Packaging Contents

The following items are included in your package. If you find anything missing, contact your system administrator.

Assembling the Phone

1. Attach the stand, as shown below:

Note: The hookswitch tab has a lip which allows the handset to stay on-hook when the IP phone is mounted vertically.

Note: The models displayed on the phone differ from each other. The packaging content "IP Phone" listed above takes a SIP-T23G IP phone as an example. We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.
2. Connect the handset and optional headset, as shown below:

Note: The headset should be purchased separately.

3. Connect the network and power, as shown below:

You have two options for network and power connections. Your system administrator will advise you which one to use.

Note: The IP phone should be used with Yealink original power adapter (5V/600mA) only. The use of the third-party power adapter may cause the damage to the phone. If you are connecting a PC to your phone, we recommend that you use the Ethernet cable provided by Yealink. If inline power (PoE) is provided, you do not need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

**Startup**

After the IP phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via phone user interface or web user interface.

Welcome

Initializing... please wait
Configuring Your Phone

Configuring via web user interface

Accessing the web user interface:
1. Press the OK key when the phone is idle to obtain the IP address of the phone.
2. Open the web browser of your computer, enter the IP address into the address bar (e.g., "http://192.168.0.10" or "192.168.0.10"), and then press the Enter.
3. Enter the user name (default: admin) and password (default: admin) in the login page and click Confirm.

Network Settings: Click on Network->Basic->IPv4 Config
You can configure the network settings in the following ways:

DHCP: By default, the phone attempts to contact a DHCP server in your network to obtain its valid network settings, e.g., IP address, subnet mask, gateway address and DNS address.
Static IP Address: If your phone cannot contact a DHCP server for any reason, you need to configure the IP address, subnet mask, gateway address, primary DNS address and secondary DNS address for the phone manually.

Note: The IP phone also supports IPv6, but IPv6 is disabled by default. The wrong network settings may result in inaccessibility of your phone and may have an impact on the network performance. Contact your system administrator for more information.

Account Settings: Click on Account->Register->Account X (X=1,2,3)

Parameters of the account:
Register Status: It shows the register status of the current account.
Line Active: You can select Enabled/Disabled to enable/disable the account.
Label: It is shown on the LCD screen to identify the account.
Display Name: It is shown as Caller ID when placing a call.
Register Name: It is authenticated ID for authentication provided by ITSP (required).
User Name: It is provided by ITSP for registration (required).
Password: It is provided by ITSP for registration (required).
Server Host: It is provided by ITSP for registration (required).

Register status icons on the LCD screen:

Registered
Registering
Register Failed

Note: Check with your system administrator if any error appears during the registration process or if a specific configuration is required for your registration.

Configuring via phone user interface

Network Settings:
Press the Menu soft key when the phone is idle, select Settings->Advanced Settings (default password: admin)->Network->WAN Port/VLAN/Web Server/802.1x/VPN/LLDP/CDP/NAT to configure the network.

Account Settings:
Press the Menu soft key when the phone is idle, select Settings->Advanced Settings (default password: admin)->Accounts to configure the account.

Note: For more information on account parameters, refer to Configuring via web user interface above.
Basic Call Features

Placing a Call

Using the handset:
1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

Using the speakerphone:
1. With the handset on-hook, press **0**.
2. Enter the number, and then press the **Send** soft key.

Using the headset:
1. With the headset connected, press **HEADSET** to activate the headset mode.
2. Enter the number, and then press the **Send** 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 headset connected.

Answering a Call

Using the handset:
Pick up the handset.

Using the speakerphone:
Press **0**.

Using the headset:
Press **HEADSET**.

Note: You can reject an incoming call by pressing the **Reject** soft key.

Ending a Call

Using the handset:
Hang up the handset or press the **EndCall** soft key.

Using the speakerphone:
Press **0** or press the **EndCall** soft key.

Using the headset:
Press the **EndCall** soft key.

Redial
- Press **RD** to enter the **Placed Calls** list, press **\[\] or **\[\]** to select the desired entry, and then press **RD** or the **Send** soft key.
- Press **RD** twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute
- Press **** to mute the microphone during a call.
- Press **** again to un-mute the call.

