

# Yealink | 亿联网络



## AX83H Wi-Fi IP Phone User Guide

Oct. 2024

## Security Feature

### Security Control Center

#### Introduction

You can enable this feature to connect devices and report device information to the Yealink Device Management Platform (YDMP)/Yealink Management Cloud Service (YMCS), where you can view device information, manage devices, and diagnose devices.

If you are worried about data security risks or leakage of internal privacy data, you can disable the connection to the platform.

#### Procedure

1. Go to **OK > Security**.



2. Select **Save**.

## Call Features

### Place Calls

### Change Default Account

#### Introduction

If there are multiple registered accounts on the phone, you can place a call with the default account by default.

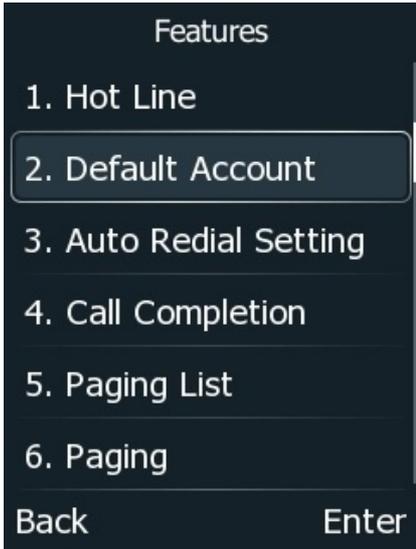
#### Procedure

##### Method 1:

By default, if the softkey label is not changed, you can press the ▲ on the AX83H to switch the default account.

##### Method 2:

1. Go to **OK > Features > Others > Default Account > Enter**.



2. Select the account you want to set as the default one, and press **Save**.

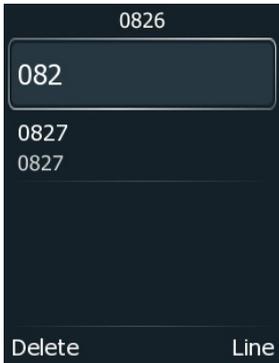
## Place Call from Dialer

### Introduction

You can use the dialer to enter a number to place a call and displays a list of previously placed calls or contacts in your directory. You can also select the desired contact from the **Directory** or **History**.

### Procedure

1. Do one of the following:
  - Press .
  - Enter the number directly on the dialer.
2. Enter a number or select a contact.



3. (Optional) If there are multiple registered accounts on the phone, you can place a call with the default account or select the account you want through line.



4. Press .

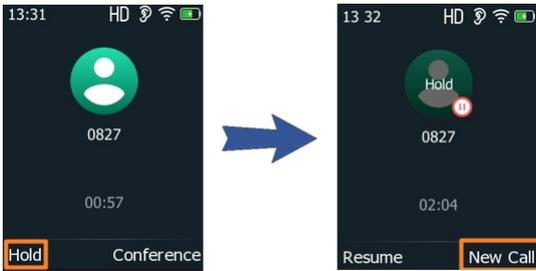
## Place Multiple Calls

### Introduction

When you are on a call, you can hold your current call and place a new call.

### Procedure

1. During the call, press **Hold** > **New Call**. The active call is placed on hold.



2. Enter the desired number or select a contact.
3. Press .

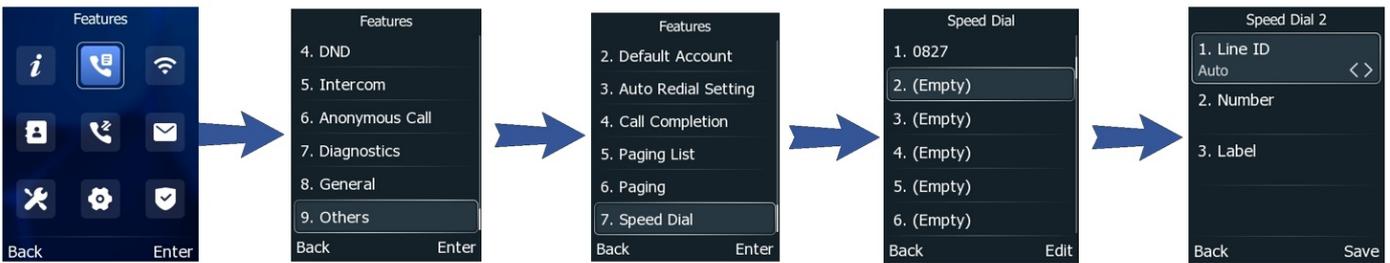
## Place Call with Speed Dial

### Introduction

You can quickly dial a number by using a Speed Dial key.

### Procedure

1. Go to **OK** > **Features** > **Others** > **Speed Dial**.  
The phone screen displays all available speed dial keys (1-9).
2. Select the desired digit key and press **Edit**.
3. Select the **Line ID** and customize the **Number** and **Label**.
4. Press **Save**.



5. After you have assigned the speed dial number, you can place a call to contact directly by pressing and holding it.

## Call Back to Last Incoming Call

### Introduction

You can redial the last incoming number quickly by using a Recall key.

### Procedure

1. Go to **OK** > **Advanced**, and input the **Admin Password** (the one you set on the Initial Setup).
2. Go to **Softkey Label**, select the desired key and press **Enter**.
3. Select **Recall** from the **Type** field.

4. Press **Save**.



5. After set, you can press the Recall key when the phone is idle to quickly redial the last incoming number.

## Dial Hotline Number

### Introduction

When the phone is off-hook, it will dial the hotline number automatically after the designated delay time.

### Procedure

1. Go to **OK > Features > Others > Hot Line**.
2. Enter the desired number in the **Hotline Number** field.
3. Enter the desired delay time (0-10 seconds) in the **Hotline Delay** field.
4. Press **Save**.



## Place International Call

### Introduction

You can place calls to international phone numbers on your phone.

### Procedure

1. Press and hold **0** key on the phone keypad until the **plus sign (+)** appears.
2. Enter the phone number with the country code.
3. Press **↵**.



## Place Call from History

### Introduction

You can place calls to contacts from the History list containing recently placed, received, missed, or forwarded calls.

### Procedure

1. Go to **History**.
2. Press ◀ or ▶ to select the desired call list.
3. Select a contact and press 📞.



## Place Call from Directory

### Introduction

You can place a call to a contact directly from your directory.

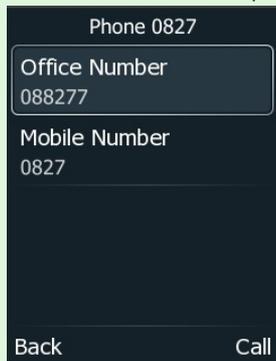
### Procedure

1. Press **Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact and press 📞.



### TIP

If the selected contact has multiple numbers, highlight the desired number, and press 📞.



## Place an Anonymous Call

### Introduction

You can hide your name and number when you place a call. As a result, the callee receives an anonymous call without the caller's identity.

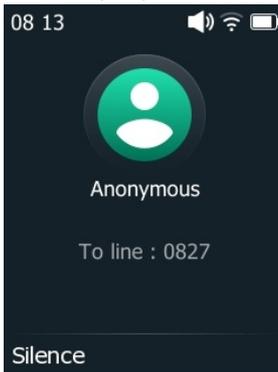
### Procedure

1. Go to **OK > Features > Anonymous Call**.
2. Select the desired line.
3. Enable **Local Anonymous**.
4. (Optional) Select the desired value from the **Send Anonymous Code** field.
5. (Optional) Enter the anonymous call on code and off code respectively.
6. Press **Save**.



7. Select the anonymous line to place a call.

*The callee is prompted with an incoming call from anonymity.*



*If the callee enables an anonymous rejection feature, you may be prompted that the callee does not accept calls from an anonymous number.*



#### TIP

You can select **All On** to turn on local anonymous for all lines.

#### NOTE

If you receive an anonymous call, you cannot call back.

1. When receiving an anonymous call, enter **History** to view the anonymous call.
2. If you call back the anonymous number, the LCD prompt **Number Unavailable** disappears after 3 seconds and will not generate a call history.

## Place Calls to Google Contacts

### Introduction

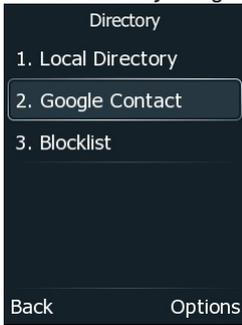
You can call your Google Contacts from your phone.



If you cannot find the **Google Contact** in your directory, please contact the admin.

### Procedure

1. Go to **OK > Directory > Google Contact**.



2. Select the desired contact and press .

If the selected contact has multiple numbers, tap the desired number.

## Place Emergency Call from Locked Phone

Once all keys are locked on the phone, you can only dial emergency numbers or authorized numbers set up by your administrator, such as 911.

### Procedure

1. Press one of the following to enter the emergency call screen:
  - **Off-hook** key
  - **Speakerphone** key
  - the number key

The phone screen is shown below:



2. Select an emergency number in the emergency number list; or enter an emergency number.
3. Select **Send** or **Call**.

## Redial

### Introduction

When the phone is in idle mode, press the / to enter the dialing screen.

If the dialing field is blank, press again to redial the last outgoing number.

## Answer Calls

### Answer Call

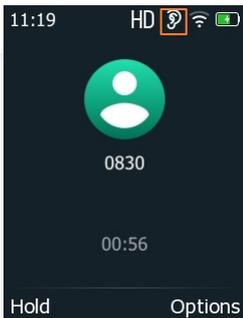
#### Introduction

When you receive an incoming call, the phone rings and the screen displays the information of the incoming call. You can choose to answer the incoming call.

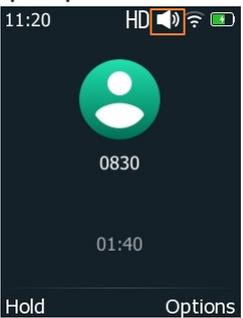
#### Procedure

1. Press  or .

#### Handset Mode



#### Speakerphone Mode



### Answer New Call During a Call

#### Introduction

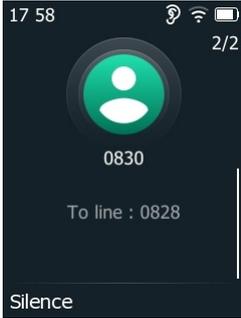
You can answer a call when there is an active call on your phone.

When you are on an active call, and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.

#### Procedure

1. Press .

The active call is placed on hold, and the incoming call becomes active.



**NOTE**

You can disable the call waiting feature to reject the incoming call automatically during a call.

## Answer Call Automatically

### Introduction

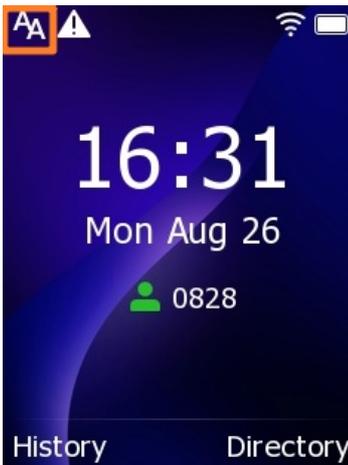
The auto answer enables you to automatically answer an incoming call in speakerphone (hands-free) mode when your phone is idle.

### Procedure

1. Go to **OK > Features > Auto Answer**.
2. Select the desired line.
3. Select **Enabled** from the **Status** field.



If the auto answer feature is enabled for the default account, the auto answer icon appears on the phone screen.



## Switch Among Handset, Speakerphone & Headset Modes

You can select the desired mode before placing a call or alternate among Speakerphone, headset, and handset modes during a call.

When the phone doesn't connect to a headset, you can only switch between the Handset and Speakerphone modes.

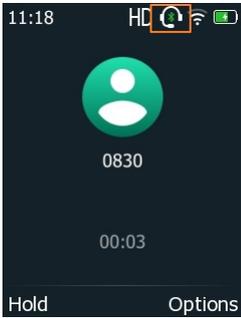
When the phone connects to a headset, you can switch among the Handset, Speakerphone, and Headset modes.

