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One Talk
T67LTE 4G Desk Phone
User Guide

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T67LTE

Table of Contents

Contents

Before You Begin

This guide provides information you need to quickly use your new phone.

Make sure you place the phone on a location with strong 4G signal to ascertain the proper activation and functioning of the device. The 4G phone primary method of communication is LTE; however if it doesn't detect a strong 4G signal, it will ask you if you want to switch to LAN mode in which case an Ethernet of Wi-Fi connection will be required.

Important:
The T67LTE can only be activated over LTE. Connecting the phone to your LAN or Wi-Fi will not allow the phone to complete the first time eSIM provisioning needed.

Getting Started

Before you use your phone, take some time to get familiar with its features and user interface.

The terms "the phone" and "your phone" refer to the T67LTE Desk phone which is a 4G LTE enabled Desk phone.

T67LTE Hardware

Understanding the phone hardware helps you easily use the phone's features.
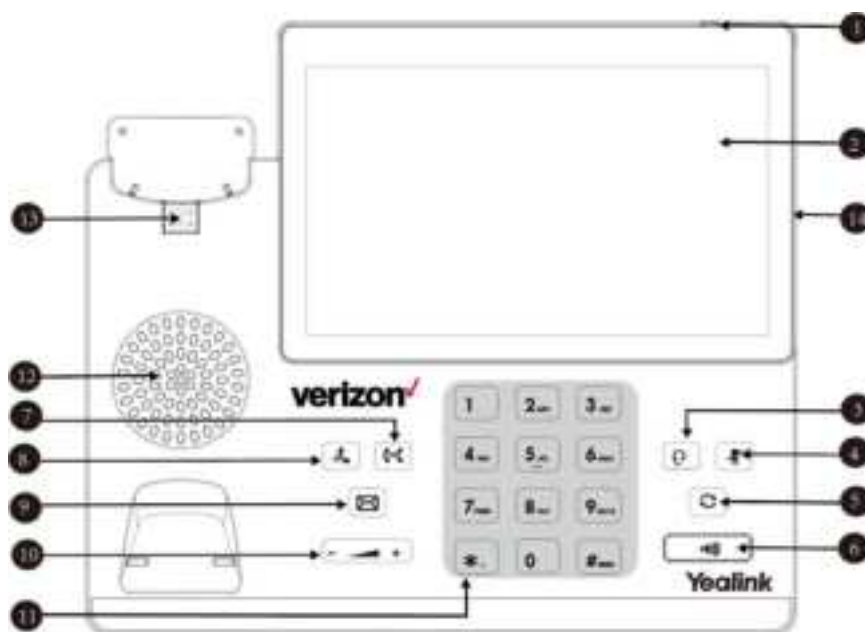
No.	Item	Description
1	Power LED Indicator	Indicates call status, message status and phone's system status.
2	Touch Screen	Allows you to select items and navigate menus on the touch-sensitive screen. Tap to select and highlight screen items. Shows information about calls, messages, time, date and other relevant data.
3	Headset Key	Toggles and indicates the headset mode. The key LED glows green when headset mode is activated.
4	Mute Key	Toggles and indicates mute feature. The key LED glows red when the call is muted.
5	Redial Key	Redials a previously dialed number.
6	Speakerphone Key	Toggles and indicates the hands-free (speakerphone) mode. The key LED glows green when the hands-free (speakerphone) mode is activated.

7	Transfer Key	Transfers a call to another party.
8	Hold Key	Places a call on hold or resumes a held call.
9	Message Key	Accesses voice mails.
10	Volume Key	Adjusts the volume of the handset, headset, and speaker.
11	Keypad	Provides the digits and special characters in context-sensitive applications.
12	Speaker	Provides hands-free (speakerphone) audio output.
13	Reversible Tab	Secures the handset in the handset cradle when the phone is mounted vertically.
14	USB2.0 Port (on the back)	Allows you to connect an optional USB device (for example, USB flash drive) to your phone.

Power LED Indicator

The power LED indicator indicates the call and message status.

LED Status	Description
Solid red	The phone is initializing.
Fast-flashing red (0.3s)	The phone is ringing.
Slowly-flashing red (1s)	The phone received a voice mail.
Solid red for 0.5s and off for 3s alternately	The phone entered the power-saving mode.

Note: The above information introduces the default LED status. Your system administrator can configure the status of the power LED indicator.

Screen and Icons

The user screens and icon indicators can help you navigate and understand the important information on the phone's status.

Control Center and Notification Center

Control center or notification center allows you to access some features or view important notifications quickly.

Procedure
1. Swipe down from the top of the screen.

No.	Name	Description	
1	Time and date	Display the phone's time and date.	
2	Control Center	Airplane Mode	Tap to turn on/off airplane mode.
		FWD	Tap to enter Call Forward setting screen.
		Silent	Tap to turn on/off Silent quickly.
		Wi-Fi	Tap to turn on/off Wi-Fi quickly. Long tap to enter the Wi-Fi setting screen.
		Bluetooth	Tap to turn on/off Bluetooth quickly. Long tap to enter the Bluetooth setting screen.
		Screenshot	Tap to capture a screenshot.
		USB	Tap to access the File Manager to manage the files in the USB flash drive.
		Setting	Tap to enter the Settings screen.
		Backlight	Drag the slider to adjust the screen brightness quickly.
3	Notification Center	Tap Notification/Missed Calls/Voice Mail/Forwarded to view the corresponding notification list. Tap the desired notification message to view the details. Swipe left or right to delete a specific notification. Tap 🗑 to delete all notifications.	
4	Android Keys	◁ : tap to go back to the previous screen. ○ : tap to return to the idle screen. ☐ : tap to view and manage the list of recently used applications.	

You can swipe up from the bottom of the screen to hide this screen.

Idle Screen

The phone has two idle screens by default. You can swipe left or right to switch between different idle screens.

You can add a new idle screen by moving an application or widget to the right side of the second idle screen. This idle screen will be deleted automatically if there is no application or widget on it.

The Home Screen

On the home screen, you can view the phone's current state, add line keys, and access the dialing, Directory, and History screens.

No.	Name	Description
1	Status Bar	Displays the phone's default account, icons and time.
2	Time	The phone's time is displayed on the right of the status bar.
3	Icons	Icons are displayed in the middle of the status bar.
4	Default account	The label of the default account is displayed on the left of the status bar. If there is no account registered on the IP phones, this field will display **No Service**.
5	Phone Dialer	Tap to enter the dialing screen.
6	Directory	Tap to enter the Directory screen and view contacts.
7	History	Tap to enter the History screen and view call history.
8	Wallpaper	Shows the specified wallpaper, which can be customized.
9	Android Keys	◁ : tap to go back to the previous screen. ○ : tap to return to the idle screen. □ : tap to view and manage the list of recently used applications.
10	Screen Indicator	Indicates which idle screen is displayed.
11	Line Key List	Displays the line key labels.
12	Digital Clock Widget	Displays the phone's time and date.

The Second Idle Screen

The second idle screen displays phone's system applications by default.
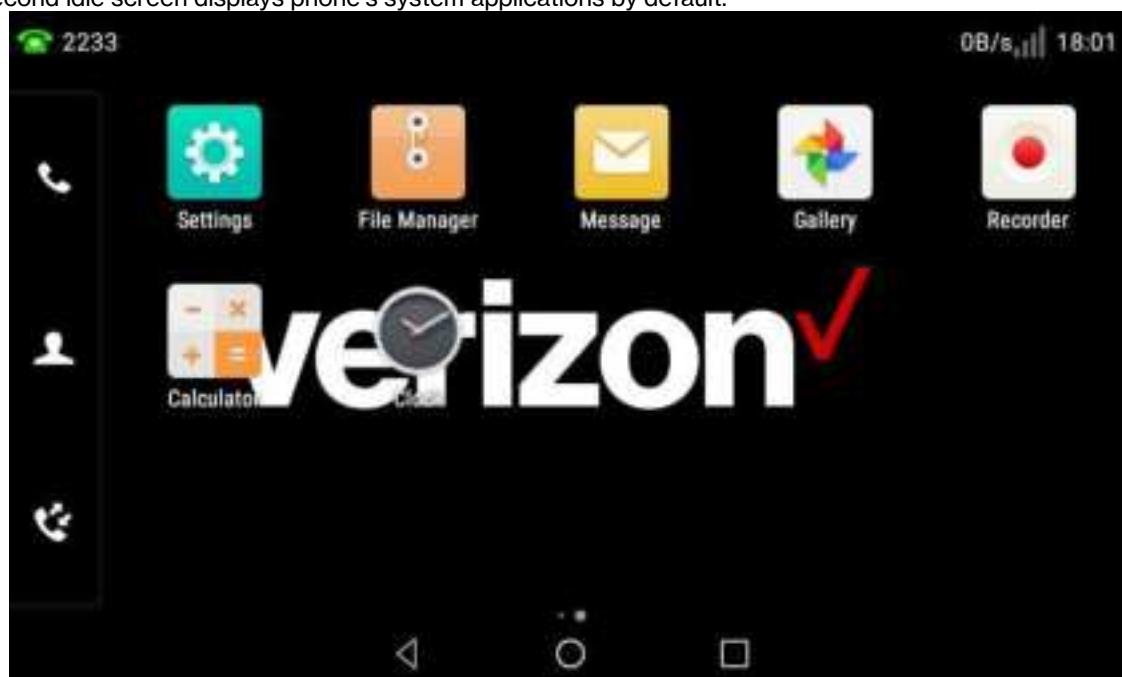
No.	Application	Description
1	Settings	To access phone settings and features.
2	File Manager	To manage files in the internal SD card as well as USB flash drive.
3	Message	To access the voice mails or leave voice mails for someone.
4	Gallery	To view photos and videos.
5	Recorder	To record audio.
6	Calculator	To quickly calculate numbers.
7	Clock	Set the time and date for the device

Status Icons

No.	Icons	Description
1	🔇×	**Mute mode**: Mute mode is enabled.
2	4G	**4G LTE active**: The device is connected to a 4G LTE wireless network.
3	▂▃▅	**Signal Strength**: Cellular network signal strength.
4	📶	**Network not available**: No wireless network is available.
5	📶	**Wi-Fi active**: Wi-Fi is active.
6	📶	**Wi-Fi available**: A Wi-Fi network is available.

Navigating Menus and Fields

You can use different gestures on the touch screen to perform various operations.

Procedure
1. To operate your phone using gestures, follow these tips:

Action	Gesture	
Tap		Touch an item on the screen with your finger, and then lift your finger.
Long Tap		Touch an item for about 2 seconds without lifting your finger from the screen till an action occurs.
Swipe		Touch and move. When you want to scroll quickly, swipe your finger across the screen, either up, down, left or right.
Drag		Touch and hold, then move. To stop scrolling, stop the dragging motion.
Pinch Open		Touch the screen with two or more fingers, and then move the fingers away from each other (stretch). **Note**: It works viewing images: screenshots, Wallpaper.
Pinch Close		Touch the screen with two or more fingers, and then move the fingers towards each other (pinch). **Note**: It works viewing images: screenshots, Wallpaper.

Entering Information

The phone provides onscreen keyboard, phone keypad and dial pad to enter data. Phone keypad and dial pad provide a standard key layout, which enables you to use existing or familiar key positions.

Using the Onscreen Keyboard

When you use the onscreen keyboard, the following things you need to know:

If you want to	Action
Position the cursor.	Tap to the position.
Select all characters.	1. Long tap the entered character(s). 2. Do one of the following: • Tap **Select all** on the top of the phone screen. • Drag / to select all characters.
Cut/Copy characters.	1. Long tap the entered character(s). 2. Drag / to select the characters you want to cut/copy. 3. Tap **Cut/Copy** on the top of the phone screen. 4. Long tap the desired field. 5. Tap **Paste**.

Delete more characters at a time.	• Long tap the entered character(s).
	Drag / to select the characters you want to delete.
	• Long tap .
Replace characters.	1. Drag your finger to highlight the characters you want to replace.
	2. Tap the desired character.

English Input Method

You can use the English input method to enter information.
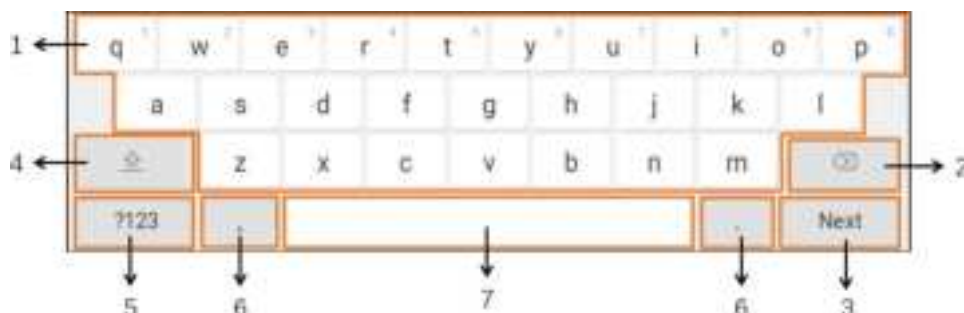
No.	Item		Description
1	26 English Letters		• Tap to enter letters. • Long tap a key then slide to choose one of the options to enter an alternate character.
2	Delete Key		• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.
3	Label automatically to identify the context-sensitive features.	Next Key	Tap to go to the next field.
		Done Key	Tap to confirm the settings.
		Send Key	Tap to dial out the number.
4			Tap to switch to the uppercase input mode.
5	?123		Tap to switch to the numbers &symbols input mode.
6	Special Characters		Tap to enter the special character.
7	Space Key		• Tap to enter spaces. • Long tap to change the input method.

