

This covers the basic operation of the Yealink phones with the PBX

When the directions indicate to dial **[ext]** it is a place marker for the extension you want to dial.

Feature codes are functions used with the phone system to accomplish tasks like checking voicemail. Feature codes are dialed using the \* (STAR) button on the phone.

The default Admin PIN is 999

## Placing Calls

Calls can be placed in a few ways.

- Pickup the handset and dial the number then wait for the call to connect. If you want to connect immediately, press the # button after entering the number
- Without picking up the handset, dial the number and either:

1. pickup the handset or
2. press the # button to connect immediately.

## Checking Voicemail

To check voicemail from your phone, press the Voicemail\Message button on the phone. You will be asked for the voicemail PIN. The default PIN is also the extension number

- **Check the phone's voicemail using the feature code.**

Dial **\*97** then if prompted, enter the PIN code.

- **Check voicemail for another extension from your phone.**

Dial **\*98** then enter the extension whose voicemail you want to check and when prompted, enter the PIN.

## Transfer Calls

Unattended transfer

Press the transfer button and enter the extension then press transfer again.

## Call Parking

Call “parking” transfers a current call to an available park extension, where the caller will listen to Music on Hold. The extension that originally received the call is now free to accept other calls or direct another extension to join the call that was parked.

When on a call, press the one of the Park buttons to park the call.

To pickup a parked call, press the appropriate Park button.

## Intercom

The intercom connects you directly to another extension without ringing.

Dial **\*8[ext]** you will then be asked to enter the Admin PIN. You will then be connected to the dialed extension.