YEALINK T27G DESKPHONE
INSTRUCTIONS

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Voicemail

1. Dial 999 **or** press Message button on your desk phone.
2. Enter PIN number. New messages will automatically play.

Record Greetings

1. Dial your voicemail.
2. Enter PIN
3. Press 9 for settings.
4. Press 8 to record greeting.
5. Press 0 to confirm, then record greeting after beep.
6. Press pound to save recording. This will automatically be set as your default recording.

Set Profile Status

1. Dial your voicemail.
2. Enter PIN.
3. Press 9 for settings.
4. Press 1 for profile status.
5. To select available, press 1. To select away, press 2. To select Out of Office, press 3. For custom profile 1, press 4. For custom profile 2, press 5.

Call Forwarding

1. Go to Menu.
2. Go to features.
3. Go to Call forwarding.
4. Select which kind of call forwarding you would like to set.
5. Enable your forwarding setting.
6. Enter your preferred forwarding phone number (the number you want to receive forwarded calls).
7. Press save.

Hold

1. Press Hold button, found on right hand side of phone.
2. You may put down your handset on the receiver.
3. To take a call off hold, pick up the handset and press hold again.
4. To take a call off hold on speaker, press hold without picking up the handset.

Mute

1. Press the Mute button found on the righthand side of the phone to mute your phone.
2. To unmute, press the Mute button again.

Hands-free Speakerphone

1. To dial a speakerphone call, dial the outgoing number without picking up the handset.
2. To put an ongoing call on speaker, press the speakerphone button on the bottom right of the phone. You can then hang up the handset.

Transferring Calls

1. Press transfer on the phone (TRAN).
2. Dial the desired extension.
3. Hang up the phone.

Redial

1. Press the redial button on the phone (RD).
2. Select your desired recent number. (To dial most recent number, press redial twice.)
3. Press OK from the arrow pad to put through the call.