**NOTE**  
 When the phone is connected to a headset, when a call comes in, press the  key to answer the call using the headset by default.

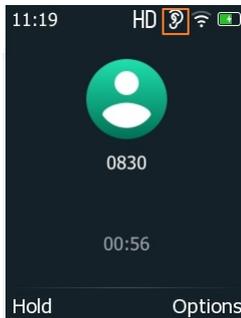
**Procedure**

When receiving a call, press the  key. Then press the  key to switch modes.

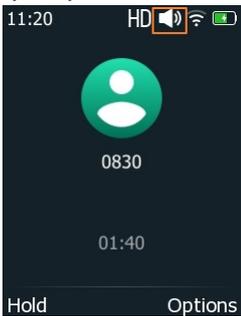
**Headset Mode:**



**Handset Mode**



**Speakerphone Mode**



**NOTE**  
 Your system administrator can disable your use of the handset, speakerphone (Hands-free) or headset mode.

## Call Waiting

**Introduction**

If the call waiting feature is disabled, the new incoming calls are automatically rejected when there are already calls.

**Procedure**

1. Go to **More > Features > Call Waiting**.
2. Enable **Call Waiting**.
3. (Optional.) Enter the call waiting off code in the **Off Code** field.

4. Press **Save**.



## Silence & Reject Incoming Calls

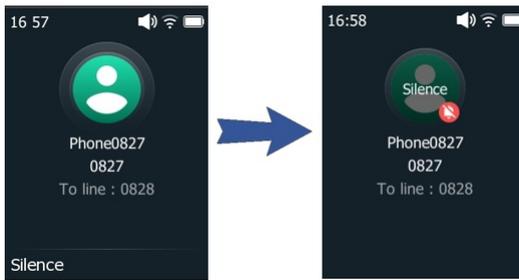
### Silence Call

#### Introduction

You can silence a call to stop your phone from ringing. Even if you silence the call, the incoming call notification will be displayed on your phone.

#### Procedure

1. Press **Silence**.



### Reject Call Manually

#### Introduction

You can reject a call manually, and the call may be sent to voice mail. The rejected calls are displayed in the Received Calls list in your History list.

#### Procedure

1. Press  .

### Reject Anonymous Calls

#### Introduction

You can reject incoming calls from callers who have hidden their identities. As a result, your phone will not ring, and you will not be notified of an attempted call.

#### Procedure

1. Go to **More > Features > Anonymous Call**.
2. Select the desired line.
3. Enable **Local Anonymous Rejection**.
4. (Optional) Select the desired value from the **Send Rejection Code** field.
5. (Optional) Enter the anonymous call rejection on code and off code respectively, in the **On Code** and **Off Code** fields.

6. Press **Save**.



## Reject Calls with Do Not Disturb (DND)

### Introduction

You can enable DND to reject all incoming calls automatically when you do not want to be interrupted.

If you want to receive incoming calls from specific numbers when DND is enabled, you can ask your system administrator to set [链接未更新DND Authorized Numbers](#).

### Reject Calls with DND on All Lines

You can enable DND for all lines if there are multiple lines on the phone. After activating it, the phone will reject all incoming calls automatically.

**TIP**

If DND and busy forward are activated on the phone, calls will be forwarded to the configured destination number.

### Procedure

1. Go to **OK > Features > DND**.
2. Enable **DND**.
3. (Optional) Enter the DND on code or off code respectively in the **On Code** or **Off Code** field.
4. Press **Save**.



The DND icon appears in the status bar.



**TIP**

To activate or deactivate DND quickly, press the **DND** soft key when the phone is idle.

### Reject Calls with DND on Specific Line

By default, the DND feature applies to all lines on your phone. Your system administrator can change the DND mode to Custom so that you can enable DND for specific lines.

### Before You Begin

The DND mode is set to **Custom**. Check with your system administrator if the DND on code or off code is required. If required, get it from your system administrator.

#### Procedure

1. Go to **OK > Features > DND**.
2. Select the desired line.
3. Enable **DND**.
4. (Optional) Enter the DND on code or off code respectively in the **On Code** or **Off Code** field.
5. Press **Save**.



The DND icon appears on the desired line.

If you activate DND on the default line, the DND icon will appear both on the line and in the status bar.

#### TIP

Press the **All On** soft key to activate DND for all lines.

#### Deactivate DND

#### Procedure

1. Go to **OK > Features > DND**.
2. Disable **DND**.

*The DND icon disappears from the status bar.*

#### TIP

- Press the **DND** soft key when the phone is idle to deactivate DND quickly.
- Press the **All Off** soft key to deactivate DND for all lines.

## End Calls

#### Introduction

You can end the current call at any time.

#### Procedure

1. Do one of the following:
  - Press  on the phone.
  - Press the **Call Control** button on the Bluetooth headset.

## Redial Call Automatically

#### Introduction

You can set the phone to redial a phone number automatically when you call a contact and the contact's line is unavailable.

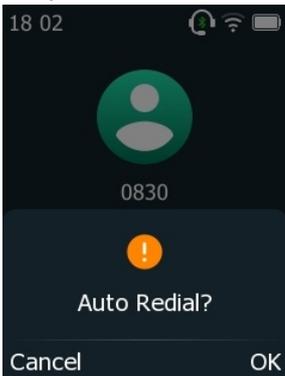
#### Procedure

1. Go to **OK > Features > Others > Auto Redial Setting**.
2. Enable **Auto Redial**.
3. Enter the desired time (between 1 and 300 seconds) in the **Redial Interval** field.

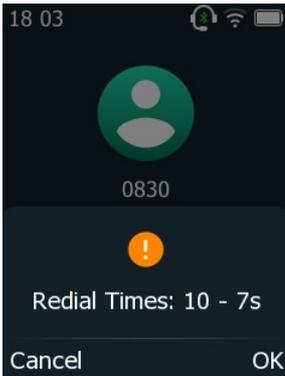
- Enter the desired times (between 1 and 300) in the **Redial Times** field.
- Press **Save**.



When you dial a number but fail to establish a call, the phone prompts whether to auto-redial the contact. Select **OK** to activate auto redial.



The phone screen displays the redial times and intervals. The phone will retry as many times as configured until the callee answers the call.



## Mute Audio

### Mute/Unmute the Audio

When you are on a call, you can mute the audio so that you can hear the other person, but they cannot hear your voice.

#### Procedure

- Press  during a call.
- Press  again to unmute the call.

**TIP**

You can also mute the microphone while the phone is dialing or ringing so the other party cannot hear you when the call is set up.

### Keep Mute

In a meeting room, if incoming calls are answered automatically on your phone, callers may hear your discussion with your colleagues. You can keep the phone mute to prevent this unintended situation.

The mute state of your phone persists across calls. The phone stays in the mute state until you unmute the microphone manually or until the phone restarts.

#### Before You Begin

Check with your system administrator if **keep mute** is configured on your phone.

#### Procedure

1. Press  when the phone is idle.

*The mute icon appears on the idle screen.*



2. Press  again to deactivate the mute state.

## Hold & Resume Calls

### Introduction

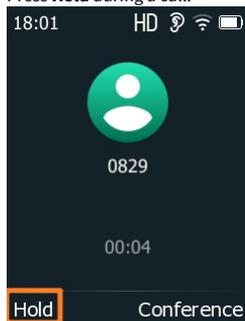
You can place an active call on hold and resume the call when you are ready. When you put a call on hold, the held party may hear the music played by its sever.

### Hold Call

You can place an active call on hold on your phone.

#### Procedure

1. Press **Hold** during a call.



By default, the phone ignores the engaged audio device (handset or headset) and plays beep in the Speakerphone (hands-free) mode.

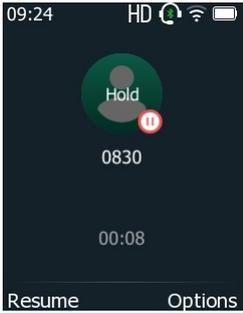
### Resume Held Call

You can view and resume a held call on the phone.

#### Procedure

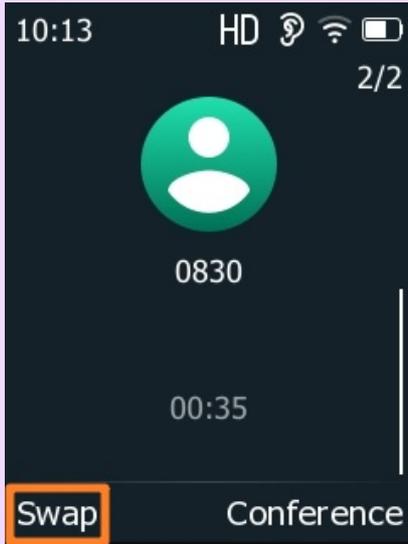
1. Press **Resume**.

If multiple calls are placed on hold, select the desired call first.



**NOTE**

When you have multiple calls on the phone and the current call is active, you can select **Swap** to swap to the held call.



## Redirect Incoming Calls

### Forward All Incoming Calls to a Contact

#### Introduction

When you cannot answer calls on your phone, you can forward the calls to another phone.

You can set up the forwarding type, enabling your phone to forward all incoming calls to a contact. There are three types of forwarding:

| Type                     | Description   |
|--------------------------|---|
| <b>Always Forward</b>    | Incoming calls are immediately forwarded. There is no prompt on the phone screen when the line receives an incoming call. |
| <b>Busy Forward</b>      | Incoming calls are forwarded when the line is busy.   |
| <b>No Answer Forward</b> | Incoming calls are forwarded if not answered after a period of time.  |

#### Forward All Incoming Calls

You can forward all incoming calls on the phone.

##### Before You Begin

Check with your system administrator if the on code or off code of the **forward** is required. If required, get the forward the on code or off code from your system administrator.

##### Procedure

1. Go to **OK > Features > Call Forward**.
2. Select the desired forwarding type and select **On** from the corresponding field.
3. In the **Forward to** field, enter the contact number to which you want to forward incoming calls.
4. If you select the **No Answer Forward** option, select the desired ring time to wait before forwarding from the **After Ring Time** field.

5. (Optional) Enter the always/busy/no answer forward on code or off code respectively in the **On Code** or **Off Code** field.

6. Press **Save**.



The call forward icon appears in the status bar. And the phone prompts you that call forward is enabled.



**Forward Specific Incoming Calls**

By default, the forwarding setting applies to all lines on your phone. Your system administrator can [change the forward mode](#) to Custom so that you can forward all incoming calls for specific lines.

**Before You Begin**

Check with your system administrator if the on code or off code of the [forward](#) is required. If required, get the forward the on code or off code from your system administrator.

**Procedure**

1. Go to **OK > Features > Call Forward**.
2. Select the desired line.
3. Select the desired forwarding type and select **On** from the corresponding field.
4. In the **Forward to** field, enter the contact number to which you want to forward incoming calls.
5. If you select the **No Answer Forward** option, select the desired ring time to wait before forwarding from the **After Ring Time** field.
6. (Optional) Enter the always/busy/no answer forward on code or off code respectively in the **On Code** or **Off Code** field.
7. Press **Save**.

The forward icon appears on the desired line.

If you activate forward on the default line, the forward icon will appear both on the line and in the status bar. The phone also prompts you that call forward is enabled.



**Deactivate Call Forward**

You can deactivate the call forward when you no longer want to forward your calls.

**Procedure**

1. Go to **OK > Features > Call Forward**.
2. (Optional) Select the desired line if the forward is activated for a specific line.
3. Select the desired forwarding type and select **Off** from the corresponding field.
4. Press **Save**.

