

# Yealink Cordless Handset User Guide




## Call features

### Basic operations

#### Turning Handset On/Off:

To turn the handset on, do one of the following:

- 1) Long press  until the LCD screen lights up.
- 2) Place the handset in the charger cradle. The handset will be turned on automatically.

### To turn the handset off



Long Press  soft key again to turn the handset off.

#### Locking/Unlocking Keypad:

Long press  to lock the keypad.

Long press  again to unlock the keypad.


### Switching silent mode on/off

- 1) Long press  to switch the silent mode on.
- 2) Long press  again to switch silent mode off


## Basic Call Features




### Placing Calls:




#### To place a call directly:

Enter the desired number when the handset is idle, and press 




#### To Place a call from the local directory:

Press  when the handset is idle


Press  or  to highlight the desired entry and press 




If both the office number and mobile number are stored, press  or  to highlight the desired number, and press 

#### To place a call from the call history:

1. Press the **History** soft key, and select the desired call history list.
2. Press  or  to highlight the desired entry, and press 



#### To place a call from the redial list:


Press  when the handset is idle

Press  or  to highlight the desired entry and press 

### Answering calls:

#### to answer a call, do one of the following:

- Press the **Accept** soft key
- Press 
- Press 

**Note:** You can ignore an incoming call by pressing the Silence soft key or reject an incoming call by pressing 

### Ending Calls:

Press 

## Call Hold and Resume

### To place a call on hold:

Press the **Options** soft key during a call, and select **Hold**.

### To resume a call, do one of the following:

If there is only a call on hold, press the **Resume** soft key.

If there are two calls on hold, press the **Resume** soft key to resume the current call,

Press the Swap soft key to **swap** between the two calls.

## Call Transfer

You can transfer a call in the following ways:

### Blind Transfer:



1. Press the Options soft key during a call, and select **Blind Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key.



### Attended Transfer

1. Press the **Options** soft key during a call, and select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key to dial out.
4. Press the **Transfer** soft key after the call is answered.

## Customising your phone

### Volume adjustment

Press  or  during a call to adjust the volume of the currently used audio device.

Press  or  when the handset is idle to adjust the ringer volume.



### Download the Xelion apps

Scan this QR code to download the latest Xelion Apps (mobile and softphone) direct from their website



### Watch a demo

Scan this QR code to see a demo video of this handset

If you need any assistance with your handset or Xelion package, please call our support team on 0121 311 1010 or email [support@connaughtltd.co.uk](mailto:support@connaughtltd.co.uk)