

## Call Transfer

If A and B are on a conversation and B may want A to transfer the call to C, three ways could be used to transfer the call: **Blind Transfer, Attended Transfer, and Semi-Attended Transfer.**

### Blind Transfer:

- A press TRAN Button or Transfer softkey to put B on hold followed with dialing C and pressing the Transfer softkey to call out.
- A would be on hold and the LCD would display as Transferred. A could press the Cancel softkey button to be disconnected from the call.
- If C picks up the phone call, B would be able to talk to C.

### Semi-Attend Transfer:

- A press the TRAN button or Transfer softkey to put B on hold followed with dialing C and pressing the OK or SEND button to call out.
- While C is ringing, A hang up or press the Transfer softkey. Then A will turn to the hold status, and the LCD will display as Transferred
- A will be disconnected from the call, when C pick up, B can talk to C

### Attended Transfer:

- A press TRAN Button or Transfer softkey to put B on hold followed with dialing C and press the OK or SEND button to call out
- After C answered it, A and C can have a private conversation without B, then A press Tran button to complete the transfer
- A will be disconnected from the call. B can talk to C

## Call Forward

- Enter the Call Forward path: Menu->Features->Enter->Call Forward->Enter
- There are 3 options: Always Forward, Busy Forward and No Answer Forward
- Choose one of them, and enter the phone number you want to forward; If you choose "No Answer Forward", you should also set the "After Ring Times" option
- Press the Save softkey to save the changes

## Voice Mail

- The presence of new Voice Mail messages is indicated in the idle screen, press Connect softkey, enter the desired password to retrieve the voicemail from the server

## Menu Instruction

Sub-Menu	Description
Status	User can check the status of IP phone: IP address, MAC, Firmware,etc.
Features	Call Forward, Call Waiting, DSS Keys, Key as Send, Hot Line, Anonymous Call, Auto Redial Settings, DND Code,etc.
Settings	It includes the basic phone settings like Language,Time & Date, Ring Tone, Phone Volume and some advanced settings like Accounts, Network,Keypad Lock, Reset to factory, Set password, Set AES Key, etc.
Messages	It allows the users to check and edit the Voice Mail and Text Message.
History	You can check the call history here: All Calls, Dialed Calls, Received Calls, Missed Calls and Forwarded Calls.
Directory	It shows the Contacts and the Blacklist of the phone.

The manual is only for reference, please take the object as the standard.

We reserve the right to improve or change the product and the user guide without notice.

You can download the latest user manuals from our website:

<http://www.yealink.com/en/download.asp?BigClassName=IP%20Phone>

V60.0

**Yealink**  
EASY VoIP

# Enterprise IP Phone SIP-T22P



## Quick Reference

[www.yealink.com](http://www.yealink.com)

**Making a Call**

You can make a call by pressing the Speaker/Line key or picking up the handset.



- **Dial number directly:** Dial the number directly, press SEND button or Send softkey to call out
- **Dial from Pool:** In dial-up interface, press Pool hot key, use the navigation button to highlight your choice, enter into the corresponding option, choose a record, then press the SEND button to call out
- **Re-dial:** Press RD button to enter the Dialed Calls interface, then choose a record to dial out. During the conversation, you can alternate between Headset, Handset and Speakerphone by pressing the corresponding buttons or picking up the handset

**Answering a Call**

Answering an incoming call in the following ways:

- If you are on another call, press Answer softkey to answer it; Or press Reject softkey to refuse it
- If you are not on another call, lift the handset to answer using the handset, or press the Speaker button/Answer softkey to answer using the speakerphone, or press the headset button to answer using the headset
- You can also press the Reject softkey to refuse the call

**Muting a Call**

- Press  button to mute the call during a conversation, the power indication LED will blink
- Press  again to get the microphone return to normal conversation

**Volume Adjustment**

- During the call, you can press the volume adjustment bars to adjust the volume

**Putting a Call on Hold**

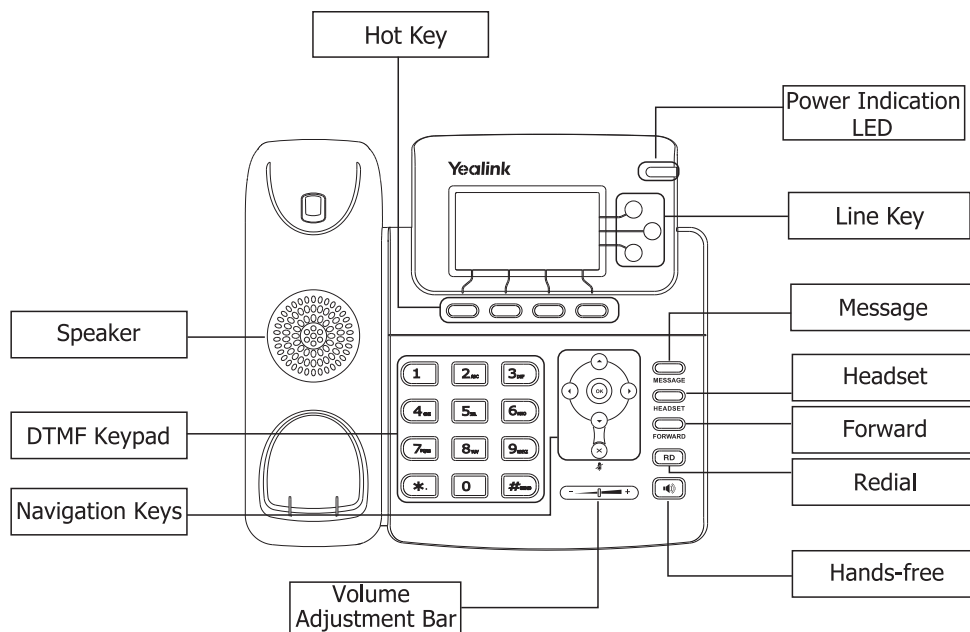
- Press the HOLD button or Hold softkey to put your active call on hold and then the corresponding line key will blink
- If there is only one call on hold, press the Resume softkey or Hold button to retrieve the call
- If there are more than one call on hold, press the line keys to switch the current account (The on hold calls are under different lines), or the Up/Down button to highlight the call (The on hold calls are under the same lines), then press the Resume softkey or Hold button to retrieve the call

**Speed Dial**

- Speed dial numbers must be already programmed into the phone, please check the relating content in the user manual for more details
- Press the DSS Key which has been set as Speed Dial button, the entry in the speed dial list assigned in advance will be dialed automatically

**Conference Call**

- Press the Conf softkey during an active call
- The first call is placed on hold. You will hear a dial tone. Dial the number to conferen press the Send softkey
- When the call is answered, press the CONF button, the conference call will now include you and the other two parties
- Hang up to disconnect all parties



**LEDs**

**Table 1 Line Keys**

LED Status	Description
Steady green	The account is active
Blinking green	There is an incoming call to the device, or there is a call on hold
Off	The phone is in idle status whether registered/unregistered

**Table 2 Power Indication LED**

LED Status	Description
Steady green	Power on
Blinking green	There is incoming call to the device, or there is call on mute
Off	Power off

**Table 3 Line Keys set to BLF**

LED Status	Description
Steady green	The monitored account is in idle status
Fast blinking green	An incoming call to the monitored account
Slow blinking green	The monitored account is on an conversation
Off	It is inactive as BLF