Using the Phone Keypad and Dial Pad

You can use the keypad on your phone or dial pad to enter data. The dial pad only provides digit keys, # key, and * key.
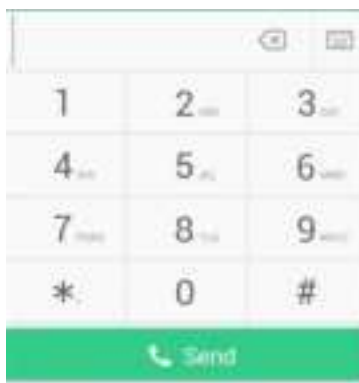
You can tap [keyboard icon] to switch to the onscreen keyboard.

eSIM Activation and Device Registration

1. When the phone is powered on for the first time, it will automatically go through the 4G LTE network activation process.

2. After your eSIM card is activated, the 4G signal will be displayed in the upper-right corner of the phone screen.
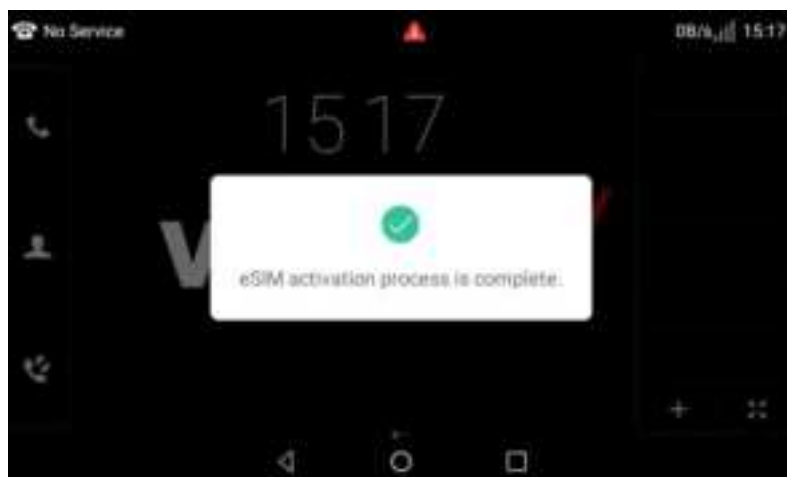
3 After the eSIM activation, the phone will trigger the bootup process to download the configuration files when it connects to the LTE network.
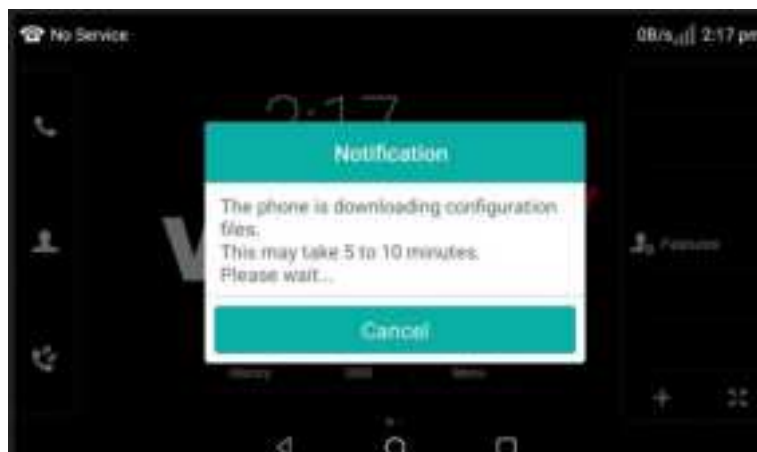
4. After the configuration file is deployed, the phone will reboot to trigger E911 location identification and register the LTE account automatically. Please update your phone's location, as needed.

5. You can view the phone number associated with your phone by navigating to Status > LTE.

SMS

You can use this feature to send or receive messages.

Sending Messages

1. Go to Message >Text Message > New Message.

2. Enter the target number in the **To** field and the desired text in the input box on the New Message page.

3. Tap **Send Message** to send a message.

If the message is successfully sent, the page prompts success and the target person will receive a message.
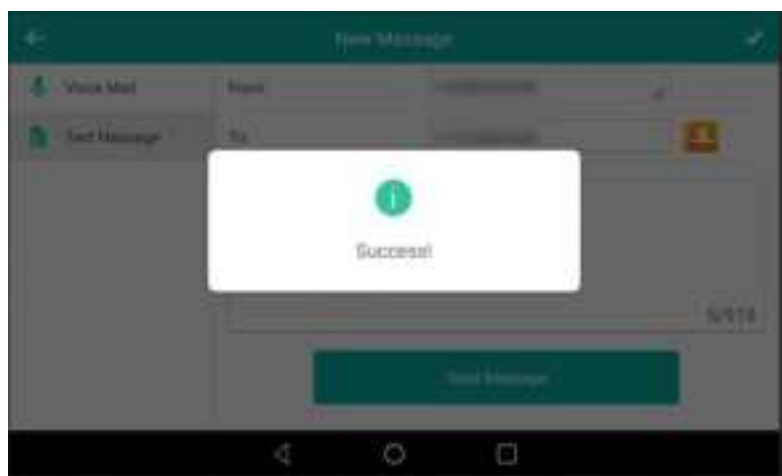
Receiving Messages

1. When you receive a message, the page is displayed as below:

2. Do one of the following:

Tap **View** to view the message details.

Tap **Exit** to return to the idle page if you are busy at that time.

You can tap **Message** > **Text Message** > **Inbox** to view the message when you are available.

The green message icon means you have a new, unread message. This will turn grey after you read the message.

Viewing the Sent Box

Go to **Message** > **Text Message** > **Inbox**, and you can view the messages sent from this phone.

Viewing the Draft Box

Go to **Message** > **Text Message** > **Inbox**, and you can view the unsent but saved messages.

Quick Reply

When reading the received message, you can tap **Quick replies** to go to the Quick Replies page and select the desired text to reply.
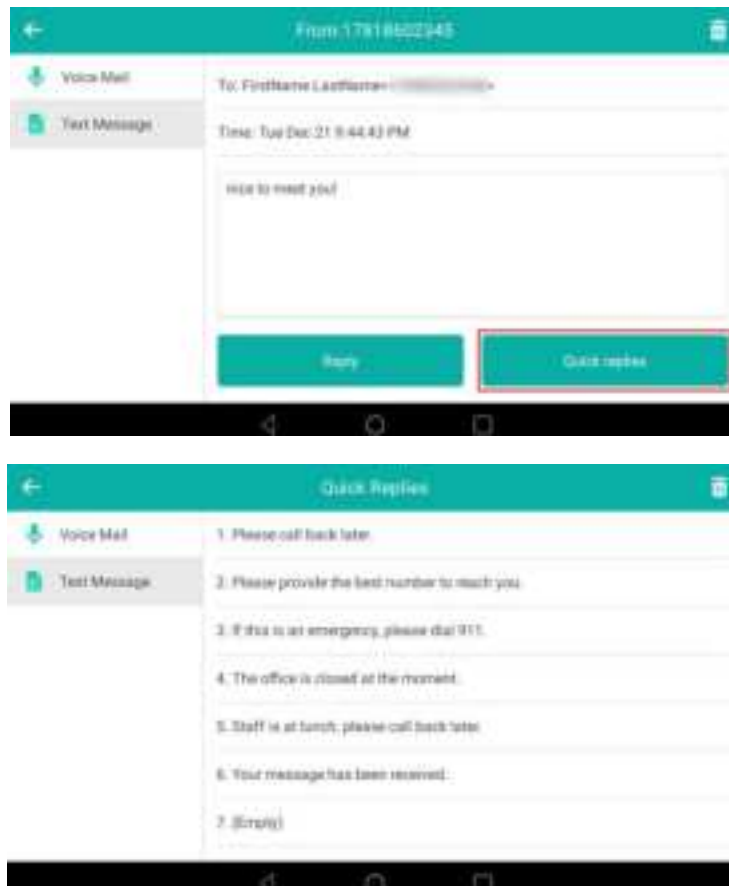
LTE or LAN Mode Switching

After you activate the eSIM card, the phone will always work over LTE unless the signal is lost or you manually change the mode to "LAN". LAN mode is supported in the event you want to use the device like a standard Voice Over IP devices. You can switch between the LAN mode and the LTE mode anytime you want, and whenever you do that, the phone will reboot to properly register via the selected method.

Moreover, we provide an auto-detection feature. This feature enables the phone to automatically detect the available mode and prompts whether you want to change to the available mode when the current mode fails.

For example, if the LTE network is unavailable, the LTE account fails to log in, or you want to enable the Airplane mode, the phone will prompt whether you want to switch from the LTE mode to LAN mode when the LAN mode is available.

Switching between LTE and LAN Modes

The 4G phone is under the LTE mode by default and signed in to an LTE account. It also allows you to sign in to the SIP account after switching to LAN mode. In the following section, we will introduce how to switch between the two modes to use the desired account.

Switching from LTE to LAN

After switching to LAN mode, you can connect to a LAN or Wi-Fi and sign in to a SIP account (up to 16 accounts).

1. Go to **Settings** > **Basic Settings** > **Switch Account Mode**, select **LAN mode**, and tap the check icon in the top-right corner.

The phone will reboot to automatically trigger E911 location identification.

Switching from LAN to LTE

After you switch to LTE mode, you can use one LTE account only.

1. Go to **Settings** > **Basic Settings** > **Switch Account Mode**, select **LTE mode**, and tap the check icon in the top-right corner.

The phone will reboot to automatically trigger E911 location identification.

Auto-Detection

The phone will automatically detect available signals under the following situations:

- Available 4G signal, LTE account login failure
- No 4G signal
- Poor 4G signal
- Airplane mode enabled, unavailable 4G Signal
- Available 4G signal under LAN mode

Available 4G Signal, LTE Account Login Failure

Situation	Dialog	Operation
LTE account login failure (caused by base station faulty, no signal in the service area, the IMS PDN connection failure, etc.)	No LTE signal detected, switch the account to LAN mode in the Basic Settings menu of the phone.	Click OK and the dialog disappears automatically but the phone will not switch to the LAN mode automatically. **Note:** If you do not click OK, the dialog will not disappear.

No 4G Signal

Under LTE mode, the phone has no 4G signal and the signal bars are greyed out.

Situation	Dialog	Operation
The phone is disconnected from any wired or wireless network. The phone connects to a wired or wireless network.	No LTE signal detected, switch the account to LAN mode in the Basic Settings menu of the phone.	Click OK and the dialog disappears automatically but the phone will not switch to the LAN mode automatically. **Note:** If you do not click OK, the dialog will not disappear.

Poor 4G Signal

Situation	Dialog	Operation
The 4G signal is poor and not stable under the LTE mode	LTE Signal strength is too low for the device to properly operate. Move the phone to a better location or switch to LAN mode in the Basic Settings menu of the phone.	• Click OK and the dialog disappears automatically. • If you do not click OK, the dialog will not disappear. • The dialog will pop up again if the phone detects the signal error after 5 minutes (the default detecting interval). • When the 4G signal is available, the dialog will disappear automatically.

Note: the criteria for poor signal is RSRP <=-100 dBm&RSRQ <-20 dB&SINR<= 0 dB.
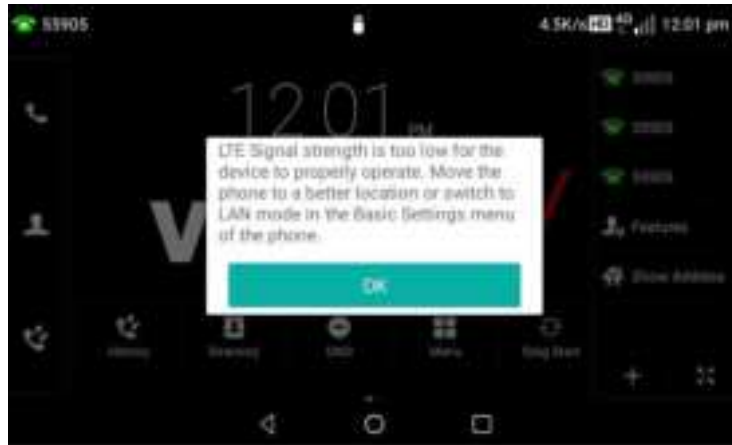
Airplane Mode Enabled, Unavailable 4G Signal

When you connect the phone to the LTE network but not the wired network, and you enable the Airplane Mode, the LTE network, the wired network, and connected Wi-Fi are all disabled.

Situation	Dialog	Operation
Airplane mode enabled and no available network.	No Ethernet/Broadband connection detected. Check Ethernet connection and Internet Connection.	
Connect to a wired network so the phone detects available signal. When you unplug then plug the network cable so the device detects available signal again. Connect to Wi-Fi.	To register via LAN/Wi-Fi mode, the phone needs to reboot, press OK to continue.	• Click OK, then the phone will reboot to switch to the LAN mode. • Click Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. • If you ignore the dialog, it will not disappear.
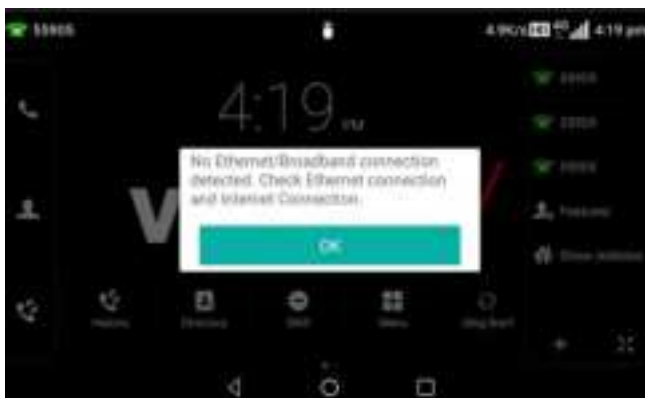
- When you connect the phone to both the LTE network and the wired network, and you enable the Airplane Mode, both the LTE network and the wired network are disabled.

