

Yealink Quick Reference Guide



Dial

Lift handset or press Speaker and dial an Ext or Phone number. Dialing 1 before the area code is not required within US and Canada

Hold

While on a call:
Press softkey **HOLD**
To retrieve the hold press the softkey **Resume**

DND

Press Do Not Disturb to prevent ringing the phone and sends calls directly to voicemail.

Call Recording


To start recording during a call
Start: dial *80
Stop: dial *81
Pause: dial *82
Unpause: dial *83

Call recording may also be enabled system wide

Conference

While on a call:
Press softkey **Conference** > dial second number > **Conference**

Voicemail

Lift handset and press  > after prompt, enter PIN

Call Forwarding

Lift handset and dial *72 <phone number>.

To Disable forwarding:
Lift handset and dial *73

To quickly turn it back on using the same number:
Lift handset and dial *40

Transfer

While on a call:
Press the softkey **Transfer** then

Blind/Direct Transfer:

Dial number or ext > **B-Transfer**

Warm/Announced Transfer:

Dial number or ext then after they answer and you are ready to send the call press > **Transfer**

Voicemail Transfer:

Dial 7 > dial number or ext > **Transfer**

How to use PBX Manager and SNAPmobile Web

Getting Started

PBX Manager

<https://pbx.tharon.tech>

SNAPmobile Web

<https://pbx.tharon.tech/webphone>










Or from the PBX Manager menu
click Apps > SNAPmobileWeb

Both portal use the same login
credentials. If you don't know
your credentials click "Forgot
Login Name" or "Forgot
Password" in the PBX Manager
portal.

SNAPmobile Web

Menu and Options



-  Contacts
-  Call History
-  Voicemail 4
-  Chat and SMS
-  Call Park
-  Answering Rules
-  Greetings
-
-  Settings
-  Log Out

SNAPmobile Web

This is a fully featured web based phone completely independent of your desk phone. If you have a headset or speakers and a microphone you can use a computer to make and receive phone calls on your extension. By default both your desk phone and your Web phone will ring simultaneously.

To install the Web phone as an App, simply click the download button at the top right and click Install. It will add a single click shortcut to the task bar and the Desktop.

PBX Manager

This portal can be used to control the settings of your phone. Including voice messages, faxing, call forwarding and viewing call history.

For additional details please visit:
<https://tharon.helpdocsonline.com>