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

1. Attach the stand and adjust the angle of the screen

Note: You can also mount the phone to a wall.

2. Connect the handset and optional headset

Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in poor performance.
3. Optional: Connect the USB devices

Note: The USB port can also be used to connect other USB devices, such as EXP50, USB headset and so on.

4. Connect the network and power

You have two options 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 Ethemet 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.

Starting the Phone

After the 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 OK to obtain the IP address of the phone.
2. Open a web browser on your computer, enter the IP address into the address bar (for example, "http://192.168.0.10" or "192.168.0.10").
3. In the Login page, type the user name (default: admin) and password (default: admin) and click Login.

Configuring Network Settings: Click Network -> Basic -> IPv4 Config

DHCP: By default, the phone attempts to contact a DHCP server in your network to obtain its valid network settings, for example, IP address, subnet mask, gateway address and DNS address.

Static IP: If your phone cannot contact a DHCP server for any reason, you need to configure them manually.

Note: The IP phone also supports IPv6, but IPv6 is disabled by default. 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.

Configuring Account Settings: Click Account -> Register -> Account X (X=1, 2, 3..11, 12)

Parameters of the account:

- Register Status: It shows the register status of the current account.
- Line Active: It enables or disables 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 (required).
- Register Name: It is provided by ITSP (required).
- Password: It is provided by ITSP (required).
- Server Host: It is provided by ITSP (required).

Register status icons on the LCD screen:

- Registered
- Registering
- Register Failed

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

Configuring Network Settings:
Navigate to Menu -> Settings -> Advanced Settings (default password: admin) -> Network -> WAN Port -> IPv4.

Configuring Account Settings:
Navigate to Menu -> Settings -> Advanced Settings (default password: admin) -> Accounts.

Note: For more information on account parameters, refer to Configuring via web user interface above.
Using Basic Call Functions

Placing a Call

Using the handset:
1. Pick up the handset.
2. Enter the number, and then press Send.

Using the speakerphone:
1. With the handset on-hook, press $\text{[Call]}$.
2. Enter the number, and then press Send.

Using the headset:
1. With the headset connected, press $\text{[Headset]}$ to activate the headset mode.
2. Enter the number, and then press Send.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing Reject, 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 $\text{[Call]}$.

Using the headset:
Press $\text{[Headset]}$.

Note: You can reject an incoming call by pressing Reject.

Ending a Call

Using the handset:
Hang up the handset or press the End Call soft key.

Using the speakerphone:
Press $\text{[Call]}$ or End Call.

Using the headset:
Press End Call.

Redialing a Call
• Press $\text{[Call]}$ to enter the Placed Calls list, press $\text{[Select]}$ or $\text{[Next]}$ to select the desired entry, and then press $\text{[Call]}$ or Send.
• Press $\text{[Call]}$ twice when the phone is idle to dial out the last dialed number.

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

Holding and Resuming a Call

To Hold a call:
Press Hold during an active call.
To Resume the call, do one of the following:
• If there is only one call on hold, press Resume.
• If there is more than one call on hold, press ▲ or ▼ to select the desired call, and then press Resume.

Transferring a Call
You can transfer a call in the following ways:
Performing a Blind Transfer
1. Press Transfer during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press B Transfer.
Performing a Semi-Attended Transfer
1. Press Transfer during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press Send.
3. Press Transfer when you hear the ring-back tone.
Performing a Attended Transfer
1. Press Transfer during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press Send.
3. Press Transfer when the second party answers.
Forwarding a Call
To enable call forward:
1. Navigate to Menu -> Features -> 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, press 4 or 5 to select the desired ring time to wait before forwarding from the After Ring Time field.
4. Press Save to accept the change.
Initiating a Conference Call
1. Press Conference during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press Send.
3. Press Conference again when the second party answers. All parties are now joined in the conference.
4. Press End Call to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing Split.

Configuring and Using Speed Dial
To configure a speed dial key:
1. Navigate to Menu -> Features -> Dsskey.
2. Select the desired DSS key, and then press Enter.
3. Select SpeedDial from the Type field, select the desired line from the Account ID field, enter a label in the Label field and then enter the number in the Value field.
4. Press Save to accept the change.
To use the speed dial key:
Press the speed dial key to dial out the preset number.
Listening to Voice Mails

Message waiting indicator on the idle screen indicates that one or more voicemail messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice mails:
1. Press ✉️ or Connect.
2. Follow the voice prompts to listen to your voicemail messages.