Situation	Dialog	Operation
When the phone detects available LAN signal When you unplug then plug the network cable so the device detects available signal again Connect to Wi-Fi	To register via LAN/Wi-Fi mode, the phone needs to reboot, press OK to continue.	Click OK, then the phone will reboot to switch to the LAN mode. Click Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.

- The Airplane mode is still enabled after the phone reboots.

Situation	Dialog	Operation
When the phone detects available LAN signal	To register via LAN/Wi-Fi mode, the phone needs to reboot, press OK to continue.	Click OK, then the phone will reboot to switch to the LAN mode. Click Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.

Available 4G Signal under LAN Mode

Prerequisites

1. Airplane mode is disabled.
2. The phone is under LAN mode.
3. Your administrator has enabled the mode detecting feature, which allows the phone to automatically detect the 4G signal under LAN mode.

Situation	Dialog	Operation
The phone detects that at least 3 bars of 4G signal are available The phone detects that at least 3 bars of 4G signal are available after rebooting	4G signal detected, do you want to continue using Ethernet/Wi-Fi or switch over to LTE?	• Click Yes, then the phone will reboot to switch to the LTE mode. • Click No, the dialog disappears and you are still in LAN mode. • If you ignore the dialog, it will not disappear.
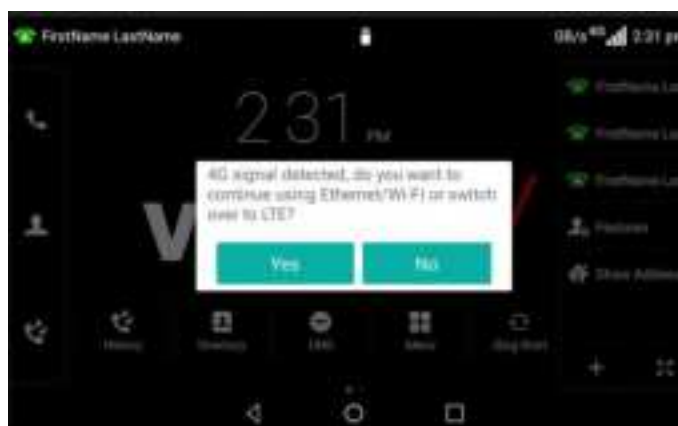
Notes:
1. The dialog will pop up only when the phone is idle. It will not pop up when you are having a call, upgrading the phone, or under other situations.

2. If you ignore the dialog, the dialog will disappear automatically when the phone detects no available 4G signal. Otherwise, it will not disappear.

3. The phone will detect the signal at the interval your administrator sets. If the 4G signal is available again, the dialog will pop up again.

Call Features

You can use the phone to place and answer calls, ignore incoming calls, transfer a call to someone else, conduct a conference call and perform other basic call features.

Placing Calls

You can use your phone like a regular phone to place calls in many ways easily.

Placing a Call from the Dialer

The Dialer enables you to enter a number to place a call, and it displays a list of previously placed calls or contacts in your directory.

You can also select the desired contact from the search list, the placed call list or Directory.

Note: Your system administrator can configure the source list for searching and disable to display the placed call records.

Procedure
1. Do one of the following:
    - Start typing a phone number.
    - Tap the desired line key.
    - Pick up the handset, press the Speakerphone key or the Headset key.
2. Enter a number.
3. Select Send.

Placing Multiple Calls

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

Procedure
1. Do one of the following:
    - Select a line key. The active call is placed on hold.
    - Press the Hold key or select **Hold** to place the original call on hold.
    - Select **New Call**.
2. Enter the desired number or select a contact.
3. Select **Send**.

Redialing a Number

The phone keeps a record of all the placed calls. You can recall the contact you recently called.

Procedure
1. Press the Redial key.
    - The phone screen displays the placed calls list.
2. Tap the desired record.

Tip: Press the Redial key twice to recall the contact you called.

Placing an International Call

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

Procedure
1. Long press digit key 0 on the phone keypad until the plus sign (+) appears.
2. Enter the phone number with the country code.
3. Select **Send**.

Note: An International plan must have been added to the line for International dialing to work properly. If there is no plan added to the line, the user will hear a network generated error telling them, their call cannot be completed.

Placing a Call from the Call History

You can place calls to contacts from the History list, which contains the calls that were recently placed, answered, missed, or forwarded.

Procedure
1. Tap .
   - The phone screen displays all call records.
2. Select the desired call list.
3. Tap the desired entry.

Placing a Call from the Directory

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

Procedure
1. Tap .
2. Select the desired directory.
3. If the contact was added to a specified contact group, you can select the desired contact group.
4. Tap the desired contact.
   - If the selected contact has multiple numbers, tap the desired number to dial out.

Answering Calls

When you receive a call, you can choose to answer it manually or automatically.

Answering a Call

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. Do one of the following: Pick up the handset.
2. Press the Speakerphone key. Press the Headset key.
3. Tap Answer or the line key.

The call is answered in the speakerphone (hands-free) mode by default.

Answering a Call When in a Call

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

When you are in 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. Select Answer.
   - The active call is placed on hold, and the incoming call becomes active.

Switching Among the Handset, Speakerphone and Headset Modes

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

When using the speakerphone or the headset, the LED indicator glows green.

Procedure
1. During the call, pick up the handset, press the Speakerphone key, or press the Headset key.
   - For example, if you're using the handset, press the Headset key to switch to the headset, or press the Speakerphone key to switch to the speakerphone.

Switching Between Calls Screen and Idle Screen

During the call, you can access other applications to confirm some issues. After the operation, you can return to the call conveniently.

Going Back to the Idle Screen during a Call

During the call, you can go back to the idle screen to access other applications.

Procedure
1. 1. Tap ○ , ◁ or 📞 to go back to the idle screen.

Returning to the Talking Screen

After going back to the idle screen, you can return to the talking screen as long as the call is not ended.

Procedure
Do one of the following when you are in the idle screen:

- Tap 📞 .
- Tap **Back To Talking** on the top of the phone screen.

Capturing a Screenshot

You can capture a screenshot when the phone is idle or during a call.

The screenshots are saved in "*.png" format in the internal SD card with the name consisting of a prefix "Screenshot" and date & time stamp. You can view the screenshots by **File Manager** or **Gallery**.

Tip: You can view the screenshots on either the phone itself or on a computer using an application capable of viewing "*.png" files.

Capturing a Screenshot When the Phone is Idle

You can capture the screenshot when the phone is idle for saving the favorite picture or picture needed.

Procedure
1. Swipe down from the top of the screen.
2. Tap Screenshot.
   - If the screenshot is successfully saved, a notification "Screenshot saved" displays in the notification center.
   - If there is no enough space in internal SD card, you cannot save the screenshot, and the notification center will display a notification "Couldn't capture screenshot." .

Capturing a Screenshot during a Call

You can capture the screenshot during a call for saving the favorite picture or picture needed.

Procedure
1. Do one of the following:
   - Press the Message key.
   - Swipe down from the top of the screen.
   - Tap Screenshot.

   If the screenshot is successfully saved, a notification "Screenshot saved" displays in the notification center.

   If there is no enough space in internal SD card, you cannot save the screenshot, and the notification center will display a notification "Couldn't capture screenshot.".

Viewing the Latest Screenshot

If multiple screenshots are successfully saved, you can view the latest screenshot via the notification center.

Procedure
1. Swipe down from the top of the screen.
2. Tap the notification "Screenshot saved".

Silencing or Rejecting Incoming Calls

When you receive an incoming call, you can choose to silence or reject the call instead of answering.

Silencing a Call

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

Procedure
1. Select Silence.

Rejecting a Call Manually

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. Select **Ignore**.

Rejecting Calls with Do Not Disturb (DND)

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

Procedure
1. Tap the DND softkey set by your administrator.
   - The DND icon appears in the status bar. And the phone prompts you that DND is enabled.

Deactivating DND

You can deactivate DND when you are ready to resume receiving calls again.

Procedure
1. Do one of the following:

    - Tap the DND softkey set by your administrator.
    - Tap Exit DND mode on the idle screen.

    The DND icon disappears from the status bar.

Ending Calls

You can end the current call at any time.

Procedure
1. Do one of the following:

    - If you are using the handset, select EndCall or hang up the handset.
    - If you are using the headset, select EndCall.
    - If you are using the speakerphone, press the Speakerphone key or select EndCall.

Muting/Unmuting Audio

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

Procedure
1. Press the Mute key during a call.
    - The mute key LED glows red.
2. Press the Mute key again to unmute the call.
    - The mute key LED goes out.

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 in 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.

Procedure
1. Press the Mute key when the phone is idle.
   - The mute key LED glows red, and the mute icon appears on the idle screen.
2. Press the Mute key again to deactivate the mute state.

Holding and Resuming Calls

You can place an active call on hold and resume the call when you are ready. When you place a call on hold, the held party may hear the music or message on hold.

Holding a Call

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

Procedure
1. Press the Hold key or select Hold during a call.

Note: When you have multiple calls on the phone and the current call is held, you can tap the call directly to swap to the active call.

Resuming a Held Call

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

Procedure
1. Press the Hold key or select 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 tap the call directly to swap to the held call.

Transferring Calls

During a call, you can transfer the call to another contact.

Procedure

You can use one of two ways:
- Direct Transfer - Transfer a call directly to the third party without consulting.
- Consultative Transfer - Transfer a call with prior consulting.

Performing a Direct Transfer

You can transfer a call to another contact immediately without consulting with her/him first.

Performing a Direct Transfer Normally

You can enter the number, or select a contact from directory or history to perform a direct transfer.

Procedure
1. Press the Transfer key or select Transfer during a call.
2. Do one of the following:
   - Enter the number you want to transfer the call to, and press the Transfer key or select Transfer. The phone will prompt a dialog box as the following shows:

Select Direct to complete the transfer. (The call will automatically dial out in about 5 seconds if you do not select Transfer.)

- Select ![icon] and select the desired contact to complete the transfer.
- Select ![icon] and select the desired list. Select the desired entry to complete the transfer.

Performing a Direct Transfer Conveniently

You can perform a direct transfer conveniently by dragging the far-site window to a target speed dial or BLF key, or to another one.

Procedure
You can do one of the following:

- When there is an active call for the account which is related with the speed dial or BLF key. Drag the far-site window to that speed dial or BLF key.

  Then the call is connected to the number specified in the Value field of the speed dial or BLF key.

- When there is an active call and one or more calls on hold, drag the active far-site window to another held one.

  And then tap Transfer from the screen.
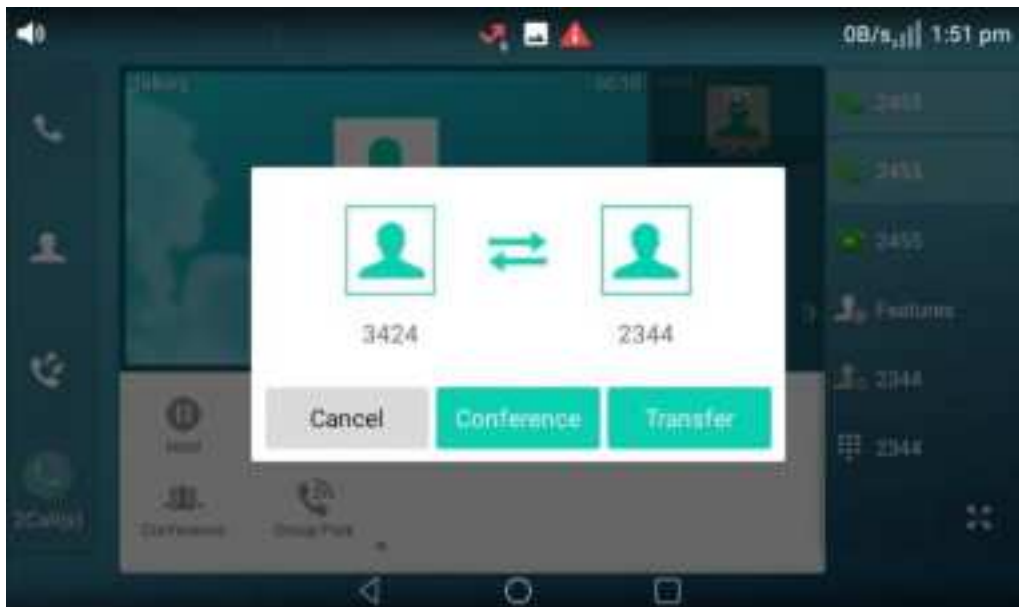
The active call is connected to the number of the held party.

Performing a Consultative Transfer

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

Procedure
1. Press the Transfer key or select Transfer during a call.
2. Do one of the following:
    *   Enter the number you want to transfer the call to. Select Transfer > CONSULT to dial out.

    *   Select ![icon] and select the desired contact to dial out. Select ![icon] and select the desired entry to dial out.
3. After the contact answers the call, press the Transfer key or select Transfer to finish the consultative transfer.

Tip: If you are using a handset, the transfer can be completed by hanging up the handset.

