ULTREX

Yealink T57 Guide

ULTREX

Button Functionality:

ULTREX

1: History

See history of inbound/outbound calls.

2: Directory

Access the built-in directory page.

3: DND (Do Not Disturb)

 Turn on/off Do Not Disturb.

4: Menu

Access various menus built into the phone.

5: Hold Button

Puts call on hold.

6: Transfer Button

Transfer a caller using extension.

7: Voicemail Button

Check Voicemail.

8: Volume Rocker

Adjust volume of phone.

9: Headset Button

Toggle on/off optional headset.
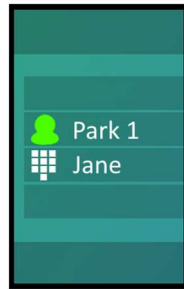
10: Mute Button

Mute the microphone while on call.

11: Redial Button

Redial the last number called. Click twice to instantly redial.

12: Speaker Phone

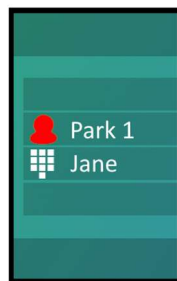Put the call on/off built-in speaker.

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Park A Call:

(1) Have an active call on the line.

(2) Find a park that is open (indicated by green light).

(3) Push the desired park button.

The call will be parked. This will be indicated by a blinking red light on all phones in the building.
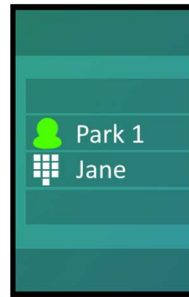
Pick Up a Parked Call:

**(1)** While on an empty line, press the blinking red park button.

This will pick up the parked call on the line. All phones in the building will see the open park again.

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Speed Dialing:

[1] Find desired name for Speed Dial. Cycle through pages using the bottom button if multiple pages are present.

[2] While on an open line, press the button next to the desired user.

Speed Dial Transfer:
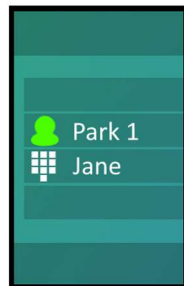
[1] Have an active call on the line.

[2] While on the line, push the button next to the name the caller should be transferred to.

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Standard Transfer:

(1) Press the 'Transfer' button located next to the bottom-left of the screen

(2) Dial desired Extension. (See extension list)

(3) Press the 'Send' button located next to the 'Transfer' button.

This will ring the selected user. The original phone will be open again.

Voicemail:

(1) Push the Voicemail button or dial *97.

(Example: *97)

(2) Dial your extension, followed by #.

(Example: *97 100 #)

(3) Dial password. Default is 1234. Follow by #.

(Example: *97 100 # 1234 #)

To change voicemail greeting, dial 5.

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Transfer To Voicemail:

(1) Press the 'Transfer' button located next to the bottom-left of the screen.

(2) Dial '**' followed by the desired Extension.
(Example: **100)

(3) Press the 'Transfer' button.

This will send the caller to the voicemail of the selected user. The original phone will be open again.

Intercom:

To use the intercom, use a phone on the intercom system. If this is unknown, contact RingByName to set it up.

Dial intercom code. (Default is set to 12345)

This will page every phone on the intercom system. To change this, contact RingByName.