

Yealink T4s Phone Quick Guide

Placing a Call: Dial Number > press **Send** or if handset is on the hook, dial the number and pick up the handset.

Picking up a Call: Pick up the handset or press the **ANSWER** softkey or push the **SPEAKER** Button 

Put Call on Hold: Press the **HOLD** Soft Key

Retrieve a Call on Hold: Press the **RESUME** Soft key or press the Line Key the caller is on.

Directed Call Pick Up: Press the BLF button of the extension you wish to answer alternatively Dial *8 + Ext. #.

Do Not Disturb: Press the **DND** softkey

Put a Call on Park: If configured Press the **PARK** Key

Retrieve Call from Call Park: Press the **PARK** key your call is on

Broadcast Paging: Press the **Paging** softkey or the Right Arrow key for your **Paging List**

Intercom 2-way Paging: Press the **Intercom** button > Dial the EXT or press the BLF key

Alternatively Dial *0 then the EXT > Press **DIAL**

Listen to Voicemail: Press the **Message** Key or Dial *97 & MAILBOX number you would like to access

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Consultative Transfer: Press **TRANSFER** > Dial Number > Press **Send** > Announce the Caller > Press Transfer to connect the call or Cancel to return to the caller.

Blind Transfer: Press **TRANSFER** > Dial Number > Press **B-TRANSFER**

Toggle Call Forwarding (enable and disable): Press the **Forward** softkey

Transfer to Voicemail: Press **Transfer** > Dial ****** & EXT NUM > **Press B-Transfer**

Create Conference Call on Active Call: **Conference** > Dial NUMBER > Press **Send** > Press **Conference**

Joining 2 Active Calls on a Conference: While actively on 2 separate calls > Press **Conference** > Press JOIN

Muting a Call: Press **MICROPHONE** Key  Press again to unmute

Call History: Up Arrow

Directory: Down Arrow

Menu: OK button

Status: Left Arrow

Paging List: Right Arrow

Phone Lock: Cancel button (if enabled)



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