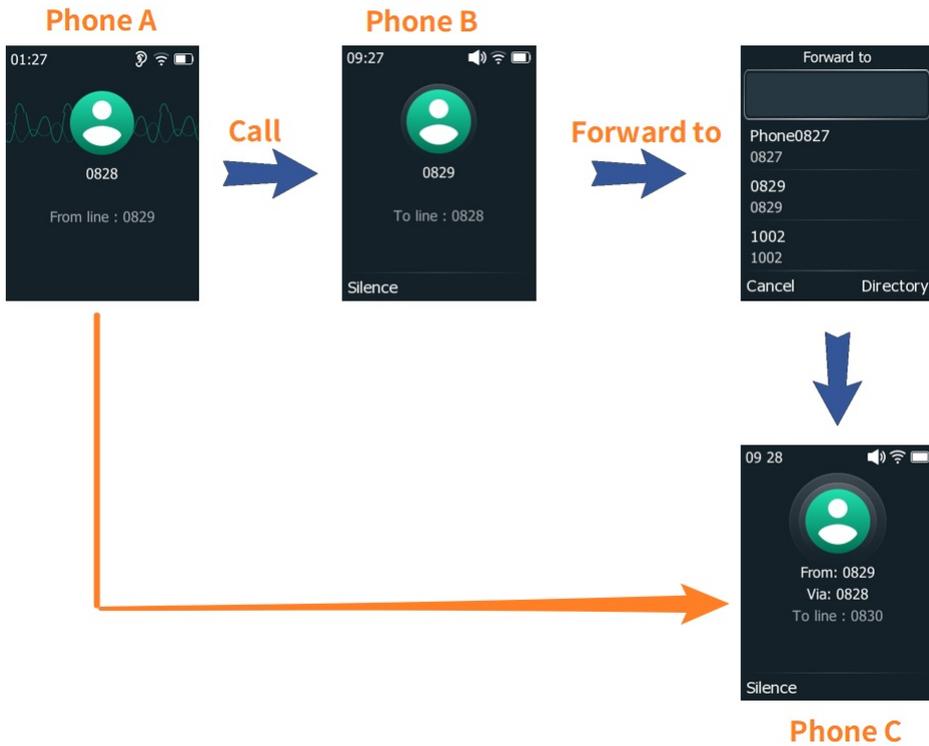
## Forward an Incoming Call Manually

### Introduction

You can manually forward the call to another contact while your phone rings.

### Procedure

1. When the phone is ringing, press **TRAN** Key.
2. Enter the number you want to forward the incoming call.
3. Press the **OK** key.



## Always Forward Incoming Calls with Forward Key

### Introduction

When the phone receives an incoming call, you can easily press the **Forward** key to forward the incoming call to a specific contact.

### Procedure

1. Go to **OK > Advanced**, and input the **Admin Password** (the one you set on the Initial Setup).
2. Go to **Softkey Label**, select the desired key and press **Enter**.
3. Select **Forward** from the **Type** field.
4. Enter the contact number you want to forward the incoming calls to in the **Value** field. Or you can press **Directory** to select the desired contact from the Directory list.
5. Press **Save**.



6. Return to the idle screen, and press the **Forward Key** to enable the **Always Forward** feature. Press again to disable.



## Divert Calls to Contact

### Introduction

You can divert all incoming calls from a particular contact to another contact. Auto divert has precedence over call forward.

### Procedure

1. Press **Directory** or go to **OK > Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact, and select **Option > Detail**.
4. Edit the contact information.
5. Enter a contact's number you want to divert the call to in the **Auto Divert** field.
6. Press **Save**.



## Transfer Calls

### Perform Blind Transfer

#### Introduction

You can immediately transfer a call to another contact without consulting them.

**Blind Transfer:** Transfer a call directly to a third party without consulting.

#### Procedure

1. Press the **TRAN** key or **Transfer (Trans)** during a call.
2. Do one of the following:
  - Enter the number or select a contact from the placed call list you want to transfer to.
  - Press **Directory**. Select the desired contact from the **Directory** list.

3. Press **B Transfer** to complete the transfer.



## Perform Semi-Attended Transfer/Attended Transfer

### Introduction

You can transfer calls to other contacts immediately when receiving a ringback or after consulting with them first.

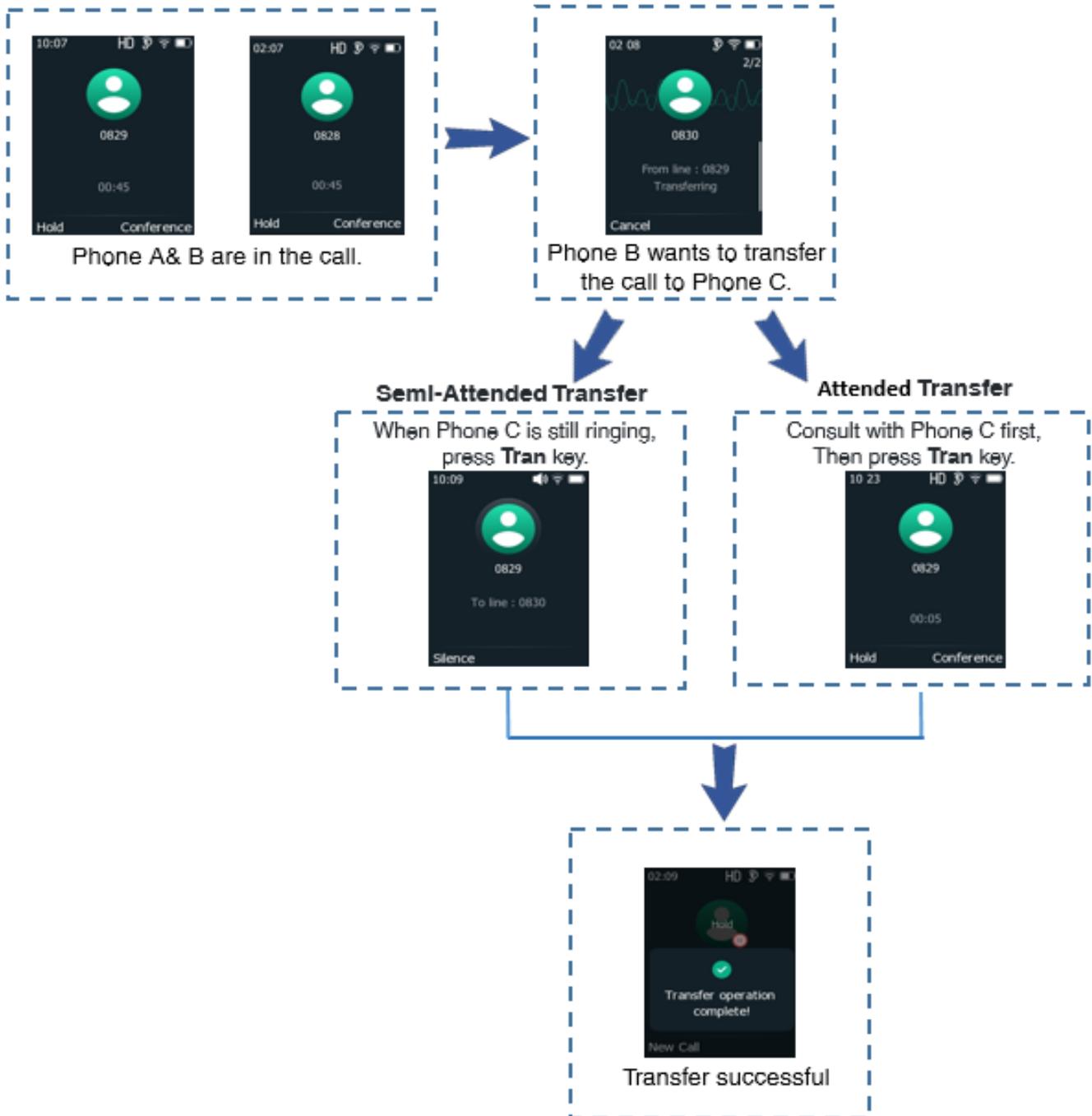
- **Semi-Attended Transfer:** Transfer a call when receiving a ringback.
- **Attended Transfer (Consultative Transfer):** Transfer a call with prior consulting.

### Procedure

1. Press the **TRAN** key during a call.
2. Do one of the following:
  - Enter the number or select a contact from the call list you want to transfer the call.
  - Select **Directory** and select the desired contact from the **Directory** list.
3. Press the **OK** key or  key.

4. Do one of the following:

- When you hear the ringback tone, press the **TRAN** key to finish a semi-attended transfer.
- After the contact answers the call, press the **TRAN** key to finish an attended transfer (consultative transfer).



## Conference Calls

### Local Conference

#### Introduction

The phone supports creating local conferences and network conferences. During the conference, follow these tips:

- Use the handset or a headset in an open environment.
- Mute your microphone when not speaking, especially in noisy environments.

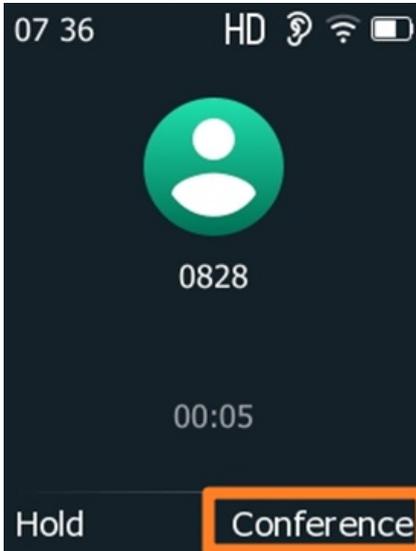
- Avoid tapping or rustling papers near the microphone.
- Speak in your normal voice without shouting.

You can initiate five-way (including yourself) conference calls with your contacts on the phone.

**Set Up Local Conference Call**

**Procedure**

1. Place a call to the first party.
2. Select **Conference** to place a new call.



The active call is placed on hold.

3. Dial the second party's number.
  - You can also select the desired contact from the search list or select a contact from the placed call list or **Directory** before you enter the number.
4. When the second party answers the call, select **Conference** to add the second party to the conference.
5. Repeat the above steps to add more parties to the conference.

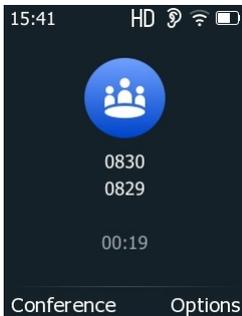
**Merge Two Calls into a Conference**

You can invite a held call into a conference call with the active call.

**Procedure**

1. Place two calls on the phone.
2. Select the desired call for a conference and ensure that the call is active.
3. Select **Conference**.
4. Select the desired hold call and press **OK**.

The active call and the selected hold call are joined into a conference.

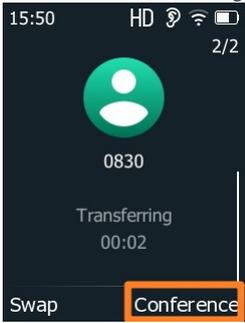


**Invite Transfer Target and Transferee into Conference**

After consulting with the contact you want to transfer a call to, you can invite two calls into a conference.

**Procedure**

1. Select **Conference** after talking with the contact you want to transfer a call to.



2. The transferee and the transfer target join the conference.

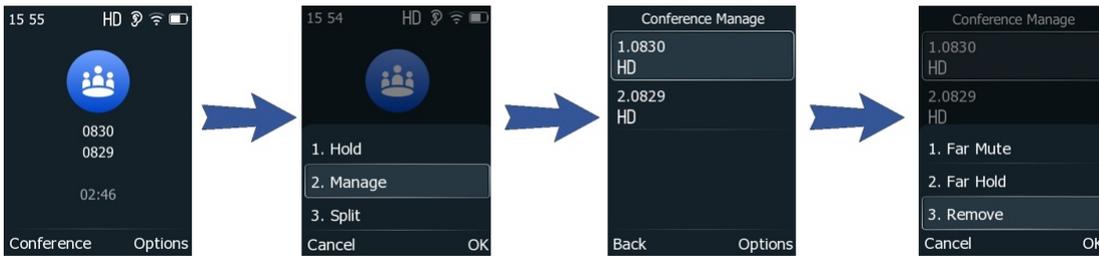
## Remove Participant from Conference

### Introduction

You can remove the conference participant during the conference.

### Procedure

1. During the conference, press **Option > Manage**.
2. Select the desired participant.
3. Select **Remove**.



## Network Conference

### Introduction

If your system administrator has set a network conference feature on your phone, you can initiate a conference with two or more contacts.

### Set Up Network Conference

You can set up a network conference with two or more contacts.

### Procedure

1. Place a call to the first party.
2. Select **Conference**.  
*The active call is placed on hold.*
3. Dial the second party's number.
4. When the second party answers the call, press **Conference** to add the second party to the conference.
5. Press **Conference** to place a new call.  
*The conference call is placed on hold.*
6. Enter the number of the new party, and then press the **OK** key.
7. When the new party answers the call, select **Conference** to add the new party to the conference.
8. Repeat steps 5 to 7 until you add all parties.

**NOTE**

The procedures for setting up a **network conference** call on specific servers may be different. Contact your system administrator for more information.

## Multicast Paging

### Send Multicast Paging

#### Introduction

Multicast Paging allows you to broadcast instant audio announcements to users listening to a specific multicast group on a specific channel.

The phone supports the following 31 channels:

- **0:** Broadcasts are sent to channel 0. Note that the Yealink IP phones running firmware version 80 or earlier can be regarded as listening to channel 0. It is the default channel.
- **1 to 25:** Broadcasts are sent to channels 1 to 25. We recommend that you specify these channels when broad-casting with Polycom IP phones which have 25 channels you can listen to.
- **26 to 30:** Broadcasts are sent to channels 26 to 30. We recommend that you specify these channels when broadcasting with Yealink IP phones running firmware version 81 or later.

#### NOTE

All phones in the multicast paging group must be deployed in the same subnet since a broadcast is used. The phone can only send/receive broadcasts to/from the listened channels. Other channels' broadcasts will be ignored automatically by the IP phone.

#### Send Multicast Paging

Your phone supports up to 31 groups for paging. You can assign a label to each group to identify the phones, such as All, Sales, or HR.

You can set a line key as a Multicast Paging key or Paging List key on the phone, which allows you to send announcements to the phones with pre-configured multicast address(es) on a specific channel(s).

#### NOTE

Multicast RTP is one-way from the sender to the multicast address(es) (receiver). For outgoing RTP multicasts, all other existing calls on the phone will be placed on hold.

#### Set Multicast Paging Key

You can set a Multicast Paging key for a paging group, which allows you to send announcements quickly on the idle screen.

##### Before You Begin

Get the [multicast IP address](#) and port number from your system administrator.

##### Procedure

1. Go to **OK > Advanced**, and input the **Admin Password** (the one you set on the Initial Setup).
2. Go to **Softkey Label**, select the desired key and press **Enter**.
3. Select **Paging** from the **Type** field.
4. Enter the multicast IP address and port number (for example, 224.5.6.20:10008) in the **Value** field.
5. Enter the desired channel between 0 and 30 in the **Channel** field.
6. Press **Save**.



#### TIP

Multicast RTP is one-way from the sender to the multicast address(es) (receiver). For outgoing RTP multicasts, all other existing calls on the phone will be placed on hold.

#### Send Paging by Multicast Paging Key

You can send paging by using the Multicast Paging key when the phone is idle.

##### Before You Begin

You need to set a **Multicast Paging** key in advance. If you are using the T30P/T30 phones, check with your system administrator if the [Multicast Paging](#) key has been set for your phone.

##### Procedure

1. Press the **Multicast Paging** key when the phone is idle.

- Both your phone and the receiver's phone play a warning tone, and the multicast RTP session will be automatically answered on the receiver's phone in speakerphone (hands-free) mode.

### Set Paging List Key

You can set a Paging List key to access the paging groups on the idle screen.

#### Procedure

- Go to **OK > Advanced**, and input the **Admin Password** (the one you set on the Initial Setup).
- Go to **Softkey Label**, select the desired key and press **Enter**.
- Select **Paging List** from the **Type** field.
- Press **Save**.



### Set Paging Group

You can edit the information of the paging group.

#### Before You Begin

A **Paging List** key is set in advance. Get the [multicast IP address](#) and port number from your system administrator.

- Press the **Paging List** key when the phone is idle.
- Select the desired paging group. *The default tag is **Empty** if it is not configured before.*
- Select **Option > Edit**.
- Enter the multicast IP address and port number (for example, 224.5.6.20:10008) in the **Address** field.
- Enter the string displayed on the phone screen in the **Label** field.
- Enter the desired channel between 0 and 30 in the **Channel** field.
- Press **Save**.
- To set more paging groups, repeat steps 2 to 7.

### Send Pages by Paging List Key

You can send paging using the **Paging List** key when the phone is idle.

#### Before You Begin

You need to set a **Paging List** key in advance.

#### Procedure

- Press the Paging List key when the phone is idle.
- Select the desired paging group.
- Select **Paging** to send RTP.

*Both your phone and the receiver's phone play a warning tone, and the multicast RTP session will be automatically answered on the receiver's phone in speakerphone (hands-free) mode.*

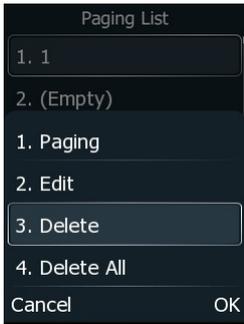
### Delete Paging Group

You can delete any group from the paging group list.

#### Procedure

- Press the Paging List key when the phone is idle.
- If the Paging List key is not set, you can also go to **OK > Features > Others > \* Paging List**.
- Select the desired paging group.
- Select **Option > Delete**.

5. Press **OK**.



## Receive Multicast Paging

Multicast Paging allows you to broadcast instant audio announcements to users listening to a specific multicast group on a specific channel.

The phone supports the following 31 channels:

- **0**: Broadcasts are sent to channel 0. Note that the Yealink IP phones running firmware version 80 or earlier can be regarded as listening to channel 0. It is the default channel.
- **1 to 25**: Broadcasts are sent to channels 1 to 25. We recommend that you specify these channels when broad-casting with Polycom IP phones which have 25 channels you can listen to.
- **26 to 30**: Broadcasts are sent to channels 26 to 30. We recommend that you specify these channels when broadcasting with Yealink IP phones running firmware version 81 or later.

### NOTE

All phones in the multicast paging group must be deployed in the same subnet since a broadcast is used. The phone can only send/receive broadcasts to/from the listened channels. Other channels' broadcasts will be ignored automatically by the IP phone.

Your system administrator has set up a listening paging group for you, and you can automatically receive a paging call when the phone is idle.

When there is a voice call or a paging call in progress, or when DND is activated on your phone, the phone handles the new paging call differently according to the [multicast listening settings](#) configured by your system administrator.

## Manage a Paging Call

Multicast Paging allows you to broadcast instant audio announcements to users listening to a specific multicast group on a specific channel.

The phone supports the following 31 channels:

- **0**: Broadcasts are sent to channel 0. Note that the Yealink IP phones running firmware version 80 or earlier can be regarded as listening to channel 0. It is the default channel.
- **1 to 25**: Broadcasts are sent to channels 1 to 25. We recommend that you specify these channels when broad-casting with Polycom IP phones which have 25 channels you can listen to.
- **26 to 30**: Broadcasts are sent to channels 26 to 30. We recommend that you specify these channels when broadcasting with Yealink IP phones running firmware version 81 or later.

### NOTE

All phones in the multicast paging group must be deployed in the same subnet since a broadcast is used. The phone can only send/receive broadcasts to/from the listened channels. Other channels' broadcasts will be ignored automatically by the IP phone.

During a paging call, you can manage it manually at any time.

### Procedure

Do one of the following:

- Select **Hold** to place the current paging call on hold.

*The paging call is placed on hold and the receiver releases the session*

- Select **Resume** to resume the held paging call.

*The multicast RTP session is re-established.*

- Select **End Call (EndCall)** to end the paging call.
- Select **DND** to enable or disable DND mode.
- Select **Mute** to mute the multicast RTP session.

## Advanced Call Features

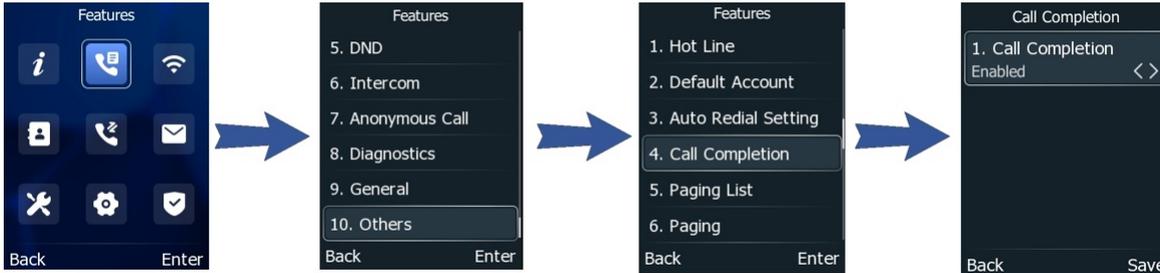
## Call Completion

When you call someone who is temporarily unavailable to answer the call, you can monitor the busy party and establish a call after the busy party becomes available to receive a call.

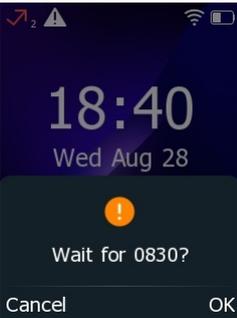
**NOTE**  
 Call completion is not available on all servers. For more information, contact your system administrator.

**Procedure**

1. Go to **OK > Features > Others > Call Completion**.
2. Enabled **Call Completion**.
3. Press **Save**.



When you place a call, and the callee is temporarily unavailable to answer the call, the phone prompts whether to wait for the callee and press **OK** to activate the call completion feature.



When the callee becomes idle, the phone prompts whether to dial the number and press **OK** to dial the number.



## Call Pickup

### Pick Up Call Directly

**Introduction**

You can answer a call that rings on another phone.

**Before You Begin**

The target phone receives an incoming call. Your system administrator has enabled the directed **call pickup** and set the directed call pickup code.

**Procedure**

1. Pick up the handset, and press the line key or the Speakerphone key .

The **DPickup** appears on the phone screen (You may need to select **More > DPickup**).

- For T4X phones, The **DPickup** appears on the phone screen (You may need to select **More  > DPickup**).

2. Select **DPickup** on your phone.
3. Enter the phone number of the person receiving an incoming call.
4. Select **DPickup** again.

The call is answered on your phone.

#### TIP

When the phone is idle, you can use a Directed Pickup or BLF/BLF List key to pick up a call to a specific contact directly.

## Pick Up Group Call Directly

### Introduction

When any phone within a predefined group receives an incoming call, you can pick up that call on your phone. If multiple incoming calls are on the group simultaneously, you can only pick up the first one.

#### Before You Begin

Your system administrator has enabled the [group call pickup](#) and set the group call pickup code.

#### Procedure

1. Pick up the handset, press the line key or the Speakerphone key  or tap the line key.

The **GPickup** appears on the phone screen.

2. Select **GPickup** on your phone when any phone in the group receives an incoming call.

The call is answered on your phone.

## Pick Up Call with Pick Up Key

### Introduction

You can easily use a Pick-Up key to pick up a call to a specific contact's phone.

#### Before You Begin

Ask your system administrator for the [directed call pickup](#) code.

#### Procedure

1. Go to **OK > Advanced**, and input the **Admin Password** (the one you set on the Initial Setup).
2. Go to **Softkey Label**, select the desired key and press **Enter**.
3. Select **Pick Up** from the **Type** field.
4. Select the desired line from the **Account ID** field.
5. Enter the directed call pickup code followed by the specific extension in the **Value** field.
6. Press **Save**.

#### TIP

By default, you can long-press the desired line key to set it.

## Pick Up Call with Group Pickup Key

### Introduction

You can easily select a Group Pickup key to pick up a group call.

#### Before You Begin

Check with your system administrator if the [group call pickup](#) code is required for this key. If required, get the [group call pickup](#) code from your system administrator.

#### Procedure

1. Go to **OK > Advanced**, and input the **Admin Password** (the one you set on the Initial Setup).
2. Go to **Softkey Label**, select the desired key and press **Enter**.
3. Select **Group Pick Up** from the **Type** field.
4. Select the desired line from the **Account ID** field.
5. (Optional.) Enter the group call pickup code in the **Value** field.
6. Press **Save**.

## Call Park & Call Retrieve

### Park or Retrieve Call in FAC Mode

You can park the call to the local or desired extension by dialing the park code.

#### Park Call in FAC Mode

You can park a call in the FAC mode directly. When you park a call to the local or desired extension, the call is held in the same network on your phone.

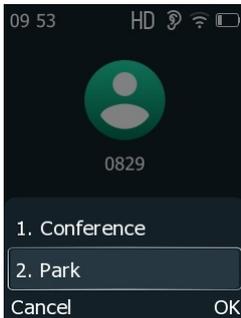
##### Before You Begin

Your system administrator has set **call park** in the FAC mode.

##### Procedure

1. During a call, press **Options > Park**.

*The phone will dial the call park code, which is pre-configured.*



2. Do one of the following:
  - If you want to park the call against the local extension, press the # key.
  - If you want to park the call against the desired extension, enter the extension (for example, 4606) where you want to park the call and press the # key.

*If the call is parked successfully, you will hear a voice prompt that the call is parked.*

##### TIP

- You can use a Park key or a BLF key to park a call to a specific contact directly.
- The BLF key is not available on the T30P/T30 phone.

#### Retrieve Parked Call in FAC Mode

You can retrieve a parked call in the FAC mode from any phone within your network.

##### Before You Begin

Your system administrator has set **call park** in the FAC mode. There is a call parked on the extension.

##### Procedure

1. Press **Options > Retrieve** on the dialing screen.

*The phone will dial the park retrieve code which is configured in advance.*

2. Follow the voice prompt to retrieve:
  - Press the # key on the phone where the call is parked.
  - Enter the desired extension followed by # (for example, 4606#) on any phone.

##### TIP

When the phone is idle, you can use a Retrieve key or a BLF key to retrieve a parked call directly.

### Park or Retrieve Call in Transfer Mode

#### Introduction

You can park the call to the shared parking lot through a blind transfer.

For some servers, the system will return a specific retrieve park number (park retrieve code) after parking successfully.

## Park Call in Transfer Mode

You can park a call directly in transfer mode. When you park a call to the shared parking lot, the call is held on your phone.

### Before You Begin

Your system administrator has set **call park** in the Transfer mode.

### Procedure

1. During a call, press **Options > Park**.

*The call will be directly transferred to the shared parking lot.*

### TIP

You can use a Call Park key to park a call directly to a specific shared parking lot.

## Retrieve Parked Call in Transfer Mode

You can retrieve a parked call in transfer mode from any phone on the same network.

### Before You Begin

Your system administrator has set **call park** in the Transfer mode. There is a call parked on the shared parking lot.

### Procedure

1. Press **Options > Retrieve** on the dialing screen.

*The phone will retrieve the parked call from the shared parking lot.*

### TIP

When the phone is idle, you can use a Retrieve key to retrieve a parked call directly.

## Intercom

## Place Intercom Call

### Introduction

You can place an intercom call to relay a message to a contact quickly.

The target phone plays a warning tone and automatically answers the call in speakerphone (hands-free) mode by default. When the target phone has an active call, the intercom call is answered automatically after the active call ends.

### Procedure

1. Go to **OK > Advanced**, and input the **Admin Password**.
2. Go to **Softkey Label**, select the desired key and press **Enter**.
3. Select **Intercom** from the **Type** field.
4. Select the desired line from the **Account ID** field.
5. (Optional) Enter the directed call pickup code followed by the specific extension in the **Value** field.
6. Press **Save**.
7. Press the Intercom key to place an intercom call.



## Answer Intercom Call

### Introduction

By default, when there is an incoming intercom call, the phone plays a warning tone and automatically answers the incoming call.

During the intercom call, you can switch between the Speakerphone (hands-free), and Handset modes. If your phone is set to answer intercom calls with your microphone muted, you need to press the Mute key  to unmute your microphone before responding.

You can configure the following behaviors when receiving an intercom call.

- **Intercom Allow**

The Intercom Allow feature allows the phone to answer an incoming intercom call automatically. If you disable this feature, the phone will handle an incoming intercom call like a normal one.

**NOTE**

Your system administrator can set a period of delay time before the phone automatically answers intercom calls.

- **Intercom Mute**

The Intercom Mute feature allows the phone to mute the microphone when incoming intercom calls are answered automatically.

- **Intercom Tone**

The Intercom Tone feature allows the phone to automatically play a warning tone before answering an intercom call.

- **Intercom Barge**

Intercom Barge allows the phone to automatically answer an incoming intercom call while an active call is in progress. The active call will be placed on hold. If you disable this feature, the phone will handle an incoming intercom call like a normal incoming call while there is already an active call on the phone.

**NOTE**

To enable the phone to receive a new incoming call when it already has an active call, make sure that the call waiting feature is enabled on the phone in advance.

#### Procedure

1. Go to **OK > Features > Intercom**.
2. Make the desired changes.
3. Press **Save**.



## Shared Line

### Place & Answer Calls on Shared Line

#### Place Calls on Shared Line

You can place one or multiple calls on a shared line.

The phone places a call on the first shared line key automatically. You can select the desired shared line key first and place a call using this key.

#### Answer Calls on Shared Line

You can answer one or more calls on the shared line.

When an incoming call arrives on the shared line, all the registered phones will ring simultaneously, and the call can be answered on any phone. Incoming calls will be distributed evenly among the available shared line keys.

## Short Message Service (SMS)

#### Introduction

Text messages can be stored in your phone's Inbox, Sentbox, Outbox or Draftbox, and each box stores up to 100 text messages.

If there are more than 100 text messages in any one of the boxes, the phone will directly delete the oldest text message in the box.

#### Read Text Message

You can read your text messages on the phone, to obtain text information sent by a contact.

**Procedure**

1. Go to **OK > Message > Text Message > Inbox**.
2. Select the desired message and select **View**.



**NOTE**

If the phone prompts you there is a new text message, you can select the **View** soft key to read the new messages directly. But your system administrator can disable the prompt box for the new message(s).

**Send Text Message**

The phones can send text messages.

**Procedure**

1. Go to **OK > Message > Text Message > New Message**.
2. Compose the new text message.
3. Press **Send**.
4. Select the desired account from the **From** field.
5. Enter the number you want to send the message to in the **To** field. Or press **Directory** and select the desired contact from the Directory list.
6. Send the message.



**Reply to Text Message**

You can reply to a message after reading a text message.

**Procedure**

1. Go to **OK > Message > Text Message > Inbox**.
2. Highlight the desired message and select **Reply**.
3. Compose the new text message.
4. Press **Send**.

**Delete Text Message**

You can delete messages from your phone after reading.

**Procedure**

1. Go to **OK > Message > Text Message > Inbox**.
2. Select the desired message.
3. Select **Option > Delete**.

*The phone prompts you to delete the message or not.*

4. Select **OK**.

You can also delete all text messages by selecting the **Delete All**.

**Voice Mail**

## Introduction

Voice Mail feature allows you to leave voice mails for someone or listen to your voice mail messages on your IP phones. This feature is set up on the server side, and not all servers support this feature.

### Set Voice Mail Code

If you want to connect your phone to the message center, you need to set the voice mail code on your phone.



#### TIP

Voice Mail can support playback for up to 2 minutes.

### Before You Begin

Get the [voice mail](#) code from your system administrator.

### Procedure

1. Go to **OK > Message > Voice Mail > Set Voice Mail Code**.

You can also press the MESSAGE key  when the voice mail code is not configured.

2. Enter the voice mail code (for example, \*4) in the desired account field.
3. Select **Save**.



### Leave Voice Mails

You can leave a voice mail to someone busy or inconvenient to answer the call.

### Procedure

1. Follow the voice prompts to leave a voice mail.
2. Hang up to complete the voice mail.

### Listen to Voice Mails

You can listen to your voice mails on the phone, to obtain voice information sent by a contact.

### Before You Begin

You need to set the voice mail code in advance.

### Procedure

1. Go to **OK > Message > Voice Mail > View Voice Mail**.

*The phone screen displays the amount of new and old voice mails.*

2. Select an account, and then select **Connect**.
3. Follow the voice prompt to listen to your voice mails.



#### NOTE

When the phone prompts that the phone receives a new voice mail, you can press the MESSAGE key  or **Connect** soft key to dial out the voice mail access code directly.

## Use Hot Desking

### Introduction

You can use hot desking to log out from the current account and then log in to a new account. So many users can share one phone resource at different times.

**NOTE**

Hot desking is not available on all servers. Contact your system administrator for more information.

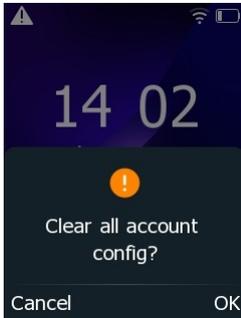
**Before You Begin**

Your system administrator has set a **Hot desking** key for you to use this feature. Get the login account information from your system administrator.

**Procedure**

1. Press the **Hot Desking** key when the phone is idle.

*The phone prompts you to clear the account configuration or not.*



2. Select **OK**.

*Registration configurations of all accounts on the phone will be cleared immediately. The login wizard will be displayed.*

3. Enter the login information.



4. Press **Save**.

## Directory

### Local Directory

### Manage Local Directory Groups

**Introduction**

You can manage the Local Directory groups when the phone is idle.

**Add Contact Groups**

You can add additional groups in the Local Directory to organize your contacts and make them easier to find.

**Procedure**

1. Go to **OK > Directory > Local Directory**.
2. Press **Options > Add Group**.
3. Enter the desired group name.

4. Press **Save**.

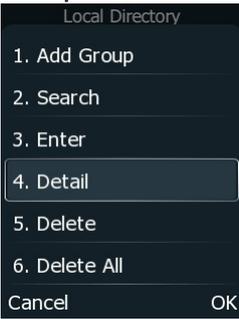


**Edit Contact Groups**

You can change or add the group's information.

**Procedure**

1. Go to **OK > Directory > Local Directory**.
2. Select the desired group.
3. Select **Option > Detail**.



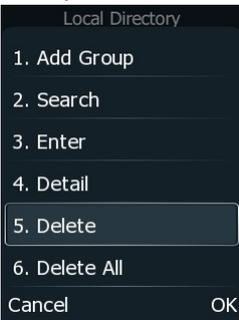
4. Edit the group name.
5. Press **Save**.

**Delete Contact Groups**

When you delete a contact group, the contacts in the group will not be deleted. You can view the contacts in **All Contacts** list.

**Procedure**

1. Go to **OK > Directory > Local Directory**.
2. Select the desired group.
3. Select **Option > Delete**.



*The phone prompts you to delete the group or not.*

4. Press **OK**.

**Manage Local Directory Contacts**

**Introduction**

You can manage the Local Directory contacts when the phone is idle.

**Add Contacts**

When you add a contact to your Local Directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

**Procedure**

1. Go to **OK > Directory > Local Directory**.

2. Select the desired contact group or **All Contacts**.
3. Select **Add**.
4. Enter the contact's information.

5. Select the desired account from the **Account** field.
6. Press **OK**.

### View Contacts

You can view the local contacts from the Local Directory on your phone.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select the desired contact group or **All Contacts**.

*The contact names are displayed in alphabetical order.*

### Edit Contacts

You can update your contact's information.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact, and select **Option > Detail**.
4. Edit the contact information.
5. Press **Save**.

### Delete a Contact

You can delete any contact from the Local Directory.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact, and select **Options > Delete**.

*The phone prompts you to delete the contact or not.*

4. Press **OK**.

### Delete All Contacts

You can delete all contacts from the Local Directory.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
  2. Select the desired contact group or **All Contacts**.
  3. Select the desired contact, and select **Options > Delete All**.
- The phone prompts you to delete all contact or not.*
4. Press **OK**.

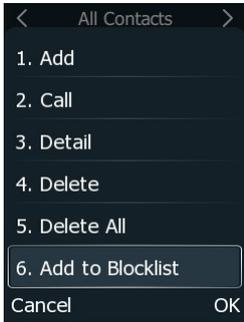
## Move Local Directory Contact to Blocklist

### Introduction

You can move a contact in the Local Directory to blocklist. Incoming calls from this contact will be rejected automatically.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select the desired contact, and select **Options > Add to Blocklist**.  
*The phone prompts you to move to the blocklist or not.*
3. Press **OK**.



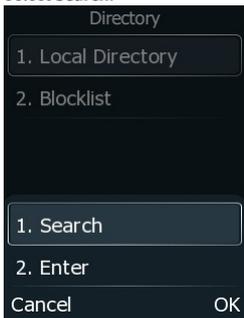
## Search for Contacts

### Introduction

In the Local Directory, you can enter search criteria to find your desired contact quickly.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select **Search**.



3. Enter your search criteria in the search field.

## Update Network Directory Contacts

### Before you begin

Make sure that your administrator has set up network contacts.

#### Procedure

1. Go to **OK > Directory > Network Directory**.
2. Press **Update**.
3. Select an item and then press **Update**.
4. (Optional) Select an item and then press **Enter**.
5. (Optional) Press **Option > Update**.

## Favorite

### Add Favorites

#### Introduction

Favorites are the contacts in your Local Directory that you call most often.

If your system administrator has enabled the [Favorites](#) feature for you, you can add contacts as favorites, view favorites on the idle screen, reorder favorites, and delete favorites. After adding a contact as a favorite, your phone will automatically assign a Speed Dial key for it. You can quickly dial a contact using the Speed Dial key on the idle screen.

On all IP phones, a star is displayed in the Local Directory for a contact saved as the favorite.

### Add Existed Contact to Your Favorites

You can add an existing contact as a favorite from the Local Directory.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select the desired contact, and select **Options**.
3. Select **Copy to Favorites**.



*The phone prompts you to automatically accept the next available index number or manually enter your own.*

4. Select **OK** to automatically accept an index number or select **Edit** or **Cancel** to enter an index number (1-999999999).

### Add New Contact to Your Favorites

You can add a new contact as a favorite by designating an index number.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select **Add**.
3. Enter the contact information.
4. Enter the desired index number (1-999999999) in the **Favorite Index** field.



5. Press **Save**.

## View & Reorder & Delete Favorites

### View Favorites

You can view a list of favorites in the Favorites directory.

#### Procedure

1. Go to **OK > Directory > Favorites**.



### Reorder Favorites

You can reorder favorites to change the display order in the Favorite.

#### Procedure

1. Go to **OK > Directory > Favorites**.
2. Select the desired contact, and select **Options > Detail**.
3. Enter a new index number in the **Favorites Index** field.



4. Press **Save**.

### Delete Favorites

You can delete favorites to make room for new favorites.

#### Procedure

1. Go to **OK > Directory > Favorites**.
2. Select the desired contact, and select **Options > Detail**.
3. Delete the favorite index number in the **Favorites Index** field.
4. Press **Save**.

*The contact is removed from the Favorites directory, while it still remains in your Local Directory.*

#### NOTE

You can also delete a favorite by selecting **Options > Remove from Favorites**.

## Blocklist

### Add & View & Edit & Delete Blocklist Contacts

#### Introduction

Incoming calls from the Blocklist are rejected automatically. You can store up to 30 contacts in the blocklist to block unwanted callers.

#### Add Blocklist Contact

You can add a blocklist contact on the phone to prevent someone from calling you.

#### Procedure

1. Go to **OK > Directory > Blocklist**.

2. Select **Add**.
3. Enter the blocklist contact's information.
4. Press **Save**.

### View Blocklist Contacts

You can view the blocklist contacts from the Blocklist on your phone.

#### Procedure

1. Go to **OK > Directory > Blocklist**.

### Edit Blocklist Contact

You can update your blocklist contacts' information.

#### Procedure

1. Go to **OK > Directory > Blocklist**.
2. Select the desired blocklist contact, and select **Options > Detail**.
3. Edit the blocklist contact information.
4. Press **Save**.

### Delete Blocklist Contacts

You can delete one or all blocklist contacts. If a contact is removed from the blocklist, you can answer the call from the contact normally.

#### Delete a Blocklist Contact

If you want to answer a call from a specific contact, you need to remove it from the Blocklist.

#### Procedure

1. Go to **OK > Directory > Blocklist**.
2. Select the desired blocklist contact.
3. Select **Options > Delete**.

*The phone prompts you to delete the contact or not.*

4. Press **OK**.

#### Delete All Blocklist Contacts

You can delete all contacts from the Blocklist when you are ready to answer calls from them again.

#### Procedure

1. Go to **OK > Directory > Blocklist**.
2. Select the desired blocklist contact.
3. Select **Options > Delete All**.

*The phone prompts you to delete all contacts or not.*

4. Press **OK**.

## Move Blocklist Contact to Local Directory

You can move a blocklist contact to a Local Directory. Incoming calls from this contact will not be rejected automatically.

#### Procedure

1. Go to **OK > Directory > Blocklist**.
2. Select the desired blocklist contact.
3. Select **Add to Contacts**.

*The phone prompts you to move to contact or not.*

4. Press **OK**.

## Google Contacts

If your system administrator has enabled the [Google Contacts](#) feature, you can access Google Contacts, which lists contacts and groups within your Google account.

### Enable Google Contacts Feature

You need to enable the Google Contacts feature first if you want to get contacts from your Google account.

**Before You Begin**

Make sure you have added a Google account to your phone.

**Procedure**

1. Swipe left or right to go to the second idle screen.
2. Go to **Settings > Basic Settings > Google Contacts**.
3. Mark the **On** radio box.

**View Google Contacts**

You can view Google contacts on your phone.

**Procedure**

1. Go to **OK > Directory > Google Contacts**.

**Add Google Contact**

You can add a Google contact on your phone directly. The operation will sync on the Google contact server.

**Before You Begin**

Make sure the Google Contacts feature is enabled.

**Procedure**

1. Go to **OK > Directory > Google Contacts**.
2. Select the desired contact, and select **Options > Add to Contacts**.
3. Edit the contact information.
4. Press **Save**.

**Edit Google Contact**

You can edit the Google contact's detailed or latest information on your phone. The operation will sync on the Google contact server.

**Procedure**

1. Go to **OK > Directory > Google Contacts**.
2. Select the desired contact, and select **Options > Detail**.
3. Press **Save**.

**Delete Google Contact**

You can delete any contact in the Google Contacts. The operation will sync on the Google contact server.

**Procedure**

1. Go to **OK > Directory > Google Contacts**.
2. Select the desired contact, and select **Options > Delete**.
3. Press **OK**.

**Update Google Contacts**

The Google contacts may be updated on the Google Contact Server, you can update Google contacts on your phone to get the newest Google contacts.

**Procedure**

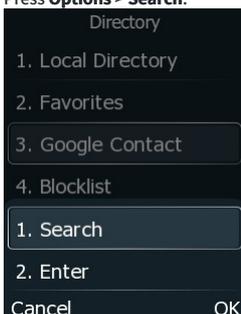
1. Go to **OK > Directory > Google Contacts**.
2. Select **Update**.
3. Select **Update**.

**Search for Google Contacts**

You can enter search criteria to find your desired Google contacts quickly.

**Procedure**

1. Go to **OK > Directory > Google Contacts**.
2. Press **Options > Search**.



3. Enter the search criteria.

## Remote Phone Book

If your system administrator has enabled the [Remote Phone Book](#) feature, you can access your corporate directory directly from your phone.

### Search for Remote Phone Book Contacts

In the Remote Phone Book, you can enter search criteria to find your desired contact quickly.

#### Procedure

1. Go to **OK > Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Select **Search**.
4. Enter your search criteria in the search field.

### View Remote Phone Book Contacts

You can view the contact list of the remote phone book on your phone.

#### Procedure

1. Go to **OK > Directory > Remote Phone Book**.

### Save Remote Phone Book Contact to Local Directory

You can save any remote phone book contact to the Local Directory, to conveniently call this contact when you can- not access the remote phone book.

#### Procedure

1. Go to **OK > Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Select the desired contact, and then select **Options > Add to Contacts**.
4. Edit the corresponding fields.
5. Select **Save**.

### Save Remote Phone Book Contact to Blocklist

You can save any remote phone book contact to the Blocklist on the phone, to prevent this contact from calling you.

#### Procedure

1. Go to **OK > Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Select the desired contact and select **Options > Add to Blocklist**.
4. Edit the contact information.
5. Press **Save**.

## Call History

### Call History Icons

Each icon in the Call History indicates the corresponding call history status.

| Icons  | Description   | Icons   | Description    |
|--|---------------|---|----------------|
|  | Received Call |  | Missed Call    |
|  | Placed Call   |  | Forwarded Call |

### View History Records

The history record saves the call information such as the caller's name and number, local line and call duration.

#### Procedure

1. Press **History** or go to **Menu > History**.
2. Select the desired list.
3. Select the desired entry.
4. Select **Options > Detail**.

## Save History Record to Local & Blocklist

### Save History Record to Local Directory

To identify someone's call the next time, you can save a history record to the Local Directory.

#### Procedure

1. Select **History** or go to **Menu > History**.
2. Select the desired entry, and select **Options > Add to Contacts**.
3. Edit the contact information.
4. Press **Save**.

### Save History Record to Blocklist

You can prevent someone from calling you again by saving a history record to Blocklist.

#### Procedure

1. Select **History** or go to **Menu > History**.
2. Select the desired list.
3. Select the desired entry, and select **Options > Add to Blocklist**.
4. Edit the contact information.
5. Press **Save**.

## Delete History Records

You can delete one or all call records from the call history list.

### Delete Call Record

You can delete any call record from the call history list.

#### Procedure

1. Press **History** or go to **Menu > History**.
2. Select the desired list.
3. Select the desired entry, and press **Options > Delete**.

*The phone prompts you to delete the record or not.*

4. Press **OK**.

### Delete All Call Records

You can delete all call records from the call history list.

#### Procedure

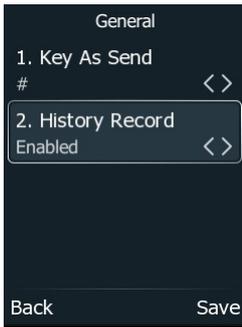
1. Press **History** or go to **Menu > History**.
2. Select the desired list.
3. Press **Options > Delete All**.  
*The phone prompts you to delete all the records or not.*
4. Press **OK**.

## Disable History Record

If you disable the history record, you cannot save any call log on the phone.

#### Procedure

1. Go to **ok > Features > General > History Record**.
2. Enable **History Record**.
3. Press **Save**.



## Customize Your Phone

### Change Administrator Password

#### Introduction

By default, you require an administrator password to access the **Advanced/Advanced Settings** menu. The default password is "admin". For security reasons, you should change the default password as soon as possible.

#### Procedure

1. Go to **OK > Advanced**, and input the **Admin Password** (the one you set on the Initial Setup) > **Change Password**.
2. Enter your old and new password information.
3. Select **Save**.



## Wallpaper

You can change the background picture that is displayed on your phone.

The phone comes with a default background picture, you can change it to another built-in picture. You can also add personal pictures stored on a USB flash drive, or use a custom picture uploaded by your system administrator as the wallpaper.

#### Change Wallpaper on Idle Screen

You can set one of your pictures as the background image on your phone's idle screen.

#### Procedure

1. Go to **OK > Basic > Display > Wallpaper**.
2. Select the desired image.
3. Select **Save**.



## Screen Saver

The screen saver starts automatically when your phone has been idle for the preset waiting time. You can stop the screen saver by pressing any key.

### Change Waiting Time for Screen Saver

You can set the waiting time after no activity before displaying the screen saver.

#### Procedure

1. Go to **OK > Basic > Display > Screensaver**.
2. Select the desired waiting time from the **Screensaver Wait Time** field.
3. Select **Save**.



### Disable Time/Date & Status Icons Display

You can disable your phone to display time, date, and status icons on the screen saver.

#### Procedure

1. Go to **OK > Basic > Display > Screensaver**.
2. Select **Disabled** from the **Display Clock** field.
3. Select **Save**.

#### NOTE

You cannot configure Time & Date and status icons display if your system administrator has set your phone to display custom information on the screen saver.



### Set Screen Saver Type

The screen saver can start with different types, and you can set it manually.

You can choose one of the following screen saver types:

- System
- Custom

#### Before You Begin

If you want to set a custom picture as the **screen saver**, make sure that your system administrator has uploaded the custom picture.

If you want to show custom information on the **screen saver**, make sure that your system administrator has set the custom information.

#### Procedure

1. Go to **OK > Basic > Display > Screensaver**.
2. Select the desired screen saver type from the **Screensaver Type** field.
  - If you select **System**.
 

The phone automatically sets the built-in picture as the screen saver.
  - If you select **Custom**.
 

The phone automatically sets the custom pictures as the screen saver and displays these pictures alternately.

3. Select **Save**.



## Change Backlight & Time

You can change the brightness of the phone screen during phone activity and inactivity. The brightness automatically changes after the phone has been idle for a specified time. You can change the screen backlight and time in the following settings:

**Active Level:** The brightness level of the phone screen when the phone is active. Digits 1 to 10 represent different brightness levels. 10 is the brightest level.

**Inactive Level:** The brightness of the phone screen when the phone is inactive. You can select a low brightness or turn off the backlight.

**Backlight Time:** The delay time to change the brightness of the phone screen when the phone is inactive. Backlight time includes the following settings:

- **Always On:** Backlight is on permanently.
- **Always Off:** Backlight is off permanently.
- **30min, 1h, 2h, 4h, 6h, 8h or 12h:** Backlight is changed when the phone is inactive after the designated time.

### Procedure

1. Go to **OK > Basic > Display > Backlight**.
2. Select the desired level from the **Active Level** field.
3. Select the desired level from the **Inactive Level** field.
4. Select the desired time from the **Backlight Time** field.
5. Select **Save**.



## Set the Keypad Light

### Introduction

You can enable the keypad light to illuminate the keypad keys when any key is pressed.

### Procedure

1. Go to **OK > Basic > Display > Keypad LED**.
2. Select **On** and **Save**.



## Change Language

Your phone supports several languages that you can choose to use on the phone.

Contact your system administrator to find out exactly which **languages** are supported on your phone.

### Procedure

1. Go to **OK > Basic > Language**.

2. Select the desired language.
3. Select **Save**.

*The phone language is changed to the selected one.*



## Time & Date

You can set the time and date manually. The time and date formats are also variable.

### Set Time & Date Manually

#### NOTE

After the phone reboots, it will be forcibly switched to obtain the time and date from the NTP server.

If your phone cannot obtain the time and date automatically, you can set it manually.

#### Procedure

1. Go to **OK > Basic > Time & Date > General > Manual Settings**.
2. Edit the date and time.
3. Select **Save**.

*The time and date set on the phone will be changed accordingly.*

### Change Time & Date Format

#### NOTE

Your system administrator can customize the date format.

You can set the phone to display the time in a 12-hour format or 24-hour format. You can also change the date format, including the options to display the day (D), month (M), and year (Y).

#### Procedure

1. Go to **OK > Basic > Time & Date > Time & Date Format**.
2. Select the desired time format or date format.
3. Select **Save**.

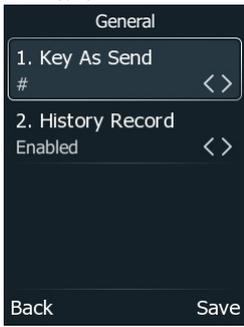
## Set Key as Send

The pound key (#) is used as the send key by default. To type a phone number followed by the pound key (#), you can set the send key to the star key (\*). You can also disable "#" and "\*" to be used as the send key.

#### Procedure

1. Go to **OK > Features > General**.
2. Select the desired value from the **Key As Send** field.

3. Select **Save**.



## Customize Soft Keys

You can customize the function of the soft keys.

The soft keys are typically used to access frequently used functions and to create menu shortcuts to access frequently used phone settings. The soft keys perform the same functions as the hard keys.

### Available Access Features

History, Missed, Received, Redial, Speed Dial, Menu, Line Status, Default Line, Call Forward, Do Not Disturb, Intercom, Directory, Local Directory, Remote Directory, Volume, Paging, Shared Directory, Status, XML Browser

### Procedure

1. Go to **OK > Advanced**, and input the **Admin Password** (the one you set on the Initial Setup).
2. Go to **Softkey Label**, select the desired key and press **Enter**.
3. Select the desired key type from the **Type** field.
4. (Optional) Select the desired line from the **Account ID** field.
5. (Optional) Enter the string that will appear on the phone screen in the **Label** field.
6. (Optional) Enter the corresponding value in the **Value** field.
7. Select **Save**.

### NOTE

We recommend that you keep a **Menu** soft key, otherwise you cannot access the phone settings.

| Key | Default Access Feature |
|-----|------------------------|
|     | History                |
|     | Directory              |
|     | SwitchAccount          |
|     | Forward                |
|     | Volume-                |
|     | Volume+                |
|     | Menu                   |
|     | N/A                    |
|     | N/A                    |

## Phone Lock

Phone lock helps you protect your phone from unauthorized use.

### Set Phone Lock

You can manually lock the phone or wait a specified time to lock the phone automatically.

### NOTE

The off-hook key and Speakerphone key are always available when you lock the phone.

### Procedure

1. Go to **OK > Basic > Phone Lock**.
2. Select **Enabled** in the **Phone Lock** field.

3. Enter the desired interval (0 - 3600 seconds) in the **Auto Lock** field.

**NOTE**  
The phone will not be automatically locked if the value is set to 0.

4. (Optional) Set the **New Unlock PIN** and the **Confirm Unlock PIN**.

5. Select **Save**.

**Lock Your Phone Manually**

You can lock the phone manually before the phone is automatically locked.

**Before You Begin**

Make sure that the phone lock is enabled.

**Procedure**

Long press # key when the phone is idle.

*The lock icon appears on the phone screen.*

**Unlock Your Phone**

You can use an unlock PIN to unlock the phone.

If you forget the unlock PIN, you can enter the [administrator password](#) to unlock your phone, and then automatically access the PIN change screen.

**Procedure**

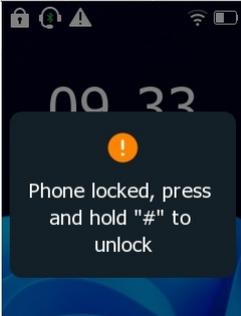
**If an lock PIN is set:**

1. Press any locked key, and the phone prompts you to enter an unlock PIN.
2. Enter the desired PIN in the **Unlock PIN** field.
3. Select **OK**.



**If no lock PIN is set:**

1. Press any locked key, and the phone prompts you to press and hold the # to unlock.



*The lock icon disappears from the phone screen.*

**Set Your Phone Unlock PIN**

You can change the unlock PIN.

**Procedure**

1. Go to **OK > Basic > Phone Lock**.
2. Set the new unlock PIN.

**Sleep State**

**Introduction**

The phone can enter or exit the sleep state.

**Enter Sleep State**

- When there is no operation on the phone for more than 30 s, it enters the sleep state.

- Press the  key to enter the sleep state.

### Exit Sleep State

- The phone automatically exits the sleep state when there is an incoming call.
- Press any phone key to exit the sleep state.

## Audio Settings

### Adjust Volume

You can adjust the volume of the ringer, media, and audio during a call.

#### Procedure

- During a call, press the  and  keys to adjust the volume.
- In the idle status, press the  and  keys to adjust the volume by default.

#### NOTE

You can set the softkey to change the volume key according to your needs. However, we suggest you don't modify this setting.

### Set Ring Tone

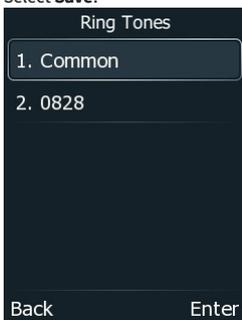
You can set distinctive ring tones for groups or contacts in your Local Directory so that you can identify the caller when your phone rings. The ringtones are used according to this priority: Contact ring tone > Group ring tone > Account ring tone > Phone ring tone.

#### Set Ring Tone for Phone

You can choose a ring tone for all incoming calls.

#### Procedure

1. Go to **OK > Basic > Sound > Ring Tones > Common**.
2. Select the desired ring tone.
3. Select **Save**.



#### Set Ring Tone for Account

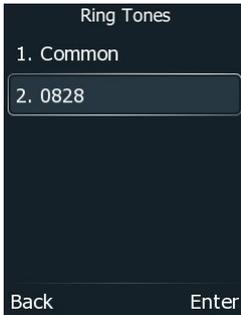
You can select a unique ring tone for an individual account.

#### Procedure

1. Go to **OK > Basic > Sound > Ring Tones**.
2. Select the desired account.
3. Select the desired ring tone.

*If **Common** is selected, this account will use the ring tone selected for the phone.*

4. Select **Save**.



### Set Ring Tone for Group

You can select a unique ring tone for various groups in your Local Directory.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select the desired group.
3. Select **Options > Detail**.
4. Select the desired ring tone from the **Ring** field.

If **Auto** is selected, this group uses the ring tone according to the default priority.

*If a specific ring tone is selected, this group uses the ring tone according to the priority: Contact ring tone>Group ring tone.*

5. Select **Save** or **OK**.



### Set Ring Tone for a Contact

You can select a unique ring tone for various contacts in your Local Directory. This helps you quickly identify callers according to the ring tones.

#### Procedure

1. Go to **OK > Directory > Local Directory**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact, and select **Options > Detail**.
4. Select the desired ring tone from the **Ring** field.

*If **Auto** is selected, the contact uses the ring tone according to the default priority.*

5. Select **Save**.

## Disable Key Tone

If you disable the key tone, the phone will not produce a sound when pressing the keypad keys.

#### Procedure

1. Go to **OK > Basic > Sound > Key Tone**.
2. Turn off **Key Tone**.

3. Select **Save**.



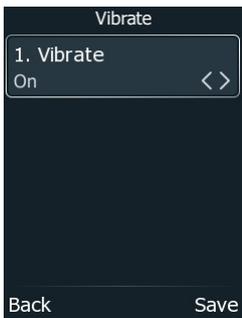
## Set the Vibrator

### Introduction

By default, the phone simultaneously vibrates and rings when receiving an incoming call.

### Procedure

1. Go to **OK > Basic > Sound > Vibrate**.
2. Select **On** and **Save**.



## Mute Ringtone

You can mute the ringtone and vibration of incoming calls on the idle screen.

### Procedure

1. Press and hold the MUTE key  for 2 seconds on the idle screen.
2. Press and hold the MUTE key  again to unmute the ringtone.

## Bluetooth

### Activate Bluetooth Mode

You should activate the Bluetooth mode first when you need to connect the Bluetooth device to your phone.

### Procedure

1. Go to **OK > Basic > Bluetooth**.
2. Select **On** from the **Bluetooth** field.

3. Select **Save**.



*The phone scans the available Bluetooth devices automatically.*

## Pair & Connect Bluetooth Headset

When you need the Bluetooth headset to handle calls, you should pair and connect it to your phone in advance.

### Before You Begin

Make sure that the Bluetooth headset is discoverable.

