Package Contents

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

![Package Contents Image]

Note: We recommend that you use the accessories provided or approved by Yealink. The unapproved third-party accessories may result in reduced performance.

Assembling Your Phone

1. Attach the stand and adjust the angle of touch screen:

![Attachment Diagram]

Note: The reversible tab has a lip which allows the handset to stay on-hook when the IP phone is mounted vertically. For more information, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones.

2. Optional: Attach the wall mount bracket:

![Wall Mount Attachment Diagram]
3. Connect the handset and optional headset:

4. Connect the AC power or PoE:

Note: The phone should be worked with Yealink original power adapter (5V/2A) only. The third-party power adapter may damage the phone. If inline power (PoE) is provided, you don’t need to connect the power adapter. Make sure the hub/switch is PoE-compliant.
Hardware Component Instructions

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Power LED Indicator</td>
</tr>
<tr>
<td>2</td>
<td>Touch Screen</td>
</tr>
<tr>
<td>3</td>
<td>HEADSET Key</td>
</tr>
<tr>
<td>4</td>
<td>MUTE Key</td>
</tr>
<tr>
<td>5</td>
<td>REDIAL Key</td>
</tr>
<tr>
<td>6</td>
<td>Speakerphone Key</td>
</tr>
<tr>
<td>7</td>
<td>TRANSFER Key</td>
</tr>
<tr>
<td>8</td>
<td>HOLD Key</td>
</tr>
<tr>
<td>9</td>
<td>MESSAGE Key</td>
</tr>
<tr>
<td>10</td>
<td>Volume Key</td>
</tr>
<tr>
<td>11</td>
<td>Keypad</td>
</tr>
<tr>
<td>12</td>
<td>Speaker</td>
</tr>
<tr>
<td>13</td>
<td>Reversible Tab</td>
</tr>
<tr>
<td>14</td>
<td>Hookswitch</td>
</tr>
<tr>
<td>15</td>
<td>USB2.0 port</td>
</tr>
</tbody>
</table>
**Startup**

After the Teams phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, select a desired language and then the phone enters the sign-in screen.

**Sign into or Sign out of Your Microsoft Online Account**

You can sign into or sign out of your Microsoft online account on the phone.

**To sign into your Microsoft online account:**
1. Tap **Sign in.**
   
   You will be connected to the Company Portal automatically.
2. Follow the on-screen prompts.

If you select shared mode, you can only place calls, receive calls and join the scheduled Teams meetings.

**To sign out of your Microsoft online account:**
1. Tap **🗑** at the top-left corner of the touch screen.
2. Tap **Settings->Sign Out.**

**Phone Lock**

You can enable the phone lock feature to prevent it from unauthorized use.

**To enable the phone lock feature:**
1. Tap **🗑** at the top-left corner of the touch screen.
2. Navigate to **Settings->Device Settings->Phone Lock.**
3. Turn on **Lock Enable.**
4. Enter the lock PIN in the **New PIN** field.
5. Enter the lock PIN again in the **Confirm PIN** field.
6. Select a desired value in the **Idle time-out** field.
7. Tap ✔️ to accept the change.

The phone will lock automatically when it has been inactive for a specified time.

**To unlock the phone:**
1. Tap 🔒 when the phone is locked.
2. Enter the unlock PIN.

**Change Your Presence Status**

Your presence information is a quick way for other people to see your availability status. You can change it manually if you want to.

**To change your presence status:**
1. Tap **⏰** at the top-left corner of the touch screen.
2. Tap the presence status field to select a desired status.

### Basic Call Features

**To place a call:**
1. Tap 📞 on the Calls screen.
2. Enter the account information of the contact to search and then select the desired contact.
3. Tap 📞 at the top-left corner of the touch screen.
   - You can pick up the handset, press ☑ or press ☛ to place a call by using the dialer.

**To answer a call:**
1. Do one of the following:
   - Pick up the handset. The call is answered in handset mode.
   - Press ☑. The call is answered in hands-free (speakerphone) mode.
   - Press ☛. The call is answered in headset mode.
   - Tap 📞 on the touch screen.

**To end a call:**
1. Do one of the following:
   - If you are using the handset, hang up the handset or tap ☟.
   - If you are using the speakerphone, press ☑ or tap ☛.
   - If you are using the headset, press ☛ or tap ☛.

**To redial a call:**
1. Press ☎ when the phone is idle to dial out the last dialed number.

**To mute or un-mute a call:**
1. Press ☑ or tap ☛ to mute the microphone or press it again to un-mute the microphone during a call.

**To place a call on hold:**
1. Press ☞ or tap ☛->Place call on hold during an active call.

**To resume the held call:**
1. Press ☟ or tap Resume.

### Initiate a Conference Call

You can initiate a conference call by calling multiple contacts or by inviting other contacts.

**To initiating a conference by calling multiple contacts:**
1. Tap ☞ on the touch screen.
2. Enter the account information of the participant to search and then select the desired contact.
   - You can add multiple contacts.
3. Tap ☞ at the top-left corner of the touch screen.

**To initiate a conference call by inviting other contacts:**
1. During a call, tap ☞.
2. Tap ☛ at the bottom-right corner.
3. Enter the account information of the participant to search and then add members.
4. Tap ✅ to initiate a conference.

### Call Forward

You can enable the call forward feature to forward all incoming calls to the desired destination.

**To enable call forward:**
1. Tap ☞ at the top-left corner of the touch screen.
2. Navigate to Settings> Calls-> Call forwarding.
3. Turn on Call forwarding.
4. Tap the Forward to field to select a desired forwarding type.
   The incoming calls will be automatically forwarded to the destination you selected.

**Call Transfer**
You can transfer a call in the following ways:

**To perform a blind transfer:**
1. Press or tap Transfer-> Transfer now during an active call. The call is placed on hold.
2. Enter account information of the contact to search and then select the desired contact. The call is connected to the number to which you are transferring.

**To perform a consultative transfer:**
1. Tap Transfer-> Consult first during an active call. The call is placed on hold.
2. Enter the account information of the contact to search and then select the desired contact.
3. After the party answers the call, tap beside the transferred contact. It prompts you whether to transfer the call or not.
4. Tap OK to complete the transfer.
5. After the party answers the call again, the call is transferred successfully.

**Teams Meeting**

**To schedule a meeting:**
1. Tap Meetings on the touch screen.
2. Tap .
3. Enter the title, add the participants and select start time and end time. You can enable All day to set up a whole day meeting.
4. Enter the location and select the repetition period.
5. To show others your availability during this time, tap the Show As field and then select Busy, Free, Tentative or Out of office.
6. Optional: Enter the description of the meeting.
7. Tap ✓ to schedule the meeting.

**To join a scheduled meeting:**
1. Tap Meetings on the touch screen.
2. Tap Join beside the meeting.
Save these instructions. Read these safety instructions before use!

General Requirements
- Before you install and use the device, read the safety instructions carefully and observe the situation during operation.
- During the process of storage, transportation, and operation, please always keep the device dry and clean, avoid collision and cracks.
- Please attempt not to dismantle the device by yourself. In case of any discrepancy, 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.

Environmental Requirements
- Place the device at 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.

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.
- If the device is left unused for a rather long time, disconnect it from the power supply.
- Please refer to the relevant laws and statutes while using the device. Legal rights of others should be respected as well.

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 phones 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.