Yealink T19P Instructions

1. **Making Calls**
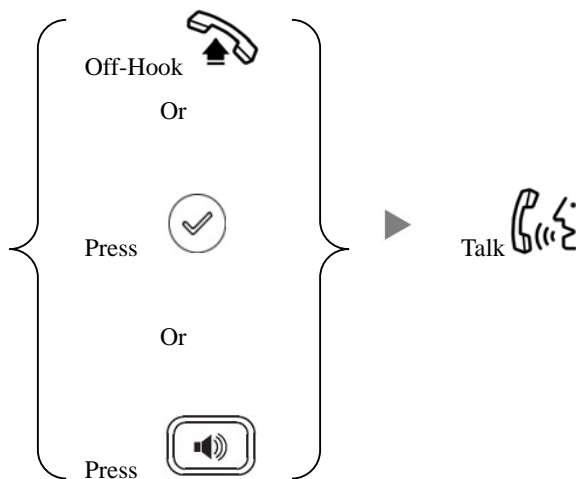
   i. Outside Calls

   Press 9wxyz and Desired Phone Number ▶ { Off-Hook 📞 Or Press ✅ Or Press 🔊 } ▶ Talk 📞
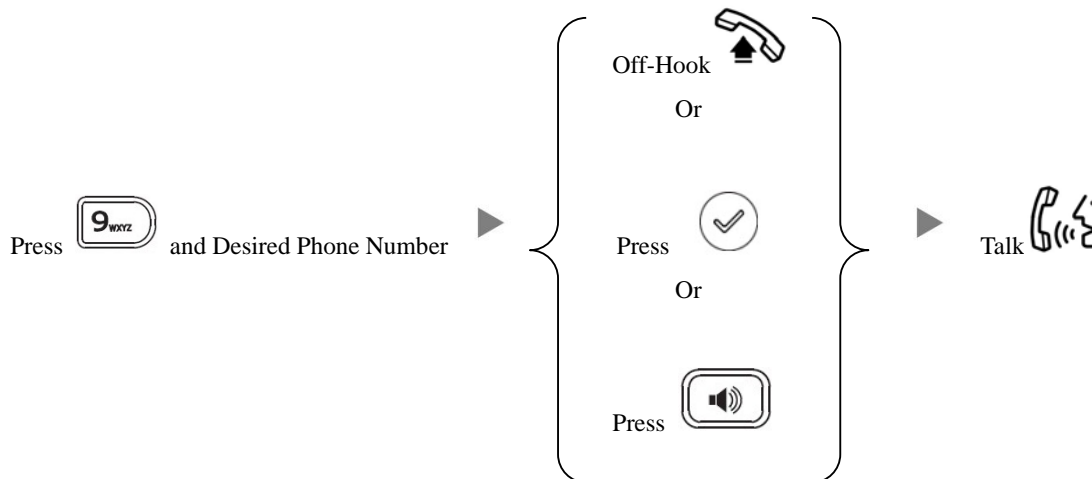
   ii. Calling Other Extension

