



## Yealink T 4 Series Quick Steps

### **Placing Calls:**

Pick up the handset, or press  or . Enter the phone number > Send

### **Blind Transfer:** *(Cannot announce caller before transfer)*

Press Transfer > Enter Extension Number > Transfer (passes through caller ID of caller)

### **Attended Transfer:** *(To announce caller before transfer)*

Press Transfer > Extension Number # > wait for party to answer, announce the call, > Press Transfer to connect. (or press end call > and return to the original caller)

### **Transfer to Voicemail:**

Press Transfer > Enter Extension Number + \* > Press Transfer.

### **Call pickup:** *(will not work in groups or queues)*

\*8 + extension number > Send

### **Conference calling:**

While on your first call, Press Conf (original call is placed on hold), place your 2<sup>nd</sup> call > Press Conf again After the 2<sup>nd</sup> party answers. This will connect the other party to your call

### **Call park:**

Press Transfer > Press \*70# > The system will announce the Park number > Press Transfer Again. (Make note of the park number)

### **Un-park:**

Press \*71 and the 2-digit park number (Park 1 = 01) > Press Send (Example: Park 1 \*7101 > Send)