**Packaging Contents**

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

- **IP Phone**
- **Handset**
- **Handset Cord**
- **Quick Start Guide**
- **Ethernet Cable**
- **Power Adapter** (Optional)
- **Stand**
- **Wall Mount Bracket** (Optional)

**Note:** 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: You can also mount the phone to a wall. For more information on how to attach the wall mount bracket, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones.

2. **Connect the handset and optional headset, as shown below:**

Note: The headset or wireless headset adapter EHS36 should be purchased separately. The EXT port can also be used to connect the expansion module EXP40. For more information on how to use the EHS36 and EXP40, refer to Yealink EHS36 User Guide and Yealink EXP40 User Guide.
3. Connect the USB flash drive, as shown below:

Note: The USB port can also be used to connect the Bluetooth USB dongle BT40 or Wi-Fi USB dongle WF40/WF50. The Bluetooth USB dongle BT40 or Wi-Fi USB dongle WF40/WF50 should be purchased separately. For more information on how to use the BT40, WF40 or WF50, refer to Yealink Bluetooth USB Dongle BT40 User Guide, Yealink Wi-Fi USB Dongle WF40 User Guide or Yealink Wi-Fi USB Dongle WF50 User Guide.

4. Connect the network and power, as shown below:
   You have two option 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/2A) 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 don’t 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 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 a web browser on 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 the 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...15,16)

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.

User Name: It is provided by ITSP for registration (required).

Register Name: It is an authenticated ID for authentication provided by ITSP (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:

- (Green) Registered
- (Gray) Register Failed
- (Green and Flashing) Registering

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

Configuring via phone user interface

Network Settings:

When the phone is idle, tap Advanced (default password: admin) -> Network -> WAN Port/VLAN/Web Server/802.1x/VPN/ LLDP/CDP/NAT to configure the network.

Account Settings:

When the phone is idle, tap Advanced (default password: admin) -> Account to configure the account.

Note: For more information on account parameters, refer to Configuring via web user interface above.
Navigating the Touch Screen
- To enter the main menu, tap .
- To return to the idle screen, tap .
- To go back to the previous menu, tap .
- To select a soft key, tap the soft key.
- To select an item, tap the item.
- To turn pages, tap ▲ or ▼ on the touch screen.
- To scroll through values in a pull-down list, press ▲ or ▼.

Entering and Updating Data
To enter data:
1. Tap the field you want to edit.
2. Tap the IME soft key to switch input modes.
3. Enter data using the keypad.
4. Tap the Save soft key.

To select a field option:
Tap the field name, and then tap the field’s highlighted box. From the pull-down list, tap the desired option.

Basic Call Features

Placing a Call
Using the handset:
1. Pick up the handset.
2. Enter the number, and then tap Send.

Using the speakerphone:
1. With the handset on-hook, press .
2. Enter the number, and then tap Send.

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

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.

Answering a Call
Using the handset:
Pick up the handset.

Using the speakerphone:
Press .

Using the headset:
Press .

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

Ending a Call
Using the handset:
Hang up the handset or tap the End Call soft key.
Using the speakerphone:
Press \[ \text{Speaker} \] or tap the End Call soft key.

Using the headset:
Tap the End Call soft key.

Redial
- Press \[ \text{Redial} \] to enter the Placed Calls list, and then tap the desired entry.
- Press \[ \text{Redial} \] twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute
- Press \[ \text{Mute} \] to mute the microphone during a call.
- Press \[ \text{Mute} \] again to un-mute the call.

Call Hold and Resume
To place a call on hold:
Press \[ \text{Hold} \] or tap 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 \[ \text{Resume} \] or tap the Resume soft key.
- If there is more than one call on hold, tap the call you want to resume, and then press \[ \text{Resume} \] or tap the Resume soft key.

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

Blind Transfer
1. Press \[ \text{Transfer} \] or tap the Transfer soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press \[ \text{Transfer} \] or tap B Transfer.

Semi-Attended Transfer
1. Press \[ \text{Transfer} \] or tap 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 tap Send.
3. Press \[ \text{Transfer} \] or tap Transfer when you hear the ring-back tone.

Attended Transfer
1. Press \[ \text{Transfer} \] or tap 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 tap Send.
3. Press \[ \text{Transfer} \] or tap Transfer when the second party answers.

Call Forward
To enable call forward:
1. When the phone is idle, tap \[ \text{Features} \rightarrow \text{Call Forward} \]
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, tap the gray box of the After Ring Time field, and then tap the desired ring time to wait before forwarding.
4. Tap the Save soft key to accept the change.
Call Conference
1. Tap the Conference soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then tap Conference.
3. Tap the Conference soft key again when the second party answers. All parties are now joined in the conference.
4. Tap the End Call soft key to disconnect all parties.

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

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.

To listen to voice messages:
1. Tap and then tap Connect, or press .
2. Follow the voice prompts to listen to your voice messages.

Customizing Your Phone

Call History
1. When the phone is idle, tap , and then tap the desired call list on the left.
2. Tap ▲ or ▼, or press ◀ or ▶ to scroll to the desired page.
3. Tap after the desired entry, and then you can do the following:
   - Tap Send to call the entry.
   - Tap Add to add the entry to the local directory.
   - Tap Edit to edit the phone number of the entry before placing a call.
   - Tap Blacklist to add the entry to the blacklist.
   - Tap Delete to delete the entry from the list.

Contact Directory
To add a contact:
1. When the phone is idle, tap , and then tap All Contacts on the left.
2. Tap Add to add a contact.
3. Enter a unique contact name in the Name field and contact numbers in the corresponding fields.
4. Tap the Save soft key to accept the change.

To edit a contact:
1. When the phone is idle, tap , and then tap All Contacts on the left.
2. Tap after the desired contact.
3. Edit the contact information.
4. Tap the Save soft key to accept the change.

To delete a contact:
1. When the phone is idle, tap , and then tap All Contacts on the left.
2. Tap after the desired contact, and then tap Delete.
3. Tap OK when the touch 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.
- Press ◀ to adjust the media volume in the corresponding screen.
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.