Conference Calls

The phone supports creating local conference.

During the conference, follow these tips:
*   Use the handset or a headset if you're in an open environment.
*   Mute your microphone when you are not speaking, especially in noisy environments.
*   Avoid tapping or rustling papers near the microphone.
*   Speak in your normal voice without shouting.

Local Conference

You can create up to six-way local conference.

Setting Up a 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.
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.

Merging 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. Do one of the following:
   - Drag one far-site window to another far-site window. And then tap Conference from the pop-up box.
   - Tap the desired call for a conference and ensure that the call is active.
   Tap Conference.
   Tap the Hold call to join the calls in the conference.

Creating a Hybrid Conference

You can merge the calls on your phone, and connected mobile phone into a hybrid conference. There are many ways to create a hybrid conference, the following shows an example.

Before You Begin

Make sure you have connected a mobile phone to your phone.

Procedure
1. Place a mobile call over Bluetooth on the mobile phone.
2. Place a call on the phone.
3. Tap Conference.
4. Tap the hold call.
   The calls are merged into a conference call.

Holding or Resuming a Conference Call

When you place a conference call on hold, other participants cannot hear each other until you resume the held conference call.

Procedure
1. Press the Hold key or tap Hold to place the conference on hold.
2. Press the Hold key again or tap Resume to resume the held conference call.

Muting or Unmuting a Conference Call

When you mute the local microphone during a conference call, other participants can hear each other except you.

Procedure
1. Press the Mute key to mute the conference.
2. Press the Mute key again to unmute the conference.

Ending a Conference Call

When you end the conference call, the other parties drop the call.

However, the system administrator can set up your phone so that the other two parties remain connected when you end the conference call.

Procedure

1. Select EndCall.

Call Recording

You can record up to 12 hours in one file. By default, the recorded files are saved in the internal SD card.

But if there is a USB flash drive connected to the rear USB port of your phone, the recorded files will be saved in the storage device according to the priority: USB flash drive>internal SD card.

Recording a Call

You can record the important parts during an active call.

Important: Before call recording, especially those involving PSTN, it is necessary to know about the rules and restrictions of call recording in the country where you are.

It is also very important to inform all the call parties that you are recording and ask for their consent before recording the conversation.

Procedure
1. During a call, select Record.
   - The phone screen displays a recording icon and recording duration.

Recording a Conference

You can record conference calls in the same way as other calls. All conference participants are recorded while recording.

The following lists exceptions:

- If one of the participants holds the conference call, only that participant is recorded. When a conference call is placed on hold, recording of the conference is paused. You can place or answer other calls, which will be recorded in the same file. When the conference call is resumed, recording of the conference resumes.
- If one of the participants mutes the conference call, only that participant is not recorded.

Stopping a Recording

You can stop recording a call before the call ends. The recording also stops when the active call ends. The recording will be saved as a "*.aac" file in the internal SD card or the USB flash drive automatically.

Procedure
1. Do one of the following:
   - Select Stop during a call.

     The recording icon and recording duration disappears. The screen prompts a message that the call is recorded successfully.
   - Select EndCall.

     The recording icon and recording duration disappears, and the phone returns to the idle screen. The screen prompts a message that the call is recorded successfully.

Checking Storage Space

You can check the total space or available space of the phone or connected USB flash drive.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Status > Storage.

Advanced Call Features

You can perform some server-dependent tasks on the phone. Contact your system administrator to find out if your phone supports these advanced call features.

Call Pickup

You can use call pickup to answer someone else's incoming call on your phone. The phone supports the following two call pickup features:

- **Directed Call Pickup** - allows you to pick up incoming calls to another phone.
- **Group Call Pickup** - allows you to pick up incoming calls to any phone within a predefined group. Check with your system administrator to find out if this feature is available on your phone.

Picking up a Call Directly

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. Dial a FAC followed by an extension (for example, *974605) to pick up a call directed to another user.

Picking up a Group Call Directly

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

Before You Begin
Your system administrator has enabled the group call pickup and set the group call pickup code.

Procedure
1. Dial a FAC followed by an extension (for example, *984605) to pick up a call when any phone in the group receives an incoming call.

Call Park and Call Retrieve

You can park a call, and then retrieve the call either from your phone or another phone. After parked, the call is placed on hold, you can continue the conversation after retrieving it.

Parking or Retrieving a Call

You can park the call to the local extension or the desired extension.

Parking a Call
When you park a call to the local extension or the desired extension, the call is held in the same network on your phone.

Procedure
1. During a call, select 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.

Retrieving a Parked Call

You can retrieve a parked call from any phone within your network.

Procedure
1. Pick up the handset, press the Speakerphone key or tap the line key.
2. Select Retrieve Park on the dialing screen.

    The phone will dial the park retrieve code which is configured in advance.
3. 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.

Voice Mail

Voice mail feature allows you to leave voice mails for someone or listen to your voice mail messages on your phone.

Setting the 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.

Before You Begin
Get the voice mail code from your system administrator.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Select to launch Message.
3. Select Set Voice Mail.
4. Enter the voice mail code (for example, *4) in the desired account field.
5. Save the change.

Leaving Voice Mails

You can leave a voice mail to someone who is 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.

Listening to Voice Mails

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

Before You Begin
You need to set the voice mail code in advance.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Select to launch Message.
3. Select View Voice Mail.

    The phone screen displays the amount of new and old voice mails. You can tap the account to listen to voice mails.

Tip: When the phone prompts that the phone receives a new voice mail, you can press the Message key or select Connect to dial out the voice mail access code directly.

Directory

The phone provides several types of phone directories, which can be customized by your system administrator.

Local Directory

You can store up to 1000 contacts and 48 groups in your local directory, you can search, add, edit and delete a contact.

Managing the Local Directory Groups

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

Adding Contact Groups

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

Procedure

1. Go to ![icon] > Setting > New Group.
2. Enter the desired group name.
3. Save the change.

Editing Contact Groups

You can change or add the group's information.

Procedure

1. Go to ![icon] > Setting.
2. Select ![icon] after the desired group.
3. Edit the group name.
4. Save the change.

Deleting 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 ![icon] > Setting.
2. Select ![icon] before the desired group name.
   The phone prompts you to delete the group or not.

3. Select OK.

Managing the Local Directory Contacts

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

Adding 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. Tap ![icon] .

2. If you want to add a contact to the specified contact group, select the contact group first.

3. Select ⊕ .

4. Enter your contact's information.

5. Select the desired account from the Account field.

6. Select the desired photo from the Photo field.

7. Save the change.

Viewing Contacts

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

Procedure

1. Tap 👤 .

2. If you want to view a contact to the specified contact group, select the contact group first. The contact names are displayed in alphabetical order.

Editing Contacts

You can update your contacts' information.

Procedure

1. Tap 👤 .

2. If you want to edit a contact from the specified contact group, select the contact group first.

3. Select ⓘ after the desired contact.

4. Edit the contact information.

5. Save the change.

Deleting a Contact

You can delete any contact from the Local Directory.

Procedure

1. Tap 👤 .

2. If you want to delete a contact from the specified contact group, select the contact group first.

3. Select ⓘ after the desired contact.

4. Select Delete.

   The phone prompts you to delete the contact or not.

5. Select OK.

Deleting All Contacts

You can delete all contacts from the Local Directory.

Procedure

1. Go to 👤 > Setting.

2. Select Select All.

3. Select 🗑 .

   The phone prompts you to delete all contacts or not.

4. Select OK.

Moving a Local Directory Contact to Blacklist

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

Procedure

1. Tap ![icon] .
2. If you want to select a contact to the specified contact group, select the contact group first.
3. Select ![icon] after the desired contact.
4. Select Blacklist.
    The phone prompts you to move this contact to the blacklist or not.
5. Select OK.

Searching for Contacts

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

Procedure

1. Tap ![icon] .
2. Do one of the following:
    *   Select **Search**.
        Enter your search criteria in the search field.

    *   Select the desired letter (for example, T) along the right side to jump to contacts whose names start with T or t.

Blacklist

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

Adding a Blacklist Contact

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

Procedure

1. Go to ![icon] > **Blacklist**.
2. Select ![icon] .
3. Enter the blacklist contact's information.
4. Save the change.

Viewing Blacklist Contacts

You can view the blacklist contacts from the Blacklist on your phone.

Procedure

1. Go to ![icon] > **Blacklist**.

Editing a Blacklist Contact

You can update your blacklist contacts' information.

Procedure

1. Go to ![icon] > **Blacklist**.

2. Select ⓘ after the desired contact.
3. Edit the blacklist contact information.
4. Save the change.

Deleting Blacklist Contacts

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

Deleting a Blacklist Contact

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

Procedure
1. Go to 👤 > **Blacklist**.
2. Select ⓘ after the desired contact.
3. Select **Delete**.

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

Deleting All Blacklist Contacts

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

Procedure
1. Go to 👤 > **Blacklist**.
2. Tap **Setting** > **Select All**.
3. Select 🗑 .

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

Moving a Blacklist Contact to the Local Directory

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

Procedure
1. Go to 👤 > **Blacklist**.

2. Select ⓘ after the desired contact.

3. Select **Local Directory** from the **Group** field.
4. Save the change.

Mobile Contacts

You can synchronize the contacts on your mobile phone to your IP phone. The mobile phone contacts will be imported to your IP phones and stored under the Mobile Contacts directory.

You can save mobile contacts to the local directory, but you cannot save a local contact to the Mobile Contacts directory.

Note: If you disconnect the Bluetooth-enabled mobile phone from phone or disable the phone to synchronize phone contacts, the mobile contacts will not be displayed.

Saving a Mobile Contact to the Local Directory

You can save any mobile contact to the Local Directory, to conveniently call this contact after disconnecting the mobile phone from the phone.

Before You Begin
Make sure your Bluetooth-enabled mobile phone has been paired with your IP phones, and mobile contact sync feature is enabled.

Procedure
1. Select ![icon] > **MobileContacts**.
2. Select after the desired contact.
3. Select **Local Directory** from the **Group** field.
4. Edit the contact information.
5. Save the change.

Searching for Mobile Contacts

In Mobile Contacts, you can enter search criteria to find your desired mobile contact quickly.

Before You Begin
Make sure your Bluetooth-enabled mobile phone has been paired with and connected to your IP phones, and mobile contact sync feature is enabled.

Procedure
1. Select ![icon] > **Mobile Contacts**.
2. Do one of thellowing:

   - Select **Search**.
     Enter your search criteria.

     The contacts whose name or phone number matches the search string will be displayed in the result list.

   - Select the desired letter (for example, T) along the right side to jump to the contacts whose names start with T or t.

Updating the Mobile Contacts

You can update the Mobile Contact to synchronize the contacts you add, edit, and delete on the mobile phone to your phone.

Before You Begin
Make sure your Bluetooth-enabled mobile phone has been paired with and connected to your phones, and mobile contact sync feature is enabled.

Procedure
1. Select ![icon] > **Mobile Contacts**.
2. Select ![icon] .

   The phone prompts "Updating, please wait…".

Note: If you disconnect the mobile phone from the phone when the phone is updating the Mobile Contacts, the phone screen will prompt "Fail to download mobile contacts!", and the mobile contacts disappear from the phone directory list.

Remote Phone Book

If the Remote Phone Book feature has been enabled by your system administrator, you can access your corporate

directory directly from your phone.

Searching 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 > Remote Phone Book.
2. Do one of the following:
   - Select Search.
     Enter your search criteria in the search field.

   - Select the desired letter (for example, T) along the right side to jump to contacts whose names start with T or t.

Viewing Remote Phone Book Contacts

You can view the contact list of the remote phone book on your phone. Procedure
1. Go to > **Remote Phone Book**.

Saving a Remote Phone Book Contact to the 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 > **Remote Phone Book**.
2. Select the desired remote phone book.
3. Select after the desired contact.
4. Select **Add**.
5. Select **Local Directory** from the **Group** field.
6. Save the change.

Saving a Remote Phone Book Contact to the Blacklist

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

Procedure
1. Go to > **Remote Phone Book**.
2. Select the desired remote phone book.
3. Select after the desired contact.
4. Select **Add**.
5. Select **Blacklist** from the **Group** field.
6. Save the change.

Call History

The call history list includes Missed Calls, Placed Calls, Received Calls and Forwarded Calls, and each list holds 100 entries.

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

Viewing History Records

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

Procedure
1. Tap   .
2. Select the desired list.
3. Select   after the desired contact.

Saving a 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. Tap   .
2. Select the desired list.
3. Select   > **Add**.
4. Edit the contact information.
5. Save the change.

Saving a History Record to Blacklist

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

Procedure
1. Tap   .
2. Select the desired list.
3. Select   > **Blacklist**.
4. Edit the contact information.
5. Save the change.

Deleting History Records

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

Deleting a Call Record

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

Procedure
1. Tap   .
2. Select the desired list.

3. Tap ⓘ after the desired entry, and then tap

Delete. The phone prompts you to delete the

record or not.

4. Select **OK**.

Deleting All Call Records

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

Procedure
1. Tap 📞 .
2. Select the desired list.
3. Select **Setting**.
4. Select **Select All**.
5. Select 🗑 .

The phone prompts you to delete all the records or not.
6. Select **OK**.

System Applications

The system applications are pre-installed on your phone and they cannot be uninstalled.

Managing Applications and Widgets

You can add widgets to the idle screen for easy use, and adjust the location of applications and widgets.

Adding a Widget to the Idle Screen

The phone provides widgets like analog clock, calendar, digital clock, email and photo gallery. You can conveniently add these widgets to the idle screen as preferred.

