









## YEALINK VP59 - USER GUIDE



-  Activates a headset (if connected)
-  Mutes the microphone
-  Listen to your voice messages
-  Place a call on Hold
-  Redial the last call
-  Transfer a Call

### PLACING A CALL:

#### USING THE HANDSET:

- Pick up the handset
- Enter the number on the dial pad
- Touch the Send soft key



#### USING THE SPEAKERPHONE:

- Press the Speakerphone key
- Enter the number on the dial pad
- Touch the Send soft key.



#### USING THE HEADSET:

- Press the Headset key
- Enter the number on the dial pad
- Touch the Send soft key.

### ANSWERING INCOMING CALLS:

- Using the handset: Pick up the handset.
- Using the speakerphone: 
- Using the headset: press 

### ENDING A CALL:

- Using the Handset: Replace the handset on the cradle.
- Using the speakerphone or headset: Press the
- or  key, or Press the End Call soft key. 

### CONFERENCEING A CALL:

You can conduct conference calls with up to nine parties (including yourself) directly on your phone. If you need to set up a conference call with ten or more parties, ask your system administrator for details.

To set up a multi-party Conference Call:

1. Touch the Conference soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then touch the green Conference soft key.
3. Touch the Conference soft key again when the second party answers. All parties are now joined in the conference.
4. Repeat Step 3 to add more parties to the call.
5. Touch the red End Call soft key to disconnect all parties.


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### CALL TRANSFER:

There are three methods you can use to transfer a call to another phone:

- A Blind Transfer sends a call directly and immediately to another party without consulting.
- A Semi-Attended Transfer sends a call while the destination phone is ringing.
- An Attended Transfer allows you to speak with the destination phone before transferring the call.



Note that you may use the transfer key  or the transfer soft key on the in-call display to transfer calls.

#### Blind Transfer:

1. Press the Transfer key during an active call. The call is placed on hold.
2. Enter the number you want to transfer the call to.
3. Press Transfer key again.

#### Semi-Attended Transfer:

1. Press the Transfer key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Send soft key.
3. Press the Transfer key again when you hear the ring-back tone.

#### Attended Transfer:

1. Press the Transfer key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Send soft key.
3. Press the Transfer key again when the second party answers.

### FORWARDING AN INCOMING CALL:

To enable call forwarding:

1. Press the Transfer key when the phone is idle, or Select Call Forward from the settings menu.

2. Select the desired forward type:

- Always Forward: Incoming calls are forwarded unconditionally.
- Busy Forward: Incoming calls are forwarded when the phone is busy.
- No Answer Forward: Incoming calls are forwarded if not answered after a period of time.


3. Touch "on" and enter the number you want to forward to.

4. Press the Save soft key to accept the change.

### VOICEMAIL:

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.

To listen to voice messages:

1. Press  or the Connect soft key.
2. Follow the voice prompts to listen to your voice messages.