

Making Calls:

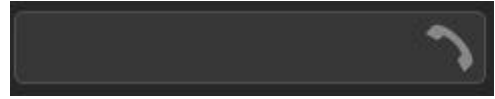


Using your Yealink Desk Phone

Enter the destination number using the keypad and press **SEND**

Using the V6 GUI Client:

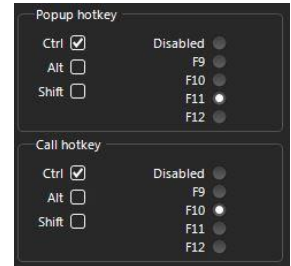
Enter the destination number into the GUI client number composition box and press the green **DIAL** button



Hotkey:

Call Hotkey: highlight the desired number & hold down "Ctrl + F12" to call the number (NB: check the settings to find the correct combination for your GUI)

Popup Hotkey: Hold down "Ctrl + F11" to display the VOIspeed GUI client



Answering Calls:

Using your Yealink Phone

Simply lift the phone hand piece or press the **SPEAKERPHONE** button for hands-free use

Using the V6 GUI Client:

Press the **GREEN CALL ACCEPT** button



Putting a call on hold:

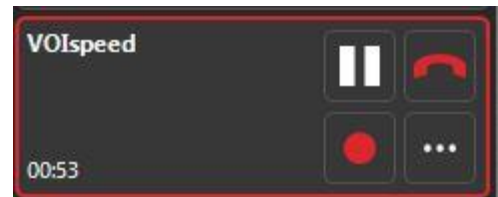
Using your Yealink Phone

Press the **HOLD** button on the phone. Press the **HOLD** Button again to retrieve the call back

Using the V6 GUI Client:

Press the **PAUSE** button to place the call on hold

Press the **PLAY** button to un pause the call



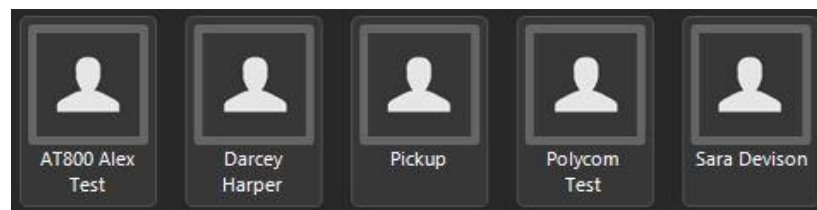
Transferring calls:

Using your Yealink Phone

When in an active call, press the **TRANSFER** button on the phone, dial the number you wish to transfer the call to and press **SEND**.

Using the V6 GUI Client:

DRAG AND DROP the call displayed on the left-hand side onto the corresponding user listed on your GUI list



If you require more information please go to www.voispeed.co.uk and search for a topic using the search engine by pressing the magnifier icon on the top-right: 