Before You Begin
If you want to add a photo widget, you need to choose the album or images to be displayed. You cannot add this widget if there are no images in the photo gallery.

Procedure
1. Long tap the empty spot on the idle screen.
2. Tap **WIDGETS**.
3. Touch and hold to pick up a widget.
4. Drag the desired widget up/down/left/right to the destination spot on the idle screen.

Resizing a Widget

Some widgets such as calendar, digital clock and email can be resized on the idle screen.

Procedure
1. Long tap the desired widget for about 2 seconds, and then lift your finger from the screen.
2. Drag the border of the frame to adjust the size.

Moving an Application or Widget

You can move an application or widget to a different spot on the idle screen or to a different idle screen.

Before You Begin

Before moving an application or widget, you should know the following:

- You can drag an application or widget to the rightmost of the third idle screen to add a new screen.
- If there is only one application or widget on the screen, you cannot add a new screen.
- The idle screen (except the home screen) will be deleted automatically if there is no application or widget on it.

Procedure
1. Long tap the desired item for about 2 seconds.
2. Drag the item up/down/left/right to the destination spot on the screen.

Removing a Widget from the Idle Screen

Removing operation only removes the widget of the application from the screen. The application itself will not be uninstalled.

Procedure
1. Long tap the desired item for about 2 seconds.

   The **Remove** field will appear on the top of the phone screen.

2. Drag the item to the **Remove** field to remove it.

Creating a Folder

You can create a folder to organize your applications. For example, you can place the same kind of applications in a folder.

Procedure
1. Drag an application icon over another application icon.
2. Lift your finger when a folder frame appears around the applications.

   A new folder containing the selected applications is automatically created.

   The folder will be deleted automatically if there is only one application in the folder.

Renaming a Folder

You can rename a folder to make it easier to be recognized.

Procedure
1. Tap the desired folder to expand the folder.
2. Tap the **Unnamed Folder** field.
3. Enter the desired folder name.
4. Tap **Done** on the onscreen keyboard.
5. Tap the blank area of the phone screen.

   The folder name is renamed.

Managing Running Applications

You can tap ☐ to view and manage the list of recently used applications that are still running in the background.

Procedure
Do one of the following:

- Swipe the desired application left or right to stop the running application.

- Tap to stop all running applications.
- Tap the desired application to access the application.

If there are no running applications, the phone screen will prompt "Your recent screens appear here".

File Manager

File Manager is a tool that allows you to view, search, delete, copy or move photo/video/audio files. You can also share files via Bluetooth or email. It helps you to access and manage files in the internal SD card as well as USB flash drive.

Viewing Files

You can view photo, video and audio files on your phone.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Tap to launch **File Manager**.
3. Tap **Photos/Audios** in the **Local Storage** field.
   If a USB flash drive has been connected to your phone, you can tap Photos/Videos/Audios in the USB Storage field to view the files stored in USB flash drive.
4. Tap the desired picture/audio to view.

You can also swipe down from the top of the screen to enter the control center, and then tap USB to launch **File Manager** to view the files if you have connected a USB flash drive to the phone.

Tip: The menu keys and Android keys will disappear after 5 seconds, you may tap the phone screen to show them again.

Searching Files

By entering search criteria, you can easily find the desired files.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Tap to launch **File Manager**.
3. Tap on the top-right of the screen.
4. Enter a search string of the file name.

The phone screen shows the file whose name matches the search string. You can drag up and down to scroll through the searching results, and then tap the desired file to view.

Copying Files

You can copy the files that stored in the USB flash drive to internal SD card, or vice versa.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Tap to launch **File Manager**.
3. Tap **Photos/Videos/Audios** in the **Local Storage** field.
   If a USB flash drive has been connected to your phone, you can tap Photos/Videos/Audios in the USB Storage field to view the files stored in USB flash drive.
4. Select the check box before the desired file.
   You can also select the **Select All** check box to copy all files.

5. Tap 📄 .

The following prompt will appear on the phone screen:
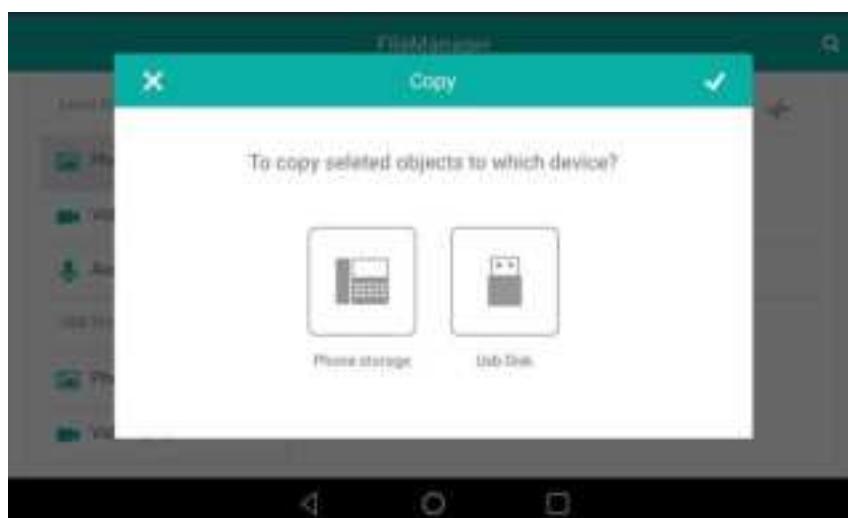
6. Tap the desired storage device.

7. Save the change.

The files are copied successfully with a prompt.

Cutting Files (Moving Files)

You can move the files to other desired path. Once you move the files, they will not be kept in the original storage device any more.

Procedure

1. Swipe left or right to go to the second idle screen.

2. Tap 📋 to launch **File Manager**.

3. Tap **Photos/Videos/Audios** in the **Local Storage** field.

If a USB flash drive has been connected to your phone, you can tap Photos/Videos/Audios in the USB Storage field to view the files stored in USB flash drive.

4. Select the check box before the desired file.

You can also select the **Select All** check box to cut all files.

5. Tap ✂ .

The following prompt will appear on the phone screen:

6.

7. Tap the destination storage device.
8. Save the change.

   The files are cut successfully with a prompt.

Uploading Files

You can upload the files to the server designated by the administrator.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap   to launch **File Manager**.

3. Tap **Photos/Videos/Audios** in the **Local Storage** field.

   If a USB flash drive has been connected to your phone, you can tap Photos/Videos/Audios in the USB Storage field to view the files stored in USB flash drive.

4. Select the check box before the desired file.

   You can also select the **Select All** check box to cut all files.

5. Tap   .

   The file is uploaded to the server successfully with a prompt.

Deleting Files

You can delete the useless files to make room for other files.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap   to launch **File Manager**.

3. Tap **Photos/Videos/Audios** in the **Local Storage** field.

   If a USB flash drive has been connected to your phone, you can tap Photos/Videos/Audios in the USB Storage field to view the files stored in USB flash drive.
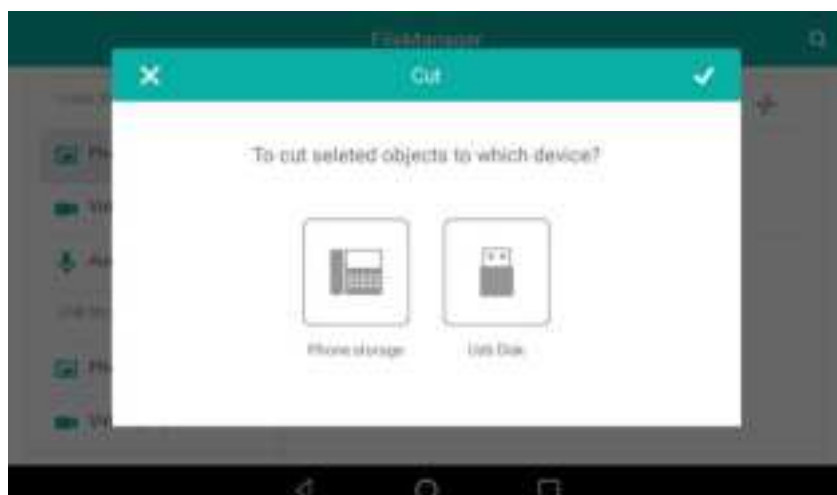
4. Select the check box before the desired file.

   You can also select the **Select All** check box to delete all files.

5. Tap   .

   The phone prompts you whether to delete the files.

6. Tap **OK**.

Sharing Pictures/Videos/Audio via Bluetooth

You can share files in the File Manager with other Bluetooth devices.

Before You Begin
Make sure the Bluetooth mode is enabled, and the Bluetooth device is discoverable.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap   to launch **File Manager**.

3. Tap **Photos/Videos/Audios** in the **Local Storage** field.

   If a USB flash drive has been connected to your phone, you can tap Photos/Videos/Audios in the USB Storage field to view the files stored in USB flash drive.

   The right of the phone screen shows all pictures/videos/audio.

4. Select the check box before the desired file.

5. Tap   .

6. Tap **Bluetooth**, and then select **Always** or **Just once**.

7. If the Bluetooth is deactivated, it will prompt you to tap **Turn on** to activate the Bluetooth mode.

   The phone scans and displays the available Bluetooth device automatically.

   If there is no Bluetooth device found, go to ⁞ > **Refresh** to search for the Bluetooth devices.

8. Tap the desired Bluetooth device to share the pictures/video/audio.

   The phone screen will prompt "Sending n file to "XXX"" (n represents the number of the files

   that are being sent).

9. Accept the request of transferring files via Bluetooth on the Bluetooth device.

   If the pictures are successfully transferred, the notification center will display a notification "Bluetooth share: Sent files n successful, n unsuccessful." (n represents the number of files that are sent successfully or unsuccessfully).

   You can tap the notification to view the detail information about the shared files.

Gallery

You can access the Gallery to do many operations for the listed pictures/videos. You can also take pictures/videos with it.

Viewing Pictures/Videos

You can view the pictures/videos on your phone in different ways.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Gallery**.

   By default, the pictures are displayed as thumbnails in the albums arrangement mode.
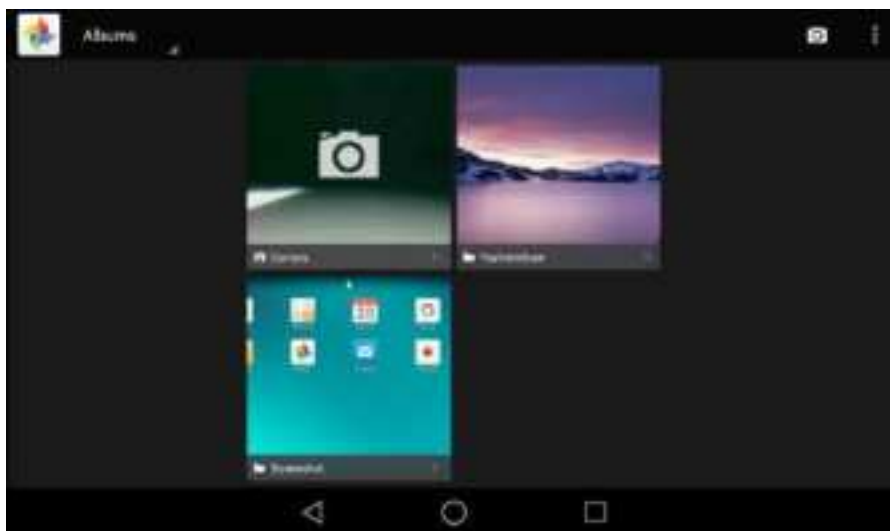
3. (Optional.) Tap **Albums**.

   You can tap **Albums/Locations/Times/People/Tags** to view the pictures in different arrangement modes.
4. Swipe left/right to view all albums if required.
5. Select the desired album.
6. You can do the following:
   • Tap the album name on top-left of the phone screen.

     Select Filmstrip view or Grid view to view the pictures/videos in different modes.

- Tap ⋮ , and then tap Group by.

    Select a desired group type in the pop-up dialog box to view the pictures/videos in different arrangement modes.

7. Tap a desired picture/video to preview the picture.

8. For picture albums, you can tap ⋮ > **Slideshow** to start a slide show of the pictures in the album.

Note: The menu keys and Android keys will disappear after 5 seconds, you may tap the phone screen to show them again.

You can also select a desired picture and tap ⋮ > **Details** to view the detailed information.

Editing Pictures

You can edit the pictures in the Gallery.

Rotating Pictures

You can rotate the picture as you want.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Gallery**.

3. Tap the desired picture album.

4. Tap the desired picture.

5. Tap ⋮ > **Rotate left/Rotate right** to rotate the picture left/right.

6. Tap **SAVE**.

Adding a Filter for Pictures

You can add a filter for the picture to change its display style.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Gallery**.

3. Tap the desired picture album.

4. Tap the desired picture.

5. Go to ⋮ > **Edit** > .

6. Select the desired filter.

7. Tap **SAVE**.

Adding a Frame for Pictures

You can add a frame for the picture to make it displayed more vivid.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Gallery**.

3. Tap the desired picture album.

4. Tap the desired picture.

5. Go to ⋮ > **Edit** > .

6. Select the desired frame.

7. Tap **SAVE**.

Cropping Pictures

You can crop a picture to the desired size.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Gallery**.
3. Tap the desired picture album.
4. Tap the desired picture.
5. Go to > **Edit** > .
6. Do the following:
    - Tap **Crop** to resize the picture.
    - Tap **Straighten** to straighten the picture.
    - Tap **Rotate** to rotate the picture clockwise.
    - Tap **Mirror** to flip the picture symmetrically.
    - Tap **Draw** to draw the picture.
7. Tap **SAVE**.

