you Park a call, all phones will show the call "Parked" on that line and allow anyone to answer the call.

ACCESS VOICEMAIL

- Press the **Message** button
- Follow prompts to enter 4 digit pin provided by System Admin
- Follow menu prompts to create new PIN/ Password, record name, personal greeting...

Once setup is complete, simply press the Message button and follow prompts to access Voicemail again.

Yealink T79P Phone Interface