   Dial Extension Number ▶ { Off-Hook 📞 Or Press ✅ Or Press 🔊 } ▶ Talk 📞

2. **Answering Calls**

   { Off-Hook 📞 Or Press ✅ Or Press 🔊 } ▶ Talk 📞
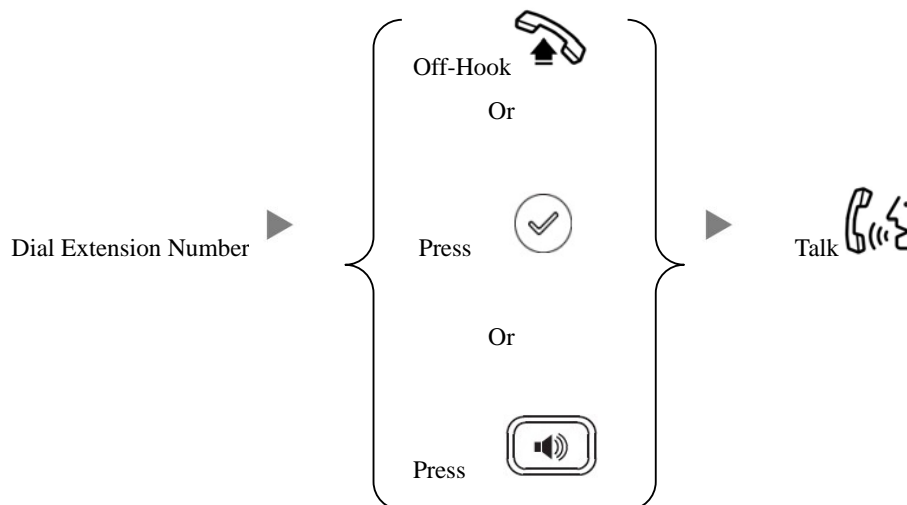
3. **Transferring a Call / Call Transfer**

    i.   Blind / Unattended Transfer

    During a conservation ▶ Press (📞) ▶ Dial Extension Number and Press (📞)

    ii.   Supervised / Attended Transfer

    During a conservation ▶ Press (📞) ▶ Dial Extension Number and Press (✓)

    ▶ inform the 3rd party about the call you are transferring 📢 ▶ Press (📞)

4. **Holding a Call**

    I.   To Hold

    During a conservation ▶ Press `Hold` Soft key

    II.   To Retrieve a call (Call Hold retrieve)

    Press `Resume` Soft key

5. **Making a conference (Conference Call)**

    i.   To Establish a Conference

    During a conservation ▶ Press `NewCall` Soft key ▶ Dial to 3rd Party ▶ Press (✓)