Coloring Pictures

You can color pictures to make the pictures displayed better.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Gallery**.

3. Tap the desired picture.

4. Go to > **Edit** > .
5. Adjust the desired exposure, contrast, saturation and so on.
6. Tap **SAVE**.

Setting a Picture as Wallpaper

You can set a desired picture as wallpaper to make your phone more personalized.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Gallery**.

3. Tap the desired picture album.
4. Tap the desired picture.
5. Go to > **Set picture as**.

6. If you want to set the picture as phone wallpaper, tap **Wallpaper**, and then tap **Set wallpaper** on the top right of the screen.

Printing Pictures

You can print the desired pictures in the Gallery.

Before You Begin
Before printing the picture, make sure your phone has been connected to the network printer. For more

information, refer to the documentation from the printer manufacturer.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Tap ![icon] to launch the **Gallery**.
3. Tap the desired picture album.
4. Tap the desired picture.
5. Go to ⋮ > **Print** to print the picture.

Deleting Pictures/Videos

You can delete any useless picture/video from the Gallery.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Tap ![icon] to launch the **Gallery**.
3. Tap the desired album.
4. Do one of the following:
    - Long tap the desired picture/video.
    - Go to ⋮ > **Select item**.

        Select the pictures/videos you want to delete.

        You can also tap n items selected (n represents the number of pictures you selected) and then tap Select all to select all pictures.
5. Tap ![icon] to delete the selected pictures/videos.

    The phone prompts you whether to delete the pictures/videos.
6. Tap **OK**.

Sharing Pictures/Videos via Bluetooth

You can share the pictures/videos in the Gallery via Bluetooth.

Before You Begin
Before sharing pictures/videos via Bluetooth, make sure the Bluetooth device is discoverable.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Tap ![icon] to launch the **Gallery**.
3. Tap the desired picture album.
4. Do one of the following:
    - Long tap one of the pictures/videos.
    - Go to ⋮ > **Select item**.

        Select the pictures/videos you want to share.

        You can also tap n items selected (n represents the number of pictures/videos you selected) and then tap Select all to select all pictures/videos.
5. Tap ![icon], and then select **Bluetooth**.
6. If the Bluetooth is deactivated, it will prompt you to tap Turn on to activate the Bluetooth mode.

    The phone scans and displays the available Bluetooth device automatically.

    If there is no Bluetooth device found, go to ⋮ > **Refresh** to search for the Bluetooth devices.
7. Tap the desired Bluetooth device to share the pictures/videos.

    The phone screen will prompt "Sending n file to "XXX"" (n represents the number of pictures/videos that are being sent).

8. Accept the request of transferring files via Bluetooth on the Bluetooth device.

   If the pictures/videos are successfully transferred, the notification center will display a notification "Bluetooth share: Sent files n successful, n unsuccessful." (n represents the number of files that are sent successfully or unsuccessfully).

   You can tap the notification to view the detail information about the shared files.

Recorder

You can use the Recorder to record audio and manage the recording.

During recording, you can mark specific moments so that you can quickly find and listen to them later. You can record up to 12 hours in one file. The recording is saved in "*.amr" format with the name consisting of a prefix "record@" and date & time stamp.

Recording Audio

By default, the recorded audio is saved in the internal SD card. You can connect a USB flash drive to your phone, the recorded audio will be saved in the USB flash drive instead of the internal SD card.

Note: For more information on how to attach a USB flash drive, please refer to the Quick Start Guide for your phone on Yealink Support.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Recorder**.

3. Tap to start recording.

4. Do one of the following:

   • Tap to pause the recording.

   • Tap to set a mark.

     The icon changes to , the number will increase if you set more marks. And there is a red flag on this moment when playing.

5. Tap to end the recording and save the recording.

   The recorded audio will be displayed on the right list automatically.

Playing a Recorded Call

You can browse and play back the recordings on your phone.

The recorded calls include a date & time stamp and the other party's number/IP address/name (or the first person's number/IP address/name you called), for example, 20160302-1452-Tom was created on March 2, 2016, at 14:52 and you have a call with Tom. The recorded audio-only calls are saved in ".aac" format and the recorded video calls are saved in ".mkv" format. You can view the recorded files by Recorder or File Manager. The following is an example of playing the recorded call using the Recorder.

Tip: You can also play back the recorded calls on the phone or on a computer using an application compatible of playing ".aac"/".mkv" files.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Recorder**.

3. Tap before the desired recorded call to play the recorded call.

The length of the recording and a progress bar are displayed as the recording plays. You can press the Volume key to adjust the volume of audio output.

Pause/Resuming a Playback

When you receive an incoming call while playing a recording, the recording is paused automatically. You can resume the playback after handling the call. You can also pause the recording manually at any time.

Procedure
1. Tap ⏸ to pause playing the recording. The icon ▶ appears on the phone screen.

2. Tap ▶ to resume the playback.

Fast Forwarding/Rewinding a Playback

While a recorded file plays, you can fast forward or rewind the playback at any time.

Procedure
1. Drag the slider to skip forward the playing or rewind the playing.

If you have set marks for the recorded audio, you can drag the slider to the position with a red flag to listen to the marked moments.

Stopping a Playback

While a recording plays, you can stop playing it at any time.

Procedure
1. Tap ⏹ to stop the playing.

Renaming the Recording

You can rename the recording for better recognition.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap 🔴 to launch the **Recorder**.

3. Tap after the desired recording.
4. Tap **Rename**.
5. Enter the desired file name.
6. Tap **OK**.

Uploading a Recording to Server

You can upload the local recording file to the server designated by the administrator.

Before You Begin
Your system administrator has enabled the recording upload feature for you.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap 🔴 to launch the **Recorder**.

   The phone shows all recordings in the Audio Recorder list.
3. Tap ⋮ after the desired recorded audio.
4. Tap **Upload**.

The file is uploaded to the server successfully with a prompt.

Deleting a Recording

You can delete local recordings or call recordings from Recorder. The local recording is named with a prefix "record@" and date & time stamp, while the call recordings are named with the date & time stamp.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap ● to launch the **Recorder**.

   The phone shows all recordings in the Audio Recorder list.

3. Tap ⋮ after the desired recorded audio.

4. Tap **Delete**.

   The phone prompts you whether to delete the audio.

5. Tap **OK**.

Deleting All Recordings

You can delete all the recording when you need additional space.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap ● to launch the **Recorder**.

   The phone screen shows all recorded files in the Audio Recorder list.

3. Tap 🗑 .

   The phone prompts you whether to delete all the audio files.

4. Tap **OK**.

Checking Storage Space

You can check the total space or available space of the phone or connected USB flash drive.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Status** > **Storage**.

Calculator

You can use the Calculator to perform simple or complex calculations.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Tap to launch the **Calculator**.

Clock

You can use the Clock to set an alarm, check the time of other cities in the world, set a stopwatch and timer.

Alarm

You can set an alarm on the phone to remind you of a task, for example, join a meeting.

Setting an Alarm Clock

To avoid forgetting the important tasks, you can set an alarm clock.

Procedure
1. Tap the digital clock widget on the home screen.

2. Tap 🕐 on the top-left of the phone screen.

3. Tap ➕ .

4. Tap the desired number to set the alarm time.

5. Tap **OK**.

> The alarm clock you have set is displayed on the phone screen.
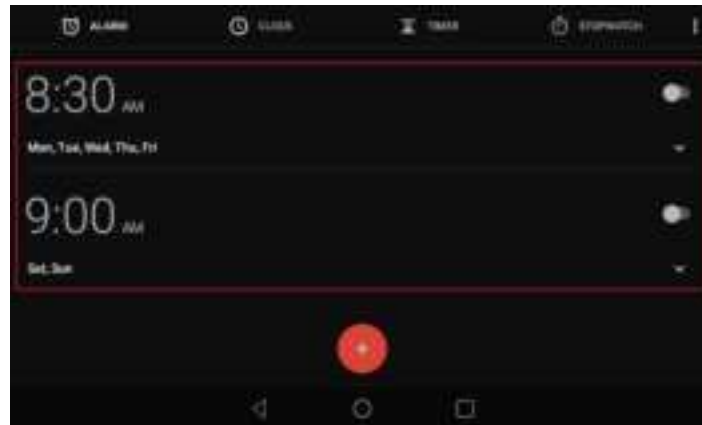
6. You can do the following:
   - Select the **Repeat** check box, and then tap the repeat day of the alarm.
   - Tap 🔔 .
   - Select a desired ring tone for the alarm, and then tap **OK**.
   - Tap the **Label** field.
   - Enter a label for the alarm, and then tap **OK**.

Note: If you have set the time format as 12 Hour, you need to select AM or PM when setting the alarm time.

Editing an Alarm Clock

According to your needs, you can edit the alarm clocks.

Procedure
1. Tap the digital clock widget on the home screen.

2. Tap 🕐 .

3. Drag up and down to select the desired alarm.
4. Tap the desired option to edit the alarm clock.

Deleting an Alarm Clock

When you no longer need the alarm clock, you can delete it.

Procedure
1. Tap the digital clock widget on the home screen.

2. Tap 🕐 on the top-left of the phone screen.

3. Tap the desired alarm.

4. Tap 🗑 on the bottom-left of the alarm to delete the desired alarm.

Setting the Alarm Parameters

You can set the alarm parameters to make your alarm clock more personalized.

Procedure
1. Tap the digital clock widget on the home screen.

2. Tap .

3. Tap > **Settings**.

4. You can do the following:

- Tap the desired lasting time of the alarm bell from the **Silence after** field. The alarm clock will automatically stop after this specified period of time. Tap the desired snooze time from the **Snooze length** field, and tap **OK**.
- Tap the **Alarm volume** field, drag the slider to adjust the alarm volume and then tap **OK**.
- Tap the **Volume buttons** field, and then configure the desired function for the Volume key when the alarm is ringing.
- **Snooze**: Press the Volume key when the alarm is ringing, the alarm will stop and ring after a specified period of time.
- **Dismiss**: Press the Volume key when the alarm is ringing, the alarm will stop.
- **Do nothing**: Press the Volume key when the alarm is ringing, the alarm will still ring.

Clock

You can check the current time and date via the clock on the Home screen.

Adding the Clock of Other Cities

You can add the clock for other cities. After added, you can know the current time in multiple cities simultaneously.

Procedure
1. Tap the digital clock widget on the Home screen.

   The phone screen displays the current date and time.

2. Tap .

3. Drag up and down to scroll through the cities.

4. Select the desired city check box.

5. Tap to return to the clock screen.

   The added clock of the desired city is displayed on the phone screen.

Configuring the Clock Display Mode

You can switch the digital clock to analog clock, set the home clock, and home time zone.

Procedure
1. Tap the digital clock widget on the Home screen.

2. Tap > **Settings**.

3. You can do the following:
   - Select **Analog** from the **Style** field.
   - Select the **Automatic home clock** check box.
   - Select the desired time zone from the **Home time zone** field.

Setting a Timer

You can set a timer to keep you on track to finish something within a set time.

Procedure
1. Tap the digital clock widget on the home screen.

2. Tap [icon].

3. Enter the time by tapping the digits on the right of the screen.

   You can tap [icon] to delete the entered numbers.

4. Tap [icon].

   When the timer is running, you can do the following:

   - Tap [icon] to add an additional minute.

   - Tap [icon] to pause the timer.

   - Tap [icon] to delete the current timer.

The timer beeps when the time is up. It keeps beeping until you tap to stop.

Setting a Stopwatch

You can set a stopwatch to measure the amount of time that you spend on something.

Procedure
1. Tap the digital clock widget on the home screen.

2. Tap [icon].

3. Tap [icon].

4. You can do the following:

   - Tap [icon] to pause the stopwatch.

   - Tap [icon] to reset the stopwatch.

   - Tap [icon] and then tap Bluetooth or Email to share the record via Bluetooth or email.

   - Tap [icon] to count a lap while the stopwatch is running.

Customizing Your Phone

You can make your phone more personalized by customizing various settings.

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.

Changing Wallpaper on Idle Screen

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

Procedure
1. Swipe left or right to go to the second idle screen.

2. Go to **Settings** > **Basic Settings** > **Display** >**Wallpaper**.

3. Select **Gallery** or **Wallpapers** and then select the desired image.

4. Select **Set wallpaper**.

Adding a Wallpaper from a USB Flash Drive

You can use a picture that is stored on a USB flash drive as the background image of your phone.

When USB flash drive is connected to your phone, the pictures on the USB flash drive are shown in the album. You can set a picture as wallpaper using the **Gallery** or **File Manager**.

We recommend that you add a picture that meets the size of the custom picture. Either the smaller or larger picture will be scaled proportionally to fit the screen.

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.

Changing the Waiting Time for Screen Saver

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

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Display** > **ScreenSaver**.
3. Select the desired waiting time from the **Screen Saver Wait Time**field.
4. Save the change.

Setting the Screen Saver Type

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

Your phone supports three screen saver types: Clock, Photo Frame, and Photo Table.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Display** > **ScreenSaver**.
3. Select the desired screen saver type.
   - If you select **Clock**, select ⚙ to select **Style** or **Night mode**.
   - If you select **PhotoFrame**, select ⚙ to select the desired photo album(s).
   - If you select **PhotoTable**, select ⚙ to select the desired photo album(s).
4. Save the change.

Changing the Screen Backlight and Time

You can change the brightness of the phone screen during phone activity and inactivity.

