

Call Transfer

There are two ways to transfer a call: Blind Transfer and Attended Transfer.

Blind Transfer:

- Press Tran softkey during the active conversation, the call will be on hold, there will be a dial tone. Dial the second telephone number
- Hang up to complete the transfer
- You will be disconnected from the call

Attended Transfer:

- Press Tran button during the active conversation, the call will be on hold, there will be a dial tone. Dial the second telephone number
- When the phone is answered, you can have a private conversation without the first person hearing it, then hang up to complete the transfer
- You will be disconnected from the call

Call Forward

- Enter the Call Forward path: Menu->Features-> Call Forward
- There are 5 options: Always Forward, Busy Forward, No-Answer Forward, Unreachable Forward and Cancel Forward
- If you choose one of them (except Cancel Forward), you need to enter the number you want to forward your calls to. Press Save to save the changes

Conference Call

- Press the Conf softkey during an active call
- The first call is placed on hold. You will hear a dial tone. Dial the number to conference in, then press the Send softkey
- When the call is answered, the conference call will now include you and the other two parties
- Hang up to disconnect all parties

Menu Instruction

Sub-Menu	Description
Status	You can check the status of your IP phone: IP address, MAC address, Firmware version, etc.
Features	You can set Call Forward, Call Waiting, Auto Answer, DSS Keys, "*" as send, etc.
Settings	It includes the basic phone settings like Language, Time, Ring Tone, Phone Volume and some advanced settings like Accounts, Network, Phone Lock, Reset to Factory, Set Admin Password, etc.
Message	It allows the users to check and edit the voice mail and Text Message.
Call History	You can check the call history here: All calls, Dial Calls, received Calls, Missed Calls, Forward Calls.
Address Book	It shows the contact list and the Black List of the phone.

Yealink
EASY VOIP

Enterprise IP Phone SIP-T22P



Quick Reference

www.yealink.com

Making a Call

You can make a call by pressing the **Speaker/HEADSET** button or picking up the handset.


- **Dial number directly:** Dial the number directly, press SEND button or Send softkey to call out
- **Dial from Call History:** Press history softkey, use the navigation key to highlight the specific one, press SEND button or Send softkey to call out
- **Dial from Directory:** Press Addr softkey, scroll to Contact List, press Enter softkey, use the up/down button to highlight the specific one, press SEND button or Send softkey to call out
- **Re-dial:** Press RD button to dial out the last call you made
During the conversation, you can alternate between Headset, Handset and Speakerphone by pressing the corresponding buttons or picking up the handset

Answering a Call

Answering an incoming call in the following ways:

- If you are on another call, press the answer softkey; if not, lift the handset or press the Speaker button/Answer softkey to answer using the speakerphone, or press the HEADSET button to answer it using the headset
- You can also press the Reject softkey to deny the incoming call

Muting a Call

- Press the  button during the conversation to mute the call, press it again to get the microphone return to normal conversation

Volume Adjustment

- During the call, you can press the volume adjustment bars to adjust the volume

Putting a Call on Hold

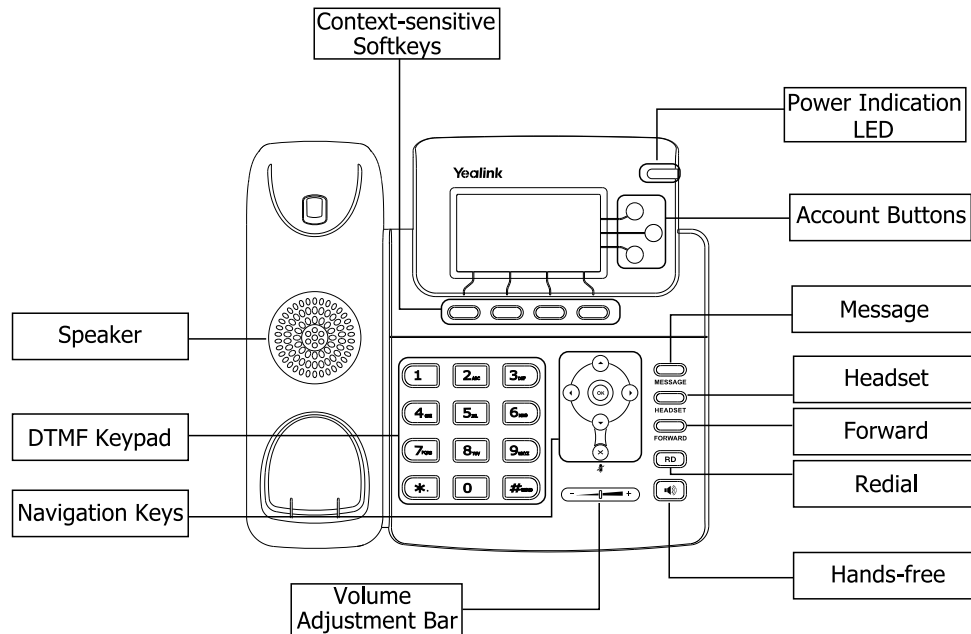
- Press the Hold button to put your active call on hold
- If there is only one call on hold, press the Resume softkey to retrieve it
- If there is more than one call on hold, press the up/down button to highlight the call, press the Resume softkey to retrieve the call

Speed Dial

- Speed dial numbers must be already set into the phone, please check the relating content in the user manual for more details
- Press the DSS Keys which has been set as Speed Dial button, the entry in the speed dial list assigned in advance will be dialed automatically

Voice Mail

- The presence of new Voice Mail messages is indicated in the idle screen, press Voicemail softkey, enter the desired password to get the voicemail in the server



LEDs

Table 1 Account Button LEDs

LED Status	Description
Steady green	The account is active
Blinking green	There is an incoming call to the account
Off	The phone is in idle status whether registered/unregistered

Table 2 Power Indication LED

LED Status	Description
Steady green	Power on
Off	Power off