

QUICK USER GUIDE: Yealink T21PE2

PLACING A CALL:

- For local calls (if in 715 area code) dial the full 10-digit number
- For long distance dial 1+ the 10-digit number
- Lift the handset or press the #/SEND key for a speakerphone call



TO PLACE A CALL ON HOLD:

- Press the "HOLD" soft key and the caller will be placed on hold.
- To retrieve the call, either press the "resume" soft key or press the line appearance key that will be flashing green.

PARKING A CALL:

- Press the "TRAN" soft key
- Dial 700 and press #/SEND
- An automated voice will announce the 3-digit number that call is being held at (starting at 701 -70X)
- Press "TRAN" again after to complete.

PICKING UP A PARKED CALL:

- Dial the 3-digit number from ANY phone (701-70X).
- The call will be on hold for roughly 2 minutes and if unanswered will ring back to the original phone where it was parked.

TRANSERRING A CALL (BLIND)

- During a call, press the "TRAN" soft key (*call is placed on hold*)
- Dial the desired number (internal or external)
- Press the "TRAN" key again to complete transfer

TRANSFERRING A CALL (ANNOUNCED)

- During a call, press the "TRAN" soft key (*call is placed on hold*)
- Dial the desired number (internal or external) & press #/SEND key and announce the call
- Press the "TRAN" key again to complete transfer