Call Hold and Resume

To place a call on hold:
Press the **Hold** soft key during an active call.

To resume the 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 **\[\] or **\[\]** to select the desired call, and then press the **Resume** soft key.
Call Transfer
You can transfer a call in the following ways:

Blind Transfer
1. Press ☎️ or the Trans soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press ☎️ or the B Trans soft key.

Semi-Attended Transfer
1. Press ☎️ or the Trans soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Send soft key.
3. Press ☎️ or the Trans soft key when you hear the ring-back tone.

Attended Transfer
1. Press ☎️ or the Trans soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Send soft key.
3. Press ☎️ or the Trans soft key when the second party answers.

Call Forward
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 ✓ or ☐ 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.

Call Conference
1. Press the Conf soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the Send soft key.
3. Press the Conf soft key again when the second party answers. All parties are now joined in the conference.
4. Press the EndCall soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the Split soft key.

Speed Dial
To configure a speed dial key:
1. Press the Menu soft key when the phone is idle, and then select Features->DSS Keys.
2. Select the desired line key, and then press the Enter soft key.
3. Select SpeedDial from the Type field, select the desired line from the Account ID field, enter a label in the Label field and then enter the number in the Value field.
4. Press the Save soft key to accept the change.

To use the speed dial key:
Press the speed dial key to dial out the preset number.
Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red and the MESSAGE key LED lights up.

To listen to voice messages:
1. Press \[ \text{MESSAGE} \] or the Connect soft key.
2. Follow the voice prompts to listen to your voice messages.

Customizing Your Phone

Call History
1. Press the History soft key when the phone is idle, press \( \uparrow \) or \( \downarrow \) to scroll through the list.
2. Select an entry from the list, you can do the following:
   - Press the Send soft key to call the entry.
   - Press the Delete soft key to delete the entry from the list.
If you press the Option soft key, you can also do the following:
   - Select Detail to view detailed information about the entry.
   - Select Add to Contact to add the entry to the local directory.
   - Select Add to Blacklist to add the entry to the blacklist.
   - Select Delete All to delete all entries from the list.

Contact Directory

To add a contact:
1. Press the Dir soft key when the phone is idle, and then select All Contacts.
2. Press the Add soft key to add a contact.
3. Enter a unique contact name in the Name field, and enter the phone number in the proper field.
4. Press the Add soft key to accept the change.

To edit a contact:
1. Press the Dir soft key when the phone is idle, and then select All Contacts.
2. Press \( \uparrow \) or \( \downarrow \) to select the desired entry, press the Option soft key and then select Detail.
3. Edit the contact information.
4. Press the Save soft key to accept the change.

To delete a contact:
1. Press the Dir soft key when the phone is idle, and then select All Contacts.
2. Press \( \uparrow \) or \( \downarrow \) to select the desired entry, press the Option soft key and then select Delete.
3. Press the OK soft key when the LCD screen prompts “Delete selected item?”.

Note: You can add contacts from call history easily. For more information, refer to Call History above.

Volume Adjustment
- Press \( \text{Volume down} \) during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press \( \text{Volume up} \) when the phone is idle or ringing to adjust the ringer volume.

Ring Tones
1. Press the Menu soft key when the phone is idle, and then select Settings -> Basic Settings -> Sound -> Ring Tones.
2. Press \( \uparrow \) or \( \downarrow \) to select Common or the desired account and then press the Enter soft key.
3. Press \( \uparrow \) or \( \downarrow \) to select the desired ring tone.
4. Press the Save soft key to accept the change.
About Yealink

Yealink (Stock Code: 300628) is a global leading unified communication (UC) terminal solution provider that primarily offers video conferencing systems and voice communication solutions. Founded in 2001, Yealink leverages its independent research and development and innovation to pursue its core mission: “Easy collaboration, high productivity.” The company’s high-quality UC terminal solutions enhance the work efficiency and competitive advantages of its customers in over 100 countries. Yealink is the world’s second-largest SIP phone provider and is number one in the China market.

Technical Support

Visit Yealink WIKI (http://support.yealink.com/) for the latest firmware, guides, FAQ, Product documents, and more. For better service, we sincerely recommend you to use Yealink Ticketing system (https://ticket.yealink.com) to submit all your technical issues.