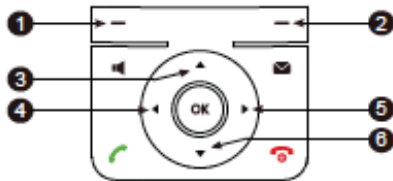# Yealink Cordless Quick Reference

Shortcuts

This helps you get quick access to features by pressing the shortcut keys directly without scrolling through the menu. You can press the following predefined shortcut keys to access some frequently used features when the handset is idle:

❶ Press the left soft key to access the call history.
❷ Press the right soft key to check the line status.
❸ Press ▲ to place an internal call.
❹ Press ◄ to decrease the ringer volume.
❺ Press ► to increase the ringer volume.
❻ Press ▼ to access the directory.

Call Mute

- Press ⬚ during a call to mute the call.
- Press ⬚ again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press the **Options** soft key during a call, and then select **Hold**.

To resume a call, do one of the following:

- If there is only a call on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call. Press the **Swap** soft key to swap between calls.

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Blind Transfer

1.Press the TRAN button

2.Enter the number you want to transfer the call to.
3.Press the **Transfer** soft key.

Semi-Attended Transfer

1.Press the TRAN button
2.Enter the number you want to transfer the call to.
3.Press 📞 , 🔊 or (ok) to dial out.
4.Press the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1.Press the TRAN button
2.Enter the number you want to transfer the call to.
3.Press 📞 , 🔊 or (ok) to dial out.
4.Press the **Transfer** soft key after the call is answered.

Call Forward

To enable the call forward feature on a specific line:

1.Press the **OK** key to enter the main menu, and then select **Call Features->Call Forward**.
2.Press ▲ or ▼ to highlight the desired line, and then press the **OK** soft key.
3.Press ▲ or ▼ to highlight the desired forwarding type, and then press the **OK** soft key.

   Always----Incoming calls are forwarded immediately.

   Busy----Incoming calls are forwarded when the line is busy.

   No Answer----Incoming calls are forwarded if not answered after a period of time.
4.Select **Enabled** from the **Status** field.
5.Enter the number you want to forward the incoming calls to in the **Target** field.

   For **No Answer Forward**, press ◄ or ► to select the desired ring time to wait before forwarding in the **After Ring Time** field.
6.Press the **Save** soft key to accept the change.

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