Active Level: The intensity of the phone screen when the phone is active.

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.
- 15s, 30s, 1min, 2min, 5min, 10min or 30min: Backlight is changed when the phone is inactive after the designated time.

Procedure
1. Swipe down from the top of the screen.
2. Do one of the following:

    Drag the backlight slider.
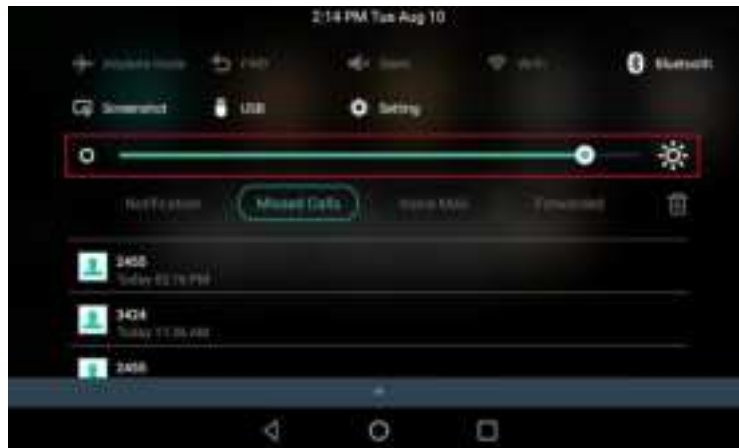
When dragging the slider, the control center (except the backlight slider) and notification center will be hid- den. You can view the intensity changes of the phone screen in real-time.

If you lift your finger, the control center and notification center will be shown again.

- Tap .

    The intensity of the phone screen is changed to the highest.

- Tap .

    The intensity of the phone screen is changed to the lowest.

Tip: You can only change the screen intensity during phone activity on the control center. To change the backlight time, go to Settings > Basic Settings > Display > Backlight.

Changing the 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. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Language & Input** >**Language**.
3. Select the desired language.
4. Save the change.

    The phone language is changed to the selected one.

Changing the Input Method

The phone supports two kinds of input methods: English and 谷歌拼音输入法. The default input method is English. You can change the currently used input method.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Language & Input** > **Current Input**.
3. Select the desired input method.

    You can also long tap the space key on the onscreen keyboard to change the input method. For English input method:

Time & Date

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

Setting the Time and Date Manually

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

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Time & Date** > **General**.
3. Edit the date and time.
4. Save the change.
   The time and date set on the phone will be changed accordingly.

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

Changing the Time and Date Format

You can set the phone to display the time in 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).

Note: Your system administrator can customize the date format.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Time & Date** > **Time & Date Format**.
3. Select the desired time format or date format.
4. Save the change.

Phone Lock and Administrator Password

Phone lock helps you protect your phone from unauthorized use.

Accessing the Advanced Settings with Administrator Password

To enter the advanced settings on your phone, enter the default admin password: @N3ta!k2@2*

Setting the Phone Lock

You can manually lock the phone or wait a specified time to automatically lock the phone. When your phone is locked, you can:

- Dial emergency numbers.
- Reject incoming calls.
- Answer incoming calls.
- End the call.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Advanced** (default password: @N3ta!k2@2*) > **PhoneLock**.
3. Select **Enabled** from the **Lock Enable** field.
4. Enter the desired interval (0 - 3600 seconds) in the **Lock Time Out** field.
5. Save the change.

Note: Enter the default admin password: @N3ta!k2@2* or ask your system administrator for the password if you cannot access **Advanced** menu.

Locking 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 set.

Procedure
1. Long press # key when the phone is idle.
   The lock icon appears on the phone screen.

Unlocking 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
1. Tap the screen or tap the locked key, the phone prompts you to enter an unlock PIN.
2. Enter the desired PIN (default: 123) in the **Unlock PIN** field.
3. Select **OK**.
   The lock icon disappears from the phone screen.

Changing Your Phone Unlock PIN

The default unlock PIN is "123". For security reasons, you should change the default unlock PIN as soon as possible.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Change Lock PIN**.
3. Enter your old and new unlock PIN respectively. The unlock PIN length must be within 15 digits.
4. Save the change.

Line Keys

Line keys allow you to quickly access features such as recall and speed dial. The line key can indicate the monitored status when the line keys are assigned with particular features, such as BLF.

You can assign predefined functions to line keys. You can also define a label for a line key feature which will appear on the phone screen.

Assigning Functionality to a Line Key

You can assign functions to a line key, as a result, you can access this function quickly by tapping this line key.

Procedure

1. Do one of the following:

   - When there is no line key configured, tap ⊕ on the home screen.

   - When there is at least a line key configured, tap ╬ on the bottom-left of the line key list.

2. Select the desired key type from the **Type** field.
3. Configure the settings for the corresponding key type.
4. Save the change.

Changing the Locations of the Line Keys

You can change the order in which your line keys display on the phone screen.

Procedure

1. Do one of the following:
   - Drag up and down to scroll through the line keys list if required.
   - Tap ╳ on the bottom-right of the line key list.

2. Drag a line key to the desired location at which another line key locates.

Deleting a Line Key

You can delete a line key when you no longer need the corresponding function.

Procedure

1. Drag the desired line key to the **Delete** field.

The phone prompts you to delete the DSS key or not.
2. Select **OK**.

Audio Settings

You can change the basic audio settings on your phone.

Adjusting the Volume

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

Procedure
1. Press the Volume key.

Setting the 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 ring tones are used according to this priority: Contact ring tone>Group ring tone>Account ring tone >Phone ring tone.

Setting a Ring Tone for the Phone

You can choose a ring tone for all incoming calls.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Sound** > **Ring Tones** >**Common**.
3. Select the desired ring tone.
4. Save the change.

Setting a Ring Tone for an Account

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

Procedure
1. Swipe left or right to go to the second idle screen.

2. Go to **Settings** > **Basic Settings** > **Sound** > **Ring Tones**.

3. Select the desired account.

4. Select the desired ring tone.

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

5. Save the change.

Setting a Ring Tone for a Group

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

Note: You can only set a ring tone for a group that is added manually.

Procedure

1. Tap 👤 > **Setting**.

2. Select 🎵 after the desired group.

3. Select the desired ring tone.

   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.

4. Select **OK**.

Setting a 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. Tap 👤 .

2. Select the contact group first.

3. Select ⓘ after the desired contact.

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. Save the change.

Disabling the Key Tone

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

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Sound** > **Key Tone**.
3. Turn off **Key Tone**.
4. Save the change.

Enabling Touch Tone

If you enable touch tone, the phone will produce a sound when you tap an option on the phone screen.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Sound** > **Touch Tone**.
3. Turn on **Touch Tone**.
4. Save the change.

Configuring Notification Sound

The phone will produce a notification sound when receiving a notification (for example, incoming email notification).

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Basic Settings** > **Sound**.
3. Tap the desired notification sound from the **Notification Sound** field.
4. Select **OK**.
5. Save the change.

Enabling Silent Mode

If you turn on the silent mode, your phone won't produce a ring tone/key tone/touch sound/notification sound from phone's speaker.

Procedure
1. Do one of the following:
   - Swipe left or right to go to the second idle screen, go to Settings > Basic Settings > Sound. Turn on Silent Mode and then select ✔ .
   - Press the Volume key to adjust the ringer volume to the minimum.
   - Swipe down from the top of the screen and toggle Silent on.

Note: You may have no permission to turn on the silent mode. Contact your system administrator for more information.

Bluetooth

Bluetooth enables low-bandwidth wireless connections within a range of 10 meters (32 feet). The best performance is in the 1 to 2 meters (3 to 6 feet) range.

You can activate the Bluetooth mode, and then pair and connect the Bluetooth device with your phone. You can pair up to countless Bluetooth devices with your phone; however, you can connect up to two different types of Bluetooth devices at a time. You can also share files with friends via Bluetooth.

You can pair and connect a Bluetooth headset/speakerphone/microphone or a Bluetooth-enabled mobile phone to your phone. And the Bluetooth operating instructions on different Bluetooth devices are the same.

Activating the Bluetooth Mode

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

Procedure
1. Do one of the following:
   - Swipe down from the top of the screen.
   - Swipe left or right to go to the second idle screen, go to **Settings** > **Basic Settings** > **Bluetooth**.
2. Turn on the Bluetooth.
   The phone automatically scans the available Bluetooth devices in your area.
   The Bluetooth icon appears in the status bar.

Pairing and Connecting the Bluetooth Headset

You can pair and connect the Bluetooth headset to handle calls on the phone.

Before You Begin
Make sure that the Bluetooth headset is discoverable.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.
3. Tap to search for the Bluetooth devices.
4. Tap the desired Bluetooth headset to connect to your phone.
5. The connection will be completed successfully with a prompt appears under the Bluetooth headset name.

   The Bluetooth icon appears in the status bar.

Pairing and Connecting the Bluetooth-enabled Mobile Phone

When you need to use the phone to handle the mobile phone's calls, you can pair and connect the Bluetooth-enabled mobile phone.

You can only connect one Bluetooth device at a time. After connection, the phone will automatically find an available line key and assign the line key for Mobile Account. The Mobile Account key's default label is "Mobile Account". If there is no available line key, you may assign it manually.

Before You Begin
Make sure that the Bluetooth-enabled mobile phone is discoverable.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.
3. Tap to search for the Bluetooth devices.
4. Tap the desired Bluetooth-enabled mobile phone.
5. Tap Pair on both mobile phone and phone.

   The phone prompts you to sync phone contacts temporarily.
6. Tap OK to enable the mobile contacts sync feature and the phone will sync the mobile contacts temporarily, or tap Cancel to disable mobile contacts sync feature.

   The connection will be completed successfully with a prompt appears under the Bluetooth-enabled mobile phone name.

Note: If you enable mobile contacts sync feature, you also need to authorize the phone to sync the contacts temporarily on the mobile phone. Follow the Bluetooth instructions on Paring, which may differ for different manufacturer.

Pairing and Connecting two Bluetooth Devices

You can connect two Bluetooth devices on the phone at a time, for example, a Bluetooth-enable mobile phone and a Bluetooth headset.

Before You Begin
Make sure that the Bluetooth devices are discoverable.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.
3. Tap to search for the Bluetooth devices.
4. Pair and connect the two Bluetooth devices respectively.

Note: The phone does not support connecting two Bluetooth devices of the same type at the same time. The Bluetooth channel cannot support two devices at the same time, and Bluetooth-enabled mobile phone has higher priority than the Bluetooth headset.

Syncing the Mobile Contacts to the Phone

You can sync mobile contacts to your phone. Then you can view a contact without accessing your mobile phone.

Note: Not all mobile phones support syncing the mobile contacts to phone. For more information, contact your system administrator.

Enabling the Mobile Contacts Sync Feature

You can choose to enable the phone to sync the mobile contacts.

Before You Begin
Make sure that the Bluetooth-enabled mobile phone is paired and connected to your phone and the phone audio feature is enabled.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.
3. Tap after the desired Bluetooth-enabled mobile phone name.
4. Select Mobile Contacts Sync.

You need to authorize the phone to synchronize the contacts temporarily on the mobile phone first, and then the mobile contacts directory will appear in the phone directory list.

Viewing Your Mobile Contacts

You can view a list of mobile contacts on the phone.

Before You Begin
Make sure that the mobile contact sync feature is enabled.

Procedure
1. Go to > Mobile Contacts.

Handling a Mobile Phone Call on the Phone

You can handle a mobile phone call on your phone, the phone acts as a hands-free device for your mobile phone.

The call information appears on both your phone and mobile phone screen. You can control the call's audio to go through the mobile phone or phone on your mobile phone. If you choose Bluetooth, the audio will go through the phone; if you choose Handset earpiece or Speaker, the audio will go through the mobile phone.

Before You Begin
Make sure that the Bluetooth-enabled mobile phone is paired and connected to your phone, and the phone audio feature is enabled.

Procedure
1. Do the following on the phone:
   - Place a call. Tap the **Mobile Account** line key first, and then place a call or multiple calls to the mobile contacts.
   - Answer a call. An incoming call to your mobile phone is also shown on the phones, you can answer the call on the phone. The phone will firstly match the contacts in the mobile contacts directory to present the caller identity.
   - During the call, you can hold/resume, mute/unmute or end the call on the phone.

Configuring the Phone Audio Feature

After syncing the mobile contacts to your phone, the phone acts as a hands-free device for your mobile phone. The call is made through your mobile phone, but the audio is present and the call control is done by the phone.

If a Bluetooth headset is connected to the phone, you can choose to answer a call using the Bluetooth headset.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.
3. Select ⯐ after the desired Bluetooth device name.
4. Turn on Phone audio.
5. Save the change.

Configuring the Media Audio Feature

If a Bluetooth headset is connected to the phone, you can enable the media audio feature to stream the audio from IP phone to Bluetooth headset. The Bluetooth headset acts as the player for the SIP phone.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.
3. Select ⯐ after the connected Bluetooth headset name.
4. Turn on Media audio.
5. Save the change.

Changing Your Phone's Bluetooth Name

You can change the Bluetooth name for your phone to identify your phone to other Bluetooth devices. By default, the phone is identified as "Yealink-T67-LTE" by other Bluetooth devices.

Before You Begin
Make sure that the Bluetooth mode is activated.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth > Edit My Device Information.
3. Enter the desired name in the Device Name field.
4. Save the change.

Renaming the Paired Bluetooth Device

You can rename the paired Bluetooth device to make it recognized more easily.

