



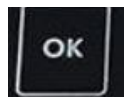
CALL:

Used to answer and initiate calls.



BLUETOOTH:

Accesses Bluetooth functionality.



OK:

Multifunction button used to answer, disconnect and send calls.



END CALL:

Ends calls.



NAVIGATION:

Navigates up and down lists and options.



MUTE:

Mutes and un-mutes an active call.

VOLUME:



Press the left or right arrow to adjust the volume of the ringer and speaker.

BASIC PHONE FEATURES

MAKE A CALL: Dial the number from the keypad. To complete the call, press the Call key or press Send.

ANSWER A CALL: Press the Call key or press Answer.

CALL HOLD: Press the Hold key. To resume the call press the Resume key.

DISCONNECT A CALL: Press the End Call key or press End Call.



HOSTED PBX YEALINK CP920 STATIONS

ADVANCED CALL HANDLING

CALL PARK: Call parks are virtual environments that exist to hold a call that is available to be retrieved from another station in the business. Once a call has been parked, you will be notified of the park queue number. To access that call, press Retrieve and dial the queue number provided.

3-WAY CONFERENCE: With a live call established, press Conference. Dial the 3rd party and press Send. After they answer, press Conference.

TRANSFER: Press the Transfer key and dial a number (or extension). Then either:

- A) Press Send and wait for the recipient to answer and introduce the call. Then press the Transfer key a 2nd time to complete the transfer. Or
- B) Press the B-Transfer key to complete the transfer with no introduction

TRANSFER TO VOICEMAIL: Press the Transfer, dial the number 5, dial the extension and press the B-Transfer key to complete the transfer to voicemail