


## Voice Message



Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center.

### To listen to voice messages:

1. Press  or the **Conn** soft key. Default PIN is 4268
2. Follow the voice prompts to listen to your voice messages.

## Customizing Your Phone

### Call History

1. Press the **History** soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:

- Press the **Send** soft key to place a call.
- Press the **Delete** soft key to delete the entry from the list.

If you press the **Option** soft key, you can also 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 **Del All** to delete all entries from the list.

### Contact Directory



#### To add a contact:

1. Press the **Dir** soft key when the phone is idle, and then select the desired group.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Add** soft key to accept the change.

#### To edit a contact:



1. Press the **Dir** soft key when the phone is idle, and then select the desired group.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.

#### To delete a contact:



1. Press the **Dir** soft key when the phone is idle, and then select the desired group.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete selected item?".

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

### Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle to adjust the ringer volume.

### Ring Tones

1. Press the **Menu** soft key when the phone is idle, and then select **Settings->Basic Settings->Ring Tones**.
2. Press  or  to select the desired ring tone.
3. Press the **Save** soft key to accept the change.

**Yealink**  
EASY VoIP

**VANTACT**

# Yealink T19



## Quick Reference Guide

## Placing a Call

### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **Send** soft key.

### Using the headset:

1. With the headset connected, press to activate the headset mode.
2. Enter the number, and then press the **Send** soft key.

**Note:** During a call, you can alternate between headset, hands-free speakerphone and handset modes by pressing the **Headset** key or the **Speakerphone** key or picking up the handset. Headset mode requires a headset connected.

## Answering a Call

### Using the handset:

Pick up the handset.

### Using the speakerphone:

Press .

### Using the headset:

Press .

**Note:** You can ignore an incoming call by pressing the **Reject** soft key.

## Ending a Call

### Using the handset:

Hang up the handset or press the **Cancel** soft key.

### Using the speakerphone:

Press or the **Cancel** soft key.

### Using the headset:

Press the **Cancel** soft key.

## Redial

- Press to enter the **Placed Calls** list, press or to select the desired entry, and then press or the **Send** soft key.
- Press twice when the phone is idle to dial out the last dialed number.

## Call Mute and Un-mute

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

## Call Hold and Resume

### To place a call on hold:

Press the **Hold** soft key during an active call.

### To resume the call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.
- If there is more than one call on hold, press or to select the desired call, and then press the **Resume** soft key.

## Call Transfer

You can transfer a call in the following ways:

### Blind Transfer

1. Press or the **Tran** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press or the **Tran** soft key.

### Semi-Attended Transfer

1. Press or the **Tran** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press or the **Tran** soft key when you hear the ring-back tone.

### Attended Transfer

1. Press or the **Tran** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press or the **Tran** soft key when the second party answers.

## Call Forward

### To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->Call Forward**.
2. Select the desired forward type:
  - Always Forward**----Incoming calls are forwarded unconditionally.
  - Busy Forward**----Incoming calls are forwarded if 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 or to select the ring time to wait before forwarding.
4. Press the **Save** soft key to accept the change.

## Call Conference

1. Press the **NewCall** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Send** soft key.
3. Press the **Conf** soft key when the second party answers. All parties are now joined in the conference.
4. Press the **Cancel** soft key to disconnect all parties.

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