Procedure
1. Swipe left or right to go to the second idle screen.

2. Go to Settings > Basic Settings > Bluetooth.

    The phone screen shows the paired and connected Bluetooth device.

3. Tap after the connected Bluetooth device name.

4. Enter the desired device name in the Rename field.

5. Save the change.

    The renamed Bluetooth name will be displayed in the PAIRED DEVICES list on your phone. The Bluetooth device name displayed in the scanning list of other devices will not be changed.

Unpairing the Bluetooth Device

After unpairing the Bluetooth device, next time you activate the Bluetooth, the phone will not automatically reconnect to the device. You need to scan, pair and connect with the device again.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.

    The phone screen shows the paired and connected Bluetooth device.

3. Tap after the connected Bluetooth device name.
4. Tap Unpair.

Sending Files via Bluetooth

You can use the Gallery or File Manager to share pictures, videos or audio with an available Bluetooth device in your area.

Receiving Files via Bluetooth

The available Bluetooth devices in your area can share pictures, audio, videos, documents with your phone. You can use the corresponding system application to view the files.

Procedure
1. Share a file with the phone on your Bluetooth device.

    The phone will play a notification sound, and the phone prompts you whether to accept the incoming file.

2. Tap Accept to start receiving the file.

    The phone prompts "The file will be received. Check progress in the Notification panel." . The icon will be displayed in the status bar.

3. (Optional.) Swipe down from the top of the screen.

    Tap the notification "Bluetooth share: Received files".

    You can use the corresponding system applications to view the file.

Disconnecting the Bluetooth Device

When you disconnect a Bluetooth device, it remains paired so that you can reconnect it to your phone.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Bluetooth.
3. Tap the connected Bluetooth device.
4. Tap OK.

Deactivating the Bluetooth Mode

You can deactivate the Bluetooth mode when you no longer use a Bluetooth device.

Procedure
1. Do one of the following:
   - Swipe down from the top of the screen.
   - Swipe left or right to go to the second idle screen, go to Settings > Basic Settings > Bluetooth.
2. Turn off the Bluetooth.
   The Bluetooth icon disappears from the status bar.

Wireless Network

The phone can be connected to the wireless network if Wi-Fi is available within the area.

Note: Enabling Bluetooth may degrade your wireless network connection. For improved wireless network performance, you should disable Bluetooth when it is not in use.

Activating the Wi-Fi Mode

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

Procedure
1. Do one of the following:
   - Swipe down from the top of the screen.
   - Swipe left or right to go to the second idle screen, go to Settings > Basic Settings > Wi-Fi.
2. Turn on the Wi-Fi.

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

The Wi-Fi icon appears in the status bar.

Connecting to the 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.

Connecting to an Available Wireless Network Manually

You can use the password provided by your system administrator to connect the phone to a secured wireless network.

Before You Begin
Make sure that the Wi-Fi mode is activated.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Wi-Fi.
   The phone will automatically search for available wireless networks in your area.
3. (Optional.) To research the available network, select   > Scan.
4. Tap the desired wireless network (SSID) to connect to it.
5. Enter the desired password in the Password field.
6. (Optional.) Tap   to make the password visible.
7. Select Show advanced options to configure the HTTP proxy for the Browser.
8. Select Connect.
   Once the connection has completed successfully, the prompt "Connected" appears under the corresponding SSID.

Adding a Wireless Network Manually

If your gateway/router has SSID broadcast disabled, it doesn't appear in the scanning results. Then you must manually add a wireless network.

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

Procedure
1. Swipe left or right to go to the second idle screen, go to Settings > Basic Settings > Wi-Fi.
2. Select ⠿ > Add.
3. Enter the desired value in the Network SSID field.
4. Tap the desired value from the Security field.
   - If you select WEP or WPA/WPA2 PSK, enter the password.
   - If you select 802.1x EAP, tap the desired value from the EAP method field, and enter additional information.
5. (Optional.) Tap to make the password visible.
6. Select Show advanced options to configure the HTTP proxy for the Browser.
7. Select Save.

Viewing the Wireless Network Information

You can view the detailed wireless network information, such as Profile Name, SSID and Signal Strength.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Wi-Fi > Wi-Fi Status.
3. (Optional.) Drag up and down to scroll through the list of wireless network information.

Disconnect from a Wireless Network

You can disconnect the wireless network connection from your phone.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Wi-Fi.
3. Tap the connected SSID (the top one).
4. Select Forget.

Tip: You can also disconnect from the wireless network by deactivating the Wi-Fi mode.

Deactivating the Wi-Fi Mode

You should deactivate the Wi-Fi mode when you need to connect your phone to the wired network.

Procedure
1. Do one of the following:
   - Swipe down from the top of the screen.
   - Swipe left or right to go to the second idle screen, go to Settings > Basic Settings > Wi-Fi.
2. Turn off the Wi-Fi.
   The Wi-Fi icon disappears from the status bar.

Optional Accessories with Your Phone

The phone can use optional accessories when you need to extend your phone's capabilities. The following optional accessories need to be purchased separately if required for your phone:

- Headset YHS33/UH33

Check with your system administrator to find out which of these applications or accessories are available on your phone.

Caution: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in poor performance.

Headset

The phone supports wired headset, USB headset and Bluetooth headset to place and answer calls.

You can use only one headset at a time. The headset is used according to the priority: USB headset/Bluetooth headset>YHS33/UH33.

Connecting the Analog Headset

If you want to use an analog headset, you require an optional headset YHS33/UH33.

Procedure
1. Simply insert the headset connector into the headset port on the back of your IP phone.

Bluetooth Headset

You can use a Bluetooth headset to handle calls on the phones.

For more information, refer to the documentation from your Bluetooth headset manufacturer.

USB Headset

You can use a USB headset to handle calls on the phones.

For the information on how to connect a USB headset, see the Quick Start Guide for your phone on Yealink Support.

For a list of supported USB headsets, refer to Tested headset list compatible with Yealink IP Phone for your IP phones on Yealink Support. USB headsets that are not listed may not function properly if you connect them to your phone.

For more information on how to use your USB headset, refer to the related documentation from the manufacturer.

Using Headsets

After connecting a headset to your phone, you can activate the headset mode and use the headset when answering and placing calls. If you do not want to use a headset to handle calls, you can deactivate the headset mode.

Procedure
1. Press the Headset key on the phone.
2. The headset icon appears on the phone screen.
3. Press the Headset key again on the phone.
4. The headset icon disappears from the phone screen.

Maintaining Your Phone

When your phone is unable to operate properly, you need to investigate or troubleshoot issues along with other

tasks your system administrator may ask you to perform.

Accessing the Advanced Settings with Administrator Password

To enter the advanced settings on your phone, enter the default admin password: @N3ta!k2@2*

Investigating Warnings

The warning icon lets you know that your phone has one or more important issues.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Status > General.

The warning detail is displayed in the **Warning** field.

Clearing Warning Icon

You can temporarily remove the warning icon from the status bar. However, the warning message still is displayed on the Status screen until the issue is fixed.

The warning icon appears in the status bar again after reboot if the issue is not fixed.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to **Settings** > **Status** > **General**.
3. Tap the **Warning** field.
   The phone prompts you to clear the warning icon or not.
4. Tap **OK**.
5. The warning icon ⚠ is removed from the status bar. And it is also removed from the Warning field.

Tip: You can also swipe left or right to temporarily remove the warning icon via Notification Center.

Rebooting Your Phone

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

Procedure
1. Swipe left or right to go to the second idle screen.

2. Go to Settings > Basic Settings > Reboot > Reboot. The phone prompts you to reboot the phone or not.
3. Select OK.

Tip: You can also long press the * key on the keypad when the phone is idle to reboot the phone.

Resetting 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.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Advanced (default password: admin) > Reset Configuration.
3. Select Reset to factory settings.
    The phone prompts you to reset the setting or not.
4. Select OK.
    The phone begins resetting.

Tip: You can also long press the Redial key when the phone is idle.

After reset, the screen prompts "Welcome Initializing...Please wait". The phone will be reset successfully after startup.

Note: Reset of your phone may take a few minutes. Do not power off until the phone has started up successfully.

Updating the Phone Configuration

Your system administrator may ask you to update the configuration for your phone to apply any changes to system settings, which you can do without restarting it.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Update Configuration.
3. Enter the provision information in the corresponding field.
4. Save the change.
    The phone prompts you whether to provision now.
5. Select OK.

Clearing User's Personalized Configuration Settings

You can clear the personalized configuration settings manually on the phone.

Before You Begin
Your system administrator has enabled the phone to keep the user's personalized settings after auto provisioning.

Procedure
1. Swipe left or right to go to the second idle screen.
2. Go to Settings > Basic Settings > Reset Local Config > Reset local settings. The phone prompts you to reset the local settings or not.
3. Select OK.

Notices

The specifications and information regarding the products in this guide are subject to change without notice. All statements, information and recommendations in this guide are believed to be accurate and presented without warranty of any kind, express or implied. Users must take full responsibility for their application of products.

Technical support

For additional support information please visit the One Talk support site (verizonwireless.com/support/one-talk/) for the latest guides, FAQs, product documents and more.

Important customer information

To avoid electric shock, use caution when connecting cables. For example, do not connect safety extra-low voltage (SELV) circuits to telephone-network voltage (TNV) circuits. LAN ports contain SELV circuits, and WAN ports contain TNV circuits.

Some LAN and WAN ports both use RJ-45 connectors.

To avoid electric shock, do not operate the product or connect or disconnect cables during electrical storms. To avoid electric shock, do not use this product in or near water.

To reduce the risk of fire or overheating, keep this product in well-ventilated areas, away from radiators or other heat sources. Do not block cooling vents.

The plug-socket combination must be accessible at all times because it serves as the main power-disconnecting device.

Use only the manufacturer-provided AC adaptor approved for use with this product. Use of another AC adaptor may cause a fire or explosion.

This product relies on short-circuit (overcurrent) protection installed in your home or office. Ensure that a fuse or circuit breaker no larger than 120 VAC, 15 A U.S. is used on the phase conductors (all current carrying conductors).

Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:

1. When the power cord or plug is damaged or frayed
2. If liquid has been spilled into the product
3. If the product has been exposed to rain or water
4. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions, since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal condition

WEEE warning

To avoid the potential effects on the environment and human health as a result of the presence of hazardous substances in electrical and electronic equipment, end users of electrical and electronic equipment should understand the meaning of the crossed-out wheeled bin symbol. Do not dispose of waste electrical and electronic equipment (WEEE) as unsorted municipal waste and collect such WEEE separately.

Disclaimer

The specifications and information regarding the products in this guide are subject to change without notice. All statements, information, and recommendations in this guide are believed to be accurate and presented without warranty of any kind, express or implied. Users must take full responsibility for their application of products.

Yealink Network Technology CO., LTD., makes no warranty of any kind with regard to this guide, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Yealink Network Technology CO., LTD., shall not be liable for errors contained herein nor for incidental or consequential damages in connection with the furnishing, performance, or use of this guide.

Important 911 emergency response information

If you call 911, emergency service responders will be sent to the registered location you provided when you provisioned this phone. An incorrect address could result in incorrect routing of 911 calls and dispatch of emergency personnel to the wrong location, so please contact your administrator if your registered location is not accurate.

Once a 911 call is placed, the device will enter a five minute Emergency call back mode and the LCD screen of the device will display the following message: **"Emergency Call Activated: features restored after 5 minutes**." By placing a 911 call and activating the Emergency call back mode, the One Talk features will be temporarily disabled to allow the 911 operator to contact the number placing the 911 call (for example, if the call is disrupted during those five minutes). Once the five minutes have passed the phone will resume normal operation.

Data and voice functionality (including the ability to make and receive 911 calls) will not be available during a power outage, broadband connection failure or other service disruption. Neither Verizon Wireless nor any of its affiliates shall be liable for any service outage and/or inability to access emergency service personnel, nor shall Verizon Wireless or any of its affiliates be responsible for the acts or omissions of emergency response center personnel.

Declaration of conformity

Hereby, Yealink Network Technology CO., LTD., declares that this phone is in conformity with the essential requirements and other relevant provisions of the Conformité Européene (CE) and the Federal Communications Commission (FCC). You can find the CE and FCC information from the label on the back of the IP phone.

CE mark warning

This device is marked with the CE mark in compliance with Radio equipment and Telecommunications Terminal Equipment (R&TTE Directive 1999/5/EC).

Part 15 FCC Rules

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device is compliant with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference
2. This device must accept any interference received, including interference that may cause undesired operation

Class B digital device or peripheral

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna

2. Increase the separation between the equipment and receiver

3. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

4. Consult the dealer or an experienced radio/TV technician for help

Important safety precautions

Please read the following important safety notices and instructions before installing or using the product.

A DANGER warning refers to situations that could cause bodily injury
A CAUTION warning refers to situations that could result in equipment malfunction or damage

1. Follow all warnings and instructions marked on the product

2. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use an antistatic cleaning pad for cleaning

3. Do not use this product near water

4. Do not place this product on an unstable cart, stand or table. If the product falls, it could be seriously damaged

5. This product should be operated using the type of power indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company

6. Do not allow anything to rest on the power cord. Do not locate this product where people will walk on the cord

7. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a fire or electric shock

8. Never spill liquid of any kind into or onto the product

9. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks

10. Refer all questions regarding servicing of this product to qualified service personnel

Danger–electric shock and fire

Electric current from power, telephone and communication cables is hazardous and could result in electric shock and/or fire.

Learn more

For more information, visit www.onetalk.com

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