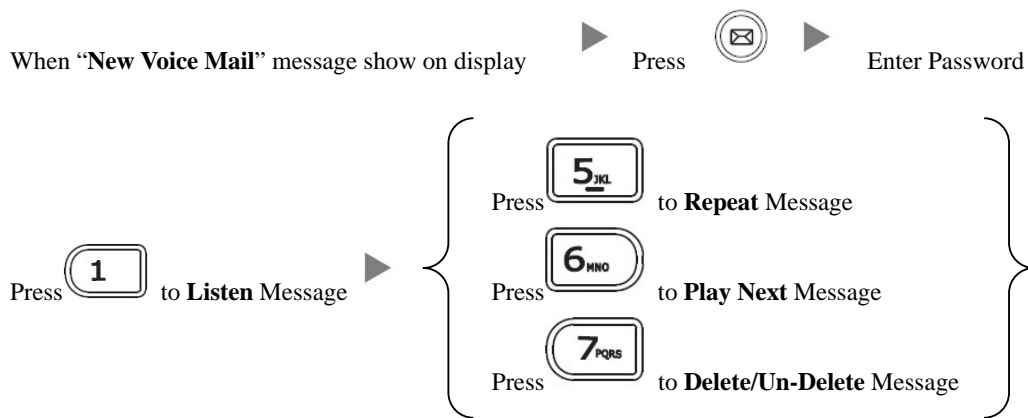   ▶ Press `Conf` Soft key

    ii.   To Leave a conference and talk with one of the participants

    During a conference ▶ Press `Split` Soft key ▶ Press (▲) or (▼) to select between two
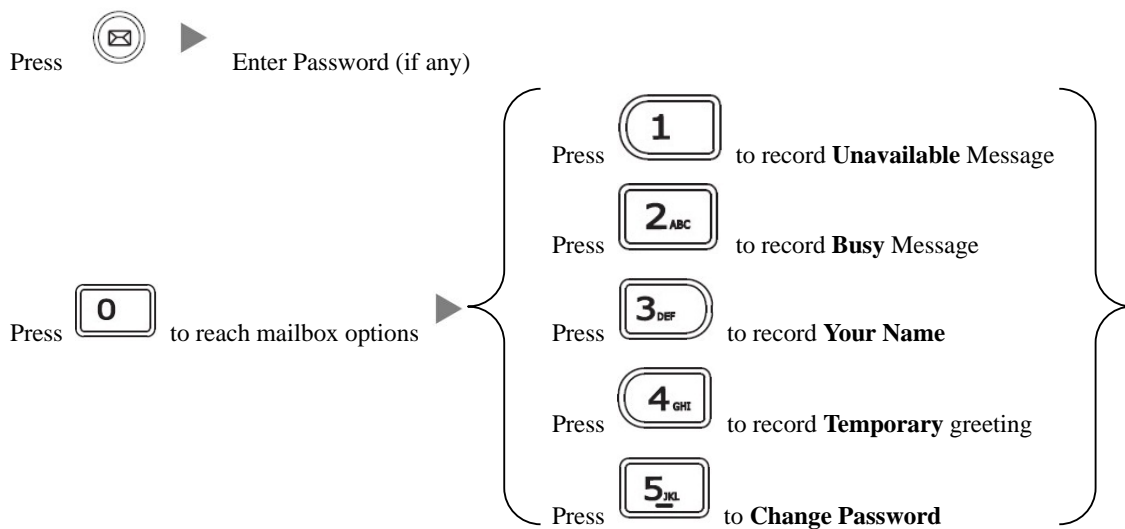
    participants ▶ Press `Resume` Soft key

    iii.   To Leave a conference

    During a conference ▶ On-Hook 📞

6. **Checking Voice Mail**

When "**New Voice Mail**" message show on display ▶ Press 🖂 ▶ Enter Password

Press **1** to **Listen** Message ▶
{
Press **5ʲᴷᴸ** to **Repeat** Message

Press **6ᴹᴺᴼ** to **Play Next** Message

Press **7ᴾQᴿˢ** to **Delete/Un-Delete** Message
}

7. **Voice Mail Setup**

Press 🖂 ▶ Enter Password (if any)

Press **0** to reach mailbox options ▶
{
Press **1** to record **Unavailable** Message

Press **2ᴬᴮᶜ** to record **Busy** Message

Press **3ᴰᴱᶠ** to record **Your Name**

Press **4ᴳᴴᴵ** to record **Temporary** greeting

Press **5ʲᴷᴸ** to **Change Password**
}

8. **Checking Call History**

I. Press **RD** **,** Dialed calls will be listed .

II. The LCD screen displays the call list.

III. Press ◄ or ► to switch between **Placed Calls, Received Calls, Missed Calls and Forwarded Calls.**

Icons on top:

↖ Represents Dialed/Placed calls

↘ Represents Received calls

✔ Represents Missed calls

↱ Represents Forwarded Calls

IV. Press ▲ or ▼ to select the desired entry and press ✓ to dial out.

9. Forward Call

i. To set up Time Limited / No Answer Mode

Press **Menu** soft key ▶ Press 2_{ABC} (or choose "Features") ▶

Press **1** (or choose "Forward") ▶ Press 3_{DEF} (or choose "No Answer") ▶

Press ⌄ to select the "Forward to "option and input the target extension Number (e.g. 108) ▶

Press ⌄ to select "After duration "and select the Time Limit (e.g. 18s) ▶

Press ⌃ **two times** and select **Enable** form the "No answer" Field ▶ Press ✓

ii. To set up Busy Mode

Press **Menu** soft key ▶ Press 2_{ABC} (or choose "Features") ▶

Press **1** (or choose "Forward") ▶ Press 2_{ABC} (or choose "Busy") ▶

Press ⌄ to select the "Forward to "option and input the target extension Number (e.g. 108) ▶

Press ⌃ and select **Enable** form the "Busy" Field ▶ Press ✓

iii. To set up the Always mode

Press **Menu** soft key ▶ Press 2_{ABC} (or choose "Features") ▶

Press **1** (or choose "Forward") ▶ Press **1** (or choose "Always") ▶

Press ⌄ to select the "Forward to "option and input the target extension Number (e.g. 108) ▶

Press ⌃ and select **Enable** form the "Always" Field ▶ Press ✓

iv. To Cancel Calls Forwarding

Back to the Main Screen and Press ⟲ to cancel call forward