









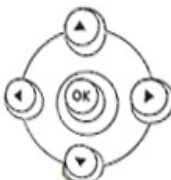









## Quick Reference Guide



**Yealink T27G**

Call Handling	Key Description
<p><b>Blind Transfer</b></p> <ol style="list-style-type: none"> <li>1. Press  or the <b>Transfer</b> soft key during an active call. The call is placed on hold.</li> <li>2. Enter the number you want to transfer to.</li> <li>3. Press  or the <b>B Trans</b> soft key.</li> </ol>	 Press this key to use the speakerphone.
<p><b>Attended Transfer</b></p> <ol style="list-style-type: none"> <li>1. Press  or the <b>Transfer</b> soft key during an active call. The call is placed on hold.</li> <li>2. Enter the number you want to transfer to, and then press the <b>Send</b> soft key.</li> <li>3. Press  or the <b>Transfer</b> soft key when the second party answers.</li> </ol>	 Press this key to <b>redial</b> a number.
<p><b>Sending a Call to the Parking Lot</b></p> <ol style="list-style-type: none"> <li>1. Press the <b>PARK</b> soft key during an active call. The call will be placed on one of the Parking Lot buttons, e.g., Park 1, Park 2, etc. These keys will light up.</li> <li>2. To resume the call, press the Parking lot key where the call was placed.</li> </ol>	 Press this key to <b>mute</b> the microphone or a call.
<p><b>Call Conference</b></p> <ol style="list-style-type: none"> <li>1. Press  or the <b>Conf</b> soft key during an active call. The call is placed on hold.</li> <li>2. Enter the number of the second party, and then press the <b>Send</b> soft key.</li> <li>3. Press  or the <b>Conf</b> soft key again when the second party answers. All parties are now joined in the conference.</li> <li>4. Press the <b>End Call</b> soft key to disconnect all parties.</li> </ol>	 Press this key to place a call on <b>Hold</b> . Press again to resume the call.
<p><b>Do Not Disturb (DND)</b></p> <ol style="list-style-type: none"> <li>1. To activate or deactivate DND, press the <b>DND</b> soft key when the phone is idle.</li> </ol>	 Press the navigation keys to move up/down/left/right.
<p><b>Call Forwarding</b></p> <p><b>To setup call forwarding:</b></p> <ol style="list-style-type: none"> <li>1. Press the <b>Menu</b> soft key when the phone is idle, and then select <b>Features &gt; Call Forward</b>.</li> <li>2. Select the desired forward type:             <ul style="list-style-type: none"> <li>• <b>Always Forward</b> – Incoming calls are forwarded unconditionally.</li> <li>• <b>Busy Forward</b> – Incoming calls are forwarded when the phone is busy.</li> <li>• <b>No Answer Forward</b> – Incoming calls are forwarded if not answered after a period of time.</li> </ul> </li> <li>3. Enter the number you want to forward to. For <b>No Answer Forward</b>, press  or  to selected the desired ring time to wait before forwarding from the <b>After Ring Time</b> field.</li> <li>4. Press the <b>Save</b> soft key to accept the change.</li> </ol>	 <ul style="list-style-type: none"> <li>• Press during a call to adjust <b>receiver volume</b> of the handset/speakerphone/headset.</li> <li>• Press when the phone is idle or ringing to adjust the ringer volume.</li> <li>• Press to adjust the media volume in the corresponding screen.</li> </ul>
	<p style="text-align: center;"><b>Voicemail</b></p> <p>The message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red and the <b>MESSAGE</b> key LED lights up.</p>  <ol style="list-style-type: none"> <li>1. Press  or the <b>Connect</b> soft key.</li> <li>2. Enter your voicemail password when prompted. By default this will be your extension twice.</li> <li>3. To listen to your voice messages press <b>1</b>. By default, new voicemails will play automatically.</li> <li>4. To listen to saved messages, press <b>2</b>.</li> <li>5. To save a message, press <b>9</b>.</li> <li>6. To delete a message, press <b>7</b>.</li> <li>7. To change your mailbox settings, press <b>0</b>.</li> <li>8. To go back a previous menu, press <b>*</b>.</li> <li>9. When finished, hang up or press <b>#</b>.</li> </ol> <p><b>Recording Your Voicemail Messages</b></p> <ol style="list-style-type: none"> <li>1. Call into your voicemail (see above steps).</li> <li>2. Press <b>0</b> for Mailbox Options.</li> <li>3. <b>Record your unavailable message.</b> This is for when someone gets to your voicemail when you are on DND or not on the phone.</li> <li>4. <b>Record your busy message.</b> This is for when someone gets to your voicemail and you are currently on another call.</li> </ol>