

Yealink – Quick Reference Sheet

Here are some short videos explaining the following features. Just click the link to see a short snippet of a video explaining that feature.

Make an outbound call

<https://youtu.be/etf5VbwWOao?t=228>

Answer an incoming call and in-call features

<https://youtu.be/etf5VbwWOao?t=261>

Check Voicemail

<https://youtu.be/etf5VbwWOao?t=640>

A copy of each voicemail is automatically sent to your email where you can listen to it on your computer or read a transcript of the message.

Transfer a call

<https://youtu.be/etf5VbwWOao?t=322>

Conference Call

<https://youtu.be/etf5VbwWOao?t=379>

Flip a call over to your cell phone *(it can be flipped from cell phone to desk phone as well)*

<https://youtu.be/etf5VbwWOao?t=480>

This can be very handy when you are on a call, but need to walk away from your desk while still on the call, or when you answer a call on your cell phone somewhere in the building, but want to flip it back to your desk phone as you get back to your desk.

History and Directory

<https://youtu.be/etf5VbwWOao?t=507>

Do Not Disturb

<https://youtu.be/etf5VbwWOao?t=570>

Call Forward

<https://youtu.be/etf5VbwWOao?t=587>