

Call Transfer

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

Blind Transfer:

- A press **TRAN** button or **Transfer** hot key, then B is placed on hold. A enter the number of C and press **TRAN** button or the **Transfer** hot key.
- A will be placed on hold for a short while and then disconnected from the call. A now is in the idle status.
- When C answer the call, the conversation will be established between B and C.

Semi-Attend Transfer:

- A press **TRAN** button or **Transfer** hot key, then B is placed on hold. A enter the number of C and press **#↵** hot key.
- While C is ringing, A press the **TRAN** button or the **Transfer** hot key to complete the transfer. A will be placed on hold for a short while and then disconnected from the call. A now is in the idle status.
- When C answer the call, the conversation will be established between B and C.

Attended Transfer:

- A press **TRAN** button or **Transfer** hot key, then B is placed on hold. A enter the number of C and press **#↵** hot key.
- After C answer the call, A and C can have a private conversation without B. A press the **TRAN** button or the **Transfer** hot key to complete the transfer.
- When C answer the call, the conversation will be established between B and C.

Call Forward

- Press **Menu->Features->Call Forward.**
- There are 3 options: **Always Forward, Busy Forward** and **No Answer Forward.**
- Select one of them and enter the number to forward to. If **No Answer Forward** is selected, **After Ring Times** should also be configured. Then press the **Save** hot key to save the changes.

Voicemail

- The presence of new **Voice Mail** messages is indicated in the idle screen. The **MESSAGE LED** will be on.
- Press **Voicemail** hot key or the **MESSAGE** button, then enter the desired password to retrieve the voicemails.

Menu Instruction

Sub-Menu	Description
Status	Users can check the status of the 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 Type	Call history are shown here: Local History and Network Call Log.
Directory	It shows the Local Directory, Blacklist, Remote Phonebook and Broadsoft.

The manual is only for reference, please adhere to the final products.

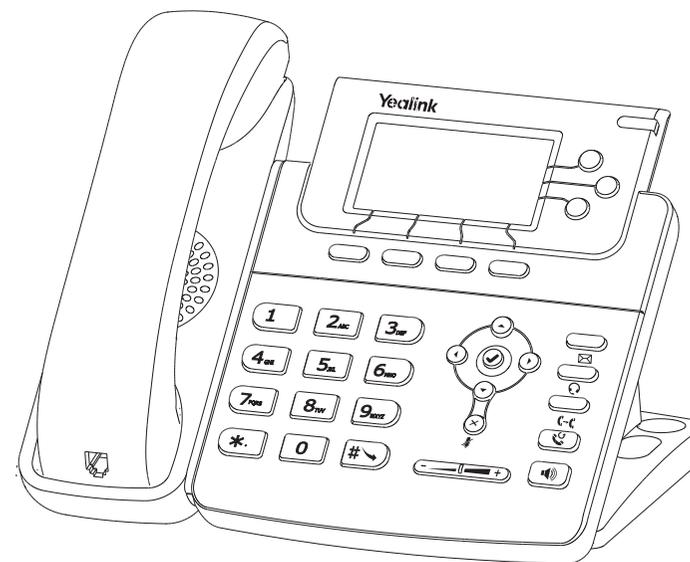
We reserve the right to improve or change the product and the user guide without notice.

You can download the latest user manuals from our website:

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

Yealink
EASY VoIP

Enterprise IP Phone SIP-T22P



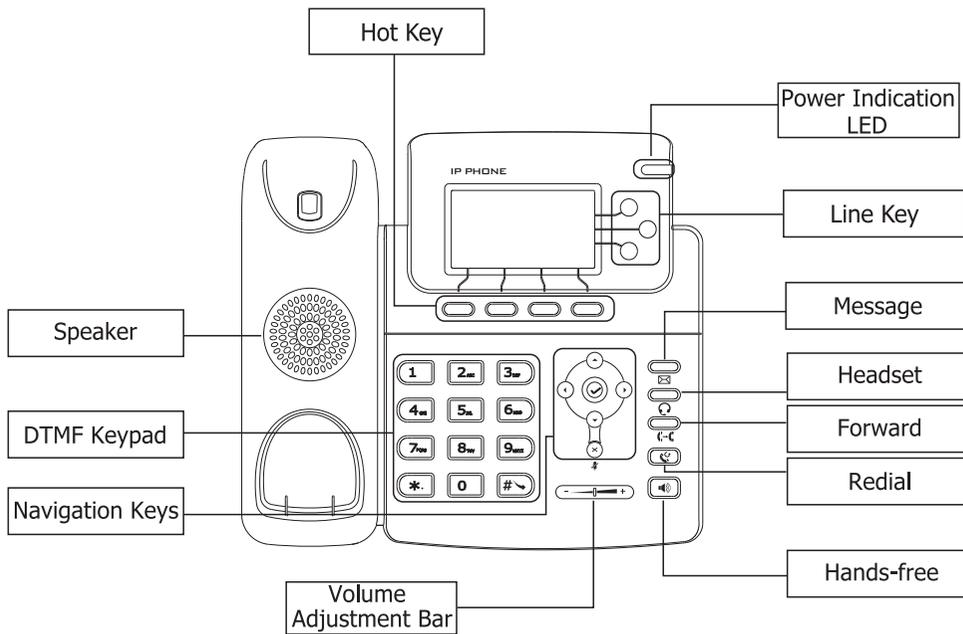
Quick Reference

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 **#** button or Send softkey to call out
- **Dial from Call History:** Press History softkey, use the navigation key to highlight the specific one, press **#** button or Send softkey to call out
- **Dial from Directory:** Press Dir softkey, scroll to Contacts, press Enter softkey, use the up/down button to highlight the specific one, press **#** button or Send softkey 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