

PLACE A CALL

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

• **Press **Talk/Answer** button**
or press the **ACCEPT** Softkey

• **Press **SILENCE** Softkey**

• **Scroll to new call to select and**
press the **ACCEPT Softkey**

• **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 (the system will provide the line
the call will be parked on)
3. Press **OPTIONS** Softkey
4. Select **CALL TRANSFER**
• Scroll down and select the **on Hold Call**
• 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 VME

- 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

