


How to:

PLACE A CALL


Using a handset:

1. Pick up handset.
2. Enter number and press the **Send** soft key.

Using a headset:

1. With the headset connected, press  to activate headset mode.
2. Enter number and press the **Send** soft key.

Using speakerphone:

1. With the handset on-hook, press .
2. Enter number and press the **Send** soft key.



You can alternate between headset, speakerphone and handset by pressing the corresponding key.

ANSWER/END A CALL

Using a handset:

- Pick up handset / Return handset or press **EndCall** soft key.

Using a headset:



- Press .

Using speakerphone:



- Press .

TRANSFER A CALL

Blind Transfer - The call is transferred directly without the need to announce the caller:






1. Press  or the **Tran** soft key during the active call, the call is then placed on hold.
2. Enter the receiving number you want the call transferred to.
3. Press  or the **Tran** soft key.

Attended Transfer - Allows you to announce the caller prior to releasing the call:

1. Press  or the **Tran** soft key during the active call, the call is then placed on hold.
2. Enter the number you want to transfer to, and then press .

When the second party answers, announce the call and then press  or the **Tran** soft key.

ACCESS VOICEMAIL

1. Press  or press the **Connect** soft key.
2. When prompted, enter **PIN-Code** and press 
 - For new messages, press .
 - For saved messages, press .
 - For advanced voicemail settings, press .

cbiit

Yealink SIP-T23G Gigabit Colour IP Phone

Quick Reference User Guide



How to (Cont.):

MANAGE CALL HISTORY

1. Press the **History** soft key when the phone is idle.
2. Press \uparrow or \downarrow to search and select an entry from the list.
 - Press the **Send** soft key to place a call, or the **Delete** soft key to delete the highlighted entry from the list.
 - Press the **Option** soft key and select **Add to Contacts** to add the entry to the local directory, OR for existing entries.
 - Press the **Edit** soft key to edit the phone number of the entry before placing the call.

ADD A NEW CONTACT

1. Press the **Dir** soft key and then press the **Enter** soft key.
2. Select the desired group to add the contact to, if applicable and press the **Enter** soft key.
3. Press the **Add** soft key and enter the desired contact details.
4. Press the **Add** soft key to save the change.

REDIAL A NUMBER

To call the last dialed number:

- Press $\boxed{\text{RD}}$ twice to call the last dialed number.

To call a previously dialed number:

1. Press $\boxed{\text{RD}}$ when the phone is idle.
2. Press the scroll keys \uparrow or \downarrow until you reach the desired entry in the Placed list.
3. Press the $\boxed{\text{RD}}$ or the **Send** soft key to place the call.

MUTE OR UN-MUTE A CALL

- Press the $\boxed{\text{MUTE}}$ to mute or un-mute a call.

FORWARD A CALL

1. Press the **Menu** soft key.
2. Select **Features** and then **Call Forward**.
3. Select the desired forward type: **Always Forward**, **Busy Forward**, or **No Answer Forward**.
4. Press the **Enter** soft key.
5. Enter the destination number you wish to forward calls to.
 - For **No Answer Forward**, press the scroll keys \uparrow or \downarrow to select the desired ring time.
 - Press the **Save** soft key to accept the change.

CREATE A CONFERENCE CALL

1. Press the **Conf** soft key during an active call, this places the active call on hold.
2. Enter the extension or external number of the second party, then press the **Send** soft key.
3. Press the **Conf** soft key again when the second party has answered the call.
 - All parties are now joined in the conference call.

PLACE A CALL ON HOLD & THEN RESUME THE CALL

To place a call on hold:

- Press the **Hold** soft key during an active call.

To resume a call from hold:

- Press the **Resume** soft key when a call is on hold.

Note:

- Only one active call can be in progress at any time.
- Other calls can be made and received while placing the original call on hold. When you place a call on hold, your IP PBX may play music to the other party while waiting.

Layout and Features:

