Yealink

Star2Star
COMMUNICATIONS
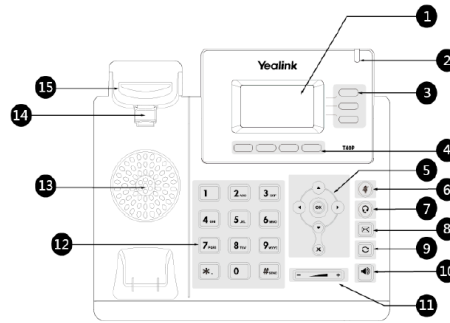One System, One Service, One Provider... The Whole Solution

SIP-T40P IP Phone Quick User Guide

For detailed information please consult the Star2Star Phone and Features Guide, available for view/download via the Star2Star Knowledge Base at:

https://support.star2star.com/

BASIC FEATURES

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1. **LCD Screen**
2. **Power Indicator LED**
3. **Line Keys**
4. **Soft Keys**
5. **Scroll Keys**
6. **Mute Key**
7. **Headset Key**
8. **Message Key**
9. **Redial Key**
10. **Speakerphone Key**
11. **Volume Key**
12. **Keypad**
13. **Speaker**
14. **Hookswitch**
15. **Hookswitch Tab**

MAKING A CALL

Using the handset:

1. Pick up the handset.

2. Enter the number using the keypad and then press the **Send** soft key**.**

Using the speakerphone:

1. With the handset on-hook, press .

2. Enter the number, then press the **Send** soft key.

Using the headset:

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

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

Multiple calls:

1. Press the line key. The active call is placed on hold.
2. Enter the desired number using the keypad.
3. Press the **Send** soft key.

You can press or to switch between calls, then press HOLD again to resume the desired call.

ANSWERING A CALL

Using the handset:
Pick up the handset.

Using the speakerphone:

Press

Using the headset:

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

ENDING A CALL

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

Using the speakerphone:

Press or the **End Call** soft key.

Using the headset:
Press the **Cancel** soft key.

REDIAL

Press to enter the **Placed Calls** list. Press or to select the desired call, then press or the **Send** soft key.

Press twice when the phone is idle to call the last dialed number.

MUTING A CALL

Press to mute the microphone during a call.

Press again to un-mute the call.

VOLUME ADJUSTMENT
Press ⊂━━━▷ during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press ⊂━━━▷ when the phone is idle to adjust the ringer volume.

RING TONE
1. Press the **Menu** soft key when the phone is idle, then select **Settings > Basic Settings > Sound > Ring Tones.**

2. Press ⌃ or ⌄ to select the desired ring tone.

3. Press the **Save** soft key to accept the change.

PUTTING A CALL ON HOLD
Press the **Hold** soft key during an active call.
To resume a held call, press the **Resume** soft key.

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

STAR2STAR CALL PARK AND RETRIEVE
1. Perform an Attended transfer to the park code 7000.
2. Listen to the system retrieval code announcement e.g. 7001
3. Press Transfer.
4. The caller is now parked.
5. The caller will hear music or message on hold if configured on your system.
6. Dial the system retrieval code e.g. 7001 on any local extension to retrieve the call.

TRANSFERING A CALL
There are three ways to transfer a call: Blind Transfer, Attended Transfer and Semi-Attended Transfer.

Blind Transfer:
1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then press the **Transfer** soft key.

Semi-Attended Transfer:
1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then

press ⊞ .
3. Press the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer:
1. Press the **Transfer** soft key during an active call. The call is placed on hold.

2. Enter the number you want to transfer to, then

press ⊞ .
3. Press the **Transfer** soft key when the second party answers.

FORWARDING A CALL
1. Press the **Menu** soft key when the phone is idle, then select **Features > Call Forward.**
2. Select the desired forward type:

Always Forward: Incoming calls are all forwarded unconditionally.
Busy Forward: Incoming calls are forwarded when the phone is busy.
No Answer Forward: Incoming calls are forwarded when the phone is not answered after a preset time period.

3. Enter the number you want to forward to. For **No Answer Forward**, press ⟨ or ⟩ to select the desired ring time to wait before forwarding.
4. Press the **Save** soft key to accept the change.

FIND-ME / FOLLOW-ME
Use the Star2Star Find-Me / Follow-Me feature in the Star2Star Web portal to forward calls from your extension.
Follow Me (Immediate) -- Calls to your extension will be sent automatically to the number you define.
Find Me (Sequential) -- Calls to your extension will ring your extension and any other numbers that you define, in order.
Find Me (All) -- Calls to your extension will ring your extension and any other numbers that you define, all at once.

CONFERENCE CALL
1. Press the **Conf** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then press the **Send** soft key.
3. Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up to disconnect yourself. The other parties will remain connected. Press the **Cancel** soft key to disconnect all parties.
Note: You may split the conference call into two individual calls by pressing the Split soft key.

VOICE MAIL
The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up.

Listening to voice messages:

1. Press ✉ or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.

Alternatively you can dial 1000 to access the Voicemail system at any time. The system will prompt for your password.
Note: when accessing the voice mail system for the first time your password is your extension #. Change this to a 4-digit number you can easily recall.

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

Note: If your phone firmware is updated, contacts entered in this manner will be lost.

Editing a contact:
1. Press the **Directory** soft key when the phone is idle, then select the desired group.
2. Press ⌃ or ⌄ to select the desired contact, then press the **Option** soft key and then select **Detail** from the prompt list.
3. Update the contact information.
4. Press the **Save** soft key to accept the change.

Deleting a contact:
1. Press the **Directory** soft key when the phone is idle, and then select the desired group.
2. Press ⟨ or ⟩ to select the desired contact, then press the **Option** soft key and select **Delete** from the prompt list.

3. Press the OK soft key when the LCD screen prompts *"Delete Selected Item?"*

CALL PICKUP
1. To pick up a call ringing a specific phone that is not ringing as part of a Ring Group, dial ***8xxx** (xxx being the extension of the ringing phone).

2. For example your neighbor's phone extension 112 is ringing. You would dial ***8112** to pickup that call.

3. To pick up a call on any ringing phone dial ***8**.