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

- IP Phone
- Handset Cord
- Handset
- Ethernet Cable (1.5m CAT5E UTP Cable)
- Quick Start Guide
- Power Adapter (Optional)
- Stand

Note: The models displayed on the phone differ from each other. The package 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.

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.
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.

AC Power Option

PoE (Power over Ethernet) Option

Power Adapter (DC 5V)

PC Connection (Optional)

IEEE 802.3af compliant PoE Hub/Switch

PC Connection (Optional)

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.
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 Login.

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 \[\text{\textbf{0}}\].
2. Enter the number, and then press the Send soft key.

Using the headset:
1. With the headset connected, press \[\text{\textbf{HEADSET}}\] 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 \[\text{\textbf{\texttt{}}\text{\texttt{}}\text{\texttt{}}\].

Using the headset:
Press \[\text{\textbf{HEADSET}}\].

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 \[\text{\textbf{\texttt{}}\text{\texttt{}}\text{\texttt{}}\] or press the EndCall soft key.

Using the headset:
Press the EndCall soft key.

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

Call Mute and Un-mute
- Press \[\text{\textbf{x}}\] to mute the microphone during a call.
- Press \[\text{\textbf{x}}\] 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 \[\text{\textbf{\texttt{}}\text{\texttt{}}\text{\texttt{}}\] or \[\text{\textbf{\texttt{}}\text{\texttt{}}\text{\texttt{}}\] 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 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 ▲ or ▼ 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 Contacts 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 ▲ or ▼ 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 ▲ or ▼ 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 during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press 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 ▲ or ▼ to select Common or the desired account and then press the Enter soft key.
3. Press ▲ or ▼ to select the desired ring tone.
4. Press the Save soft key to accept the change.
Operating Requirements

- Do not place the device on or near any inflammable or fire-vulnerable object, such as rubber-made materials.
- Keep the device dry and free of dusts.
- To avoid the potential effects on the environment and human health as a result of the presence of hazardous substances in electrical and electronic equipment, end users of electrical and electronic equipment should understand the meaning of the crossed-out wheeled bin symbol. Do not dispose of WEEE as unsorted municipal waste and have to collect such WEEE separately.
- The usage environment is out of operating temperature range.
- If the device is left unused for a rather long time, disconnect it from the power supply and unplug the power plug.
- When there is smoke emitted from the device, or some abnormal noise or smell, disconnect the device from the power supply, and unplug the power plug immediately.
- Contact the specified maintenance center for repair.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Before connecting a cable, connect the grounding cable of the device first. Do not disconnect the grounding cable until you disconnect all other cables.

Cleaning Requirements

- Before cleaning the device, disconnect it from the power supply.
- Use a piece of soft, dry and anti-static cloth to clean the device.
- Keep the power plug clean and dry.

Troubleshooting

1. Clean the plug with a dry cloth.
2. Connect it to another wall outlet.
3. Use in the operating temperature range.
4. Connect the cable correctly.
5. Keep the device dry and clean, avoid collision and crash.
6. Before plugging or unplugging any cable, make sure that your hands are dry.
7. Use a piece of soft, dry and anti-static cloth to clean the device.
8. Before cleaning the device, disconnect it from the power supply.
9. Some dust, etc., may be in the port.
10. You cannot connect the cable properly.
11. You may have connected a wrong Yealink device.
12. Use the correct power supply.
13. Keep the power plug clean and dry.

WEEE Warning symbol

The WEEE symbol is the DC voltage symbol.

Environmental Requirements

- Place the device in a well-ventilated place. Do not expose the device under direct sunlight.
- Keep the device dry and free of dusts.
- Do not place the device on or near any inflammable or fire-vulnerable object, such as rubber-made materials.
- Keep the device away from any heat source or bare fire, such as a candle or an electric heater.
- Do not let a child operate the device without guidance.
- Do not let a child play with the device or any accessory in case of accidental swallowing.
- Please use the accessories provided or authorized by the manufacturer only.
- The power supply of the device shall meet the requirements of the input voltage of the device. Please use the provided surge protection power socket only.
- Before plugging or unplugging any cable, make sure that your hands are completely dry.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, kitchen sink, wet basement or near a swimming pool.
- Do not let a child operate the device or any accessory in case of accidental swallowing.
- Please contact the appointed maintenance center for repair.
- Please refer to the relevant laws and statutes while using the device.
- Legal rights of others should be respected as well.

Operating Requirements

- Do not let a child operate the device without guidance.
- Do not let a child play with the device or any accessory in case of accidental swallowing.
- Please use the accessories provided or authorized by the manufacturer only.
- The power supply of the device shall meet the requirements of the input voltage of the device. Please use the provided surge protection power socket only.
- Before plugging or unplugging any cable, make sure that your hands are completely dry.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, kitchen sink, wet basement or near a swimming pool.
- During a thunderstorm, stop using the device and disconnect it from the power supply. Unplug the power plug and the Asymmetric Digital Subscriber Line (ADSL) twisted pair (the radio frequency cable) to avoid lightning strike.

About Yealink

Yealink is a global leading provider of enterprise communication and collaboration solutions, offering video conferencing service to worldwide enterprises. Focusing on research and development, Yealink also insists on innovation and creation. With the outstanding technical patents of cloud computing, audio, video and image processing technology, Yealink has built up a panoramic collaboration solution of audio and video conferencing by merging its cloud services with a series of endpoints products. As one of the best providers in more than 140 countries and regions including the US, the UK and Australia, Yealink ranks No.1 in the global market share of SIP phone shipments.

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.