Customizing Your Phone

Managing Call History
1. Press History.
2. Press ‹ or › to select an entry from the list.
3. Do the following:
   • Press Send to call the entry.
   • Press Delete to delete the entry from the list.
   • Press Option, you can do the following:
     • Select Detail to view detailed information about the entry.
     • Select Add to Contacts to add the entry to the local directory.
     • Select Add to Blacklist to add the entry to the blacklist.
     • Select Delete All to delete all entries from the list.

Managing Contact Directory

adding a contact:
1. Press Directory, and then select All Contacts.
2. Press Add to add a contact.
3. Enter a unique contact name in the Name field and contact numbers in the corresponding fields.
4. Press Save to accept the change.

Editing a contact:
1. Press Directory, and then select All Contacts.
2. Press ‹ or › to select the desired contact, press Option and then select Detail from the prompt list.
3. Edit the contact information.
4. Press Save to accept the change.

Deleting a contact:
1. Press Directory, and then select All Contacts.
2. Press ‹ or › to select the desired contact, press Option and then select Delete from the prompt list.
3. Press OK when the LCD screen prompts “Delete selected item?”.

Note: You can add contacts from call history easily. For more information, refer to Call History above.

Adjusting the Volume

Press [- -] to adjust the volume.

Setting Ring Tones
1. Navigate to Menu→Settings→Basic Settings→Sound→Ring Tones.
2. Press ‹ or › to select Common or the desired account and then press Enter.
3. Press ‹ or › to select the desired ring tone.
4. Press Save to accept the change.
Regulatory Notices

Operating Ambient Temperatures
• Operating temperature: +32 to 104°F (0 to 40°C)
• Relative humidity: 5% to 90%, noncondensing
• Storage temperature: -22 to +160°F (-30 to +70°C)

Warranty
Our product warranty is limited only to the unit itself, when used normally in accordance with the operating instructions and the system environment. We are not liable for damage or loss resulting from the use of this product, or for any claim from a third party. We are not liable for problems with Yealink device arising from the use of this product; we are not liable for financial damages, lost profits, claims from third parties, etc., arising from the use of this product.

Examination of the symbols
• DC symbol ( ) is the DC voltage symbol.
• WEEE Warning symbol ( ) To avoid the potential effects on the environment and human health as a result of the presence of hazardous substances in electrical and electronic equipment, end users of electrical and electronic equipment should understand the meaning of the crossed-out wheeled bin symbol. Do not dispose of WEEE as unsorted municipal waste and have to collect such WEEE separately.

Restriction of Hazardous Substances Directive (RoHS)
This device complies with the requirements of the EU RoHS Directive Statements of compliance can be obtained by contacting support@yealink.com.

Safety Instructions
Save these instructions. Read these safety instructions before use!

General Requirements
• Before you install and use the device, read the safety instructions carefully and observe the situation during operation.
• During the process of storage, transportation, and operation, please always keep the device dry and clean, avoid collision and crash.
• Please attempt not to dismantle the device by yourself. In case of any discrepancy, please contact the appointed maintenance center for repair.
• Please refer to the relevant laws and statutes while using the device. Legal rights of others should be respected as well.

Environmental Requirements
• Place the device at a well-ventilated place. Do not expose the device under direct sunlight.
• Keep the device dry and free of dusts.
• Do not place the device on or near any inflammable or fire-vulnerable object, such as rubber-made materials.
• Keep the device away from any heat source or bare wire, such as a candle or an electric heater.

Operational Requirements
• Do not let a child operate the device without guidance.
• Do not let a child play with the device or any accessory in case of accidental swallowing.
• Please use the accessories provided or authorized by the manufacturer only.
• The power supply of the device shall meet the requirements of the input voltage of the device. Please use the provided surge protection power socket only.
• Before plugging or unplugging any cable, make sure that your hands are completely dry.
• Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, kitchen sink, wet basement or near a swimming pool.
• During a thunderstorm, stop using the device and disconnect it from the power supply. Unplug the power plug and the Asymmetric Digital Subscriber Line (ADSL) twisted pair (the radio frequency cable) to avoid lightning strike.

Cleaning Requirements
• Before cleaning the device, disconnect it from the power supply.
• Use a piece of soft, dry and anti-static cloth to clean the device.
• Keep the power plug clean and dry.

Troubleshooting
The unit cannot supply power to Yealink device.
There is a bad connection with the plug.
1. Clean the plug with a dry cloth.
2. Connect it to another wall outlet.
The usage environment is out of operating temperature range.
1. Use in the operating temperature range.
The cable between the unit and the Yealink device is connected incorrectly.
1. Connect the cable correctly.

FCC Statement
This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
Any Changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

IC Statement
This device complies with Industry Canada’s licence-exempt RSSs. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Radiation Exposure Statement
This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body.

Contact Information
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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.