### Procedure

1. Go to **OK > Basic > Bluetooth**.
2. Select **Scan Bluetooth Device** to search the Bluetooth devices.



*The phone proceeds to scan the local Bluetooth devices, and the phone screen displays the available Bluetooth devices.*

3. Find your Bluetooth headset, and select **Connect**.

*The Bluetooth icon appears on the phone screen.*

## View Bluetooth Device Information

You can view the Bluetooth device information when the Bluetooth mode is activated.

### Before You Begin

Make sure that the Bluetooth mode is activated and the Bluetooth device has been paired on your phone.

### Procedure

1. Go to **Menu > Basic > Bluetooth > Paired Bluetooth Device**.
2. Select the desired Bluetooth device.
3. Select **Option > Detail** to view the device name, device mac address, and the synchronization status.



## Edit Device Name of Phone

You can edit the device name of your phone for easily recognizable.

**Before You Begin**

Make sure that the Bluetooth mode is activated.

**Procedure**

1. Go to **OK > Basic > Bluetooth > Edit My Device Information**.

*The phone screen displays the device name.*

2. Enter the desired name in the **Device Name** field.
3. Select **Save**.

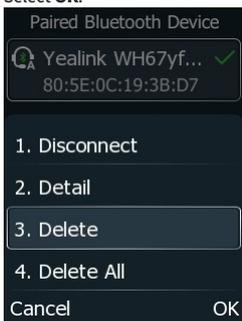


## Delete Paired & Unpair Bluetooth Device

You can delete the Bluetooth device paired from your phone; the next time you activate the Bluetooth mode, the phone will not automatically connect to this device.

**Procedure**

1. Go to **OK > Basic > Bluetooth > Paired Bluetooth Device**.
2. Select **Option > Delete**.
3. Select **OK**.

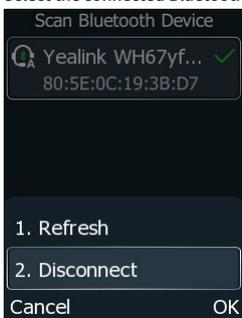


## Disconnect Bluetooth Device

You can disconnect your Bluetooth device from your phone. When you disconnect a Bluetooth device, it remains paired and you can reconnect it to your phone.

**Procedure**

1. Go to **OK > Basic > Bluetooth > Paired Bluetooth Device**.
2. Select the connected Bluetooth device and select **Disconnect**.



**TIP**

You can quickly disconnect your Bluetooth headset by turning your headset off.

## Deactivate Bluetooth Mode

After you deactivate the Bluetooth mode, the Bluetooth device will disconnect from your phone, but it remains paired and you can reconnect it to your phone.

### Procedure

1. Go to **OK > Basic > Bluetooth**.
2. Select **Off** from the **Bluetooth** field.
3. Select **Save**.



## Headset

### Wired Headset

#### Introduction

The phone supports wired earphones with a 3.5mm earphone jack, enabling the earphones to play incoming call prompts, earphone calls, etc. After the phone is connected to the headset, the status bar displays the headset icon, indicating that the headset channel is available.



## Bluetooth Headset

#### Introduction

The phone has a built-in Bluetooth 5.0 module.

#### Pair and Connect the Bluetooth Headset

For detailed information, refer to [Pair and Connect](#).

#### How to Use

The use of Bluetooth headsets can be divided into three types: call answering; Hang up; and Bluetooth redial.

- **Call Answering**  
When the Bluetooth headset is connected to the phone, you can answer an incoming call by pressing the Bluetooth answer button.
- **Hang Up**
  1. During a call with the Bluetooth headset, you can hang up by pressing the **Call Control** button on the Bluetooth headset.
  2. To reject an incoming call, double-press the **Call Control** button.
  3. To cancel a call while it is ringing, press the **Call Control** button on the headset.
- **Bluetooth Redial**  
When the Bluetooth headset is connected, double-click the answer button to redial the last dialed number.

**NOTE**

Some models do not support the double-click redial function. To check if this function is supported, refer to the headset's instruction [manual](#), or connect the Bluetooth headset to the phone and double-click the answer button to see if it redials.

## Bluetooth Headsets Compatibility List

The following is a list of Bluetooth headsets that are compatible with the AX83H.

| Manufacturer | Model                    |
|--------------|--------------------------|
| Yealink      | BH70                     |
|              | BH71                     |
|              | BH72                     |
|              | BH76                     |
|              | UH38                     |
| Jabra        | Evolve 75 Stereo&Mono    |
|              | Evolve 65                |
|              | Evolve2 65 Stereo&Mono   |
|              | Evolve2 75               |
| Plantronics  | VOYAGER 5200             |
|              | VOYAGER 4300 (4310/4320) |
| Apple        | AirPods                  |
| Aftershokz   | Aeropex                  |
| Sennheiser   | MB Pro2                  |
|              | MB660 UC                 |

For detailed using operation, refer to [Yealink Bluetooth Wireless Headset](#).

## Wireless Network

### Activate Wi-Fi Mode

You can activate the Wi-Fi mode to connect your phone to an available wireless network.

**Procedure**

1. Go to **OK > Wi-Fi**.
2. Select **On** from the **Wi-Fi** field.
3. Select **Save**.

*The phone scans the available wireless networks in your area.*

### Connect Wireless Network

After you have activated the Wi-Fi mode, you can connect the phone to the wireless network.

When the phone is connected to a wireless network, the Wi-Fi icon  will display in the status bar.

**Connect to Available Wireless Network Manually**

When you enable the Wi-Fi mode, the phone is automatically connected to the saved wireless network, and you can also connect it manually.

**Before You Begin**

- Get the password of the wireless network from your system administrator. Make sure that the Wi-Fi mode is activated.
- Make sure that the Wi-Fi mode is activated.

**Procedure**

1. Go to **OK > Wi-Fi**.
2. Select the desired wireless network in the **Available Networks** field and select **Options > Connect** or press **OK** key.
3. Enter the password in the **Password** field.

4. Select **OK**.



**Add Wireless Network Manually**

If the SSID broadcast on your gateway or router is disabled, the wireless network might not appear in the scanning results. In that case, you must manually add a wireless network. The phone can store up to 5 connected wireless networks.

**Before You Begin**

Get the available wireless network information from your system administrator. Make sure that the Wi-Fi mode is activated.

**Procedure**

1. Go to **OK > Wi-Fi**.
2. Select **Known Network** and select **Options > Add**.
3. Do the following:
  - o Select **None** from the **Security Mode** field.
  - o If you select **WEP**, **WPA/WPA2 PSK**, or **WPA3-Personal** from the **Security Mode** field, enter the desired password.
  - o If you select **802.1x EAP** from the **Security Mode** field, select the desired EAP method and enter the desired values in the corresponding fields.
4. Select **Save**.

*The connected wireless networks will be saved to the **Known Network(s)** list.*



**View Wireless Network Information**

You can view the wireless network information (for example, Profile Name, SSID, or Signal Strength) when the Wi-Fi mode is activated.

**Procedure**

1. Go to **OK > Wi-Fi > Wi-Fi Status**.



**Manage Saved Wireless Network**

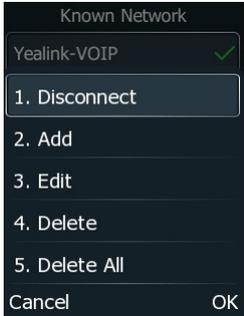
You can edit and delete the saved wireless network.

Once the phone has been connected to a wireless network successfully, this wireless network profile will be saved in the **Known Network(s)** list.

Up to 5 wireless network profiles can be saved in the **Known Network(s)** list. If you want to add a new one when the phone has already saved 5 wireless network profiles, delete an older one before adding.

**Procedure**

1. Go to **OK > Wi-Fi > Known Network**.
2. Select **Options**.
3. Do one of the following:
  - Select **Edit** to edit the wireless network profile, and select **Save**.
  - Select **Delete** or **Delete All** to delete the saved wireless network profile.

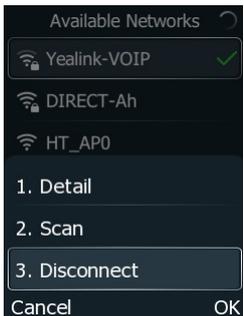


## Disconnect Wireless Network Connection

When you no longer want to connect to the current wireless network, you can disconnect it.

**Procedure**

1. Go to **OK > Wi-Fi**.
2. Select **Available Network**.
3. Select the connected wireless network and select **Disconnect**.



## Maintain Phone

### Warnings

When some issues occur on your phone, a warning icon appears in the status bar. The following lists the detailed situations:

- The default password is being used
- Failed to register the account
- Network is unavailable

**Investigating Warnings**

The warning icon lets you know that your phone has one or more important issues. You can view details about warnings on the **Status** screen.

**Procedure**

1. Go to **OK > Status**.

2. Select **Warnings**.

The **Warnings** screen is displayed listing any issues.



### Clearing Warnings

You can temporarily remove the warning icon from the status bar.

However, the warning icon appears again after the phone reboots or the phone has a new warning if the issue is not solved.

#### Procedure

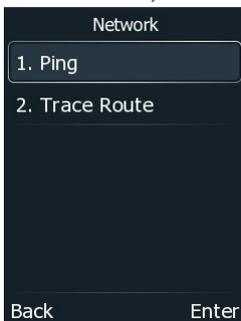
1. Go to **OK > Status > Warnings**.
2. Select **Clear Icon**.

## Diagnose Network

When network problems occur on your phone, you can use the "ping" or "trace route" method to troubleshoot network connectivity problems.

#### Procedure

1. Go to **OK > Features > Diagnostics > Network**.
2. Do one of the following:
  - Select **Ping**, then enter the desired IP address or URL in the **Ping IP or URL** field.
  - Select **Trace Route**, then enter the desired IP address or URL in the **Trace Route IP or URL** field.



3. Select **Start**.

The screen displays the network status information.

## Reboot Phone

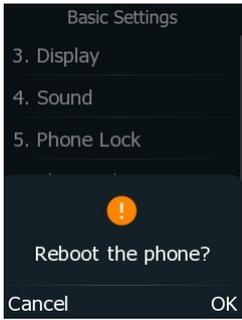
The improper operation may cause malfunction. If the malfunction occurs, your system administrator may ask you to reboot your phone.

#### Procedure

1. Go to **OK > Basic > Reboot**.

The phone prompts you to reboot the phone or not.

2. Select **OK**.



## Reset to Factory Settings

When some issues occur on your phone and you have tried all troubleshooting suggestions but still do not solve the problem, you can reset your phone to factory configurations. This operation will delete all your personal configuration settings, and reset all settings to the factory defaults. Check with your system administrator if the personalized settings are kept before resetting your phone to factory settings.

### NOTE

Resetting your phone may take a few minutes. Do not power off until the phone has started up successfully.

### Procedure

1. Go to **OK > Advanced** (default password: 123456) > **Reset Config**.
2. Select **Reset to Factory Settings**.

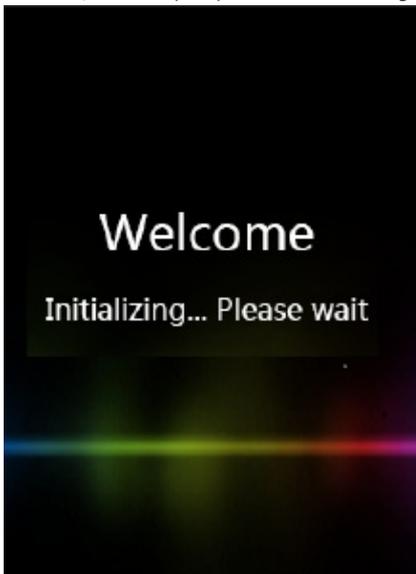
*The phone prompts you to reset the setting or not.*



3. Select **OK**.

*The phone begins resetting.*

*After reset, the screen prompts "Welcome Initializing...Please wait".*



The phone will be reset successfully after startup.

