

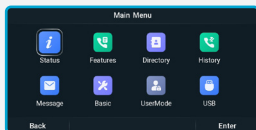


yealink T85W QUICK START



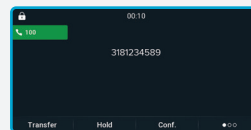
MENU SCREEN

Displays messages, settings & information.



CALLS SCREEN

Displays all active & held calls.



HOME SCREEN

Displays phone lines & conditional soft keys.



PLACE CALLS

You can only have one active call in progress.

Using the handset

1. Pick up the handset.
2. Enter the number and press the **CALL** soft key.

Using the speakerphone

1. With the handset on-hook, press .
2. Enter the number and press the **CALL** soft key.

Using the headset

1. With the headset connected, press  to activate the headset mode.
2. Enter the number and press the **CALL** soft key.

Note During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **SPEAKERPHONE** key or by picking up the handset. Headset mode requires a connected headset.

REDIAL A CALL

Press  to enter the placed call list, press the **NAVIGATION CLUSTER** key to select the desired entry, and then press  or the **CALL** soft key.

Press  twice when the phone is idle to dial out the last dialed number.

HOLD & RESUME CALLS

You can have multiple calls on hold at one time.

To hold a call

Press the **HOLD** soft key during an active call.

To resume a call, do one of the following:

- If there is only one call on hold, press the **RESUME** soft key.
- If there is more than one call on hold, press the **NAVIGATION CLUSTER** key to select the desired call, and then press the **RESUME** soft key.

TRANSFER CALLS

Perform a blind transfer

1. Press the **TRANSFER** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **CALL** soft key.
3. Press the **TRANSFER** soft key.

Perform a semi-attended transfer

1. Press the **TRANSFER** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **CALL** soft key.
3. Press the **TRANSFER** soft key when you hear the ring-back tone.

Perform an attended transfer

1. Press the **TRANSFER** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to and then press the **CALL** soft key.
3. Press the **TRANSFER** soft key when the second party answers.

FORWARD CALLS

You can forward an incoming call to a contact or forward all incoming calls to a contact.

To enable call forward

1. Press the **MENU** soft key when the phone is idle, and then select **FEATURES > CALL FORWARD**.
2. Select the desired forward type:
 - **ALWAYS FORWARD** - Incoming calls are forwarded unconditionally.
 - **BUSY FORWARD** - Incoming calls are forwarded when the phone is busy.
 - **NO ANSWER FORWARD** - Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **NO ANSWER FORWARD**, press the **NAVIGATION CLUSTER** key to select the desired ring time to wait before forwarding from the **AFTER RING TIME** field.
4. Press the **SAVE** soft key to accept the change.

To disable call forwarding

- Press the **TRANSFER** soft key.

INITIATE A CONFERENCE CALL

You can have a conference call with a total of 3 people including yourself.

To initiate a conference call

1. Press the **CONF** soft key during an active call. The call will be placed on hold.
2. Enter the number of the third party and then press **CALL** soft key.
3. Press the **CONF** soft key again when the third party answers. Three parties are now joined in the conference.
4. Press the **END CALL** soft key to disconnect all parties.

Note You can split the conference call into two individual calls by pressing **SPLIT**.

LISTEN TO VOICEMAIL

Message waiting indicator on the idle screen indicates that one or more voicemail messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages

1. Press  or the **CONNECT** soft key.
2. Follow the voice prompts to listen to your voice messages.



MANAGE CONTACT DIRECTORY

Add a contact

1. Press the **DIRECTORY** soft key when the phone is idle, select **LOCAL DIRECTORY**, and then select **ALL CONTACTS**.
2. Press the **ADD** soft key to add a contact.
3. Enter the contact name in the **NAME** field and contact numbers in the corresponding fields.
4. Press the **SAVE** soft key to accept the change.

Edit a contact

1. Press the **DIRECTORY** soft key when the phone is idle, select **ALL CONTACTS** and then select **LOCAL DIRECTORY**.
2. Press the **NAVIGATION CLUSTER** key to select the desired contact, press the **OPTION** soft key, and then select **DETAIL** from the prompt list.
3. Edit the contact information.
4. Press the **SAVE** soft key to accept the change.

Delete a contact

1. Press the **DIRECTORY** soft key when the phone is idle, select **ALL CONTACTS** and then select **LOCAL DIRECTORY**.
2. Press the **NAVIGATION CLUSTER** key to select the desired contact, press the **OPTION** soft key, and then select **DELETE** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete Selected Item?".