Quick Reference Guide
Yealink SIP-T22P

![simply bits — Now You're Thinkin' Smart!]
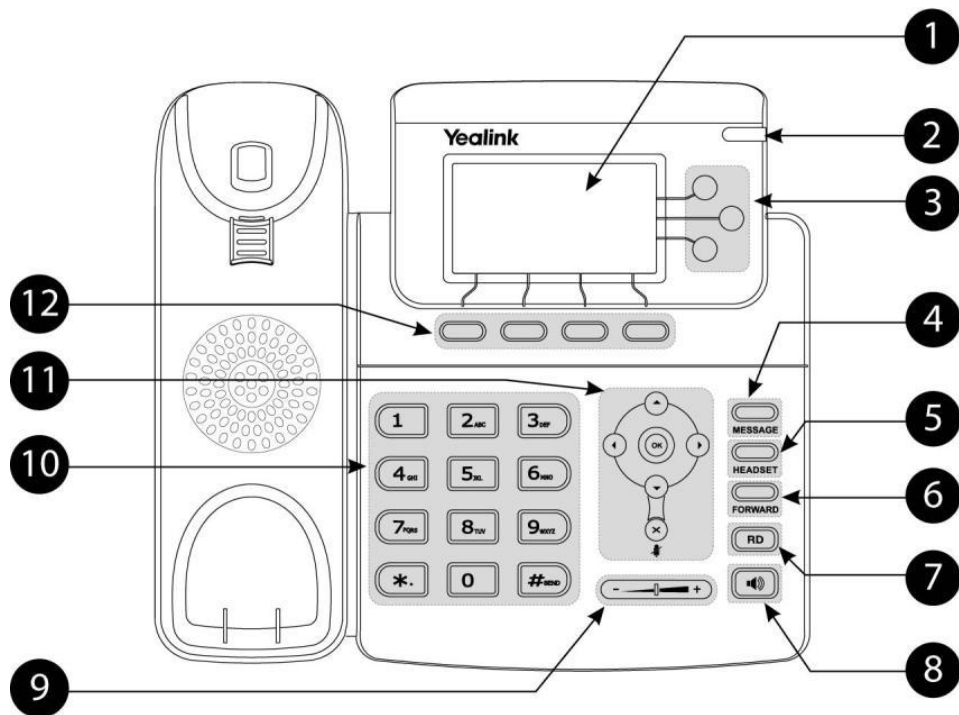
	Item	Description
1	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.
2	Power Indicator LED	Indicates phone power status.
3	Line Buttons	Use these buttons to access up to three phone extensions or DSS key functions.
4	MESSAGE Button	Indicates and accesses voice messages.
5	HEADSET Button	Toggles and indicates headset mode.
6	FORWARD Button	Forwards a call to another party.
7	Redial Button	Redials a previously dialed number.
8	Speakerphone Button	Toggles the hands-free speakerphone mode.
9	Volume Button	Adjusts the volume of the handset, headset, ringer and speakerphone.
10	Keypad	Provides the digits, letters and special characters in context-sensitive applications.
11	(scroll keys)	Scroll through displayed information or options.
	(OK)	Confirms actions or answers an incoming call.
	(×)	Cancels actions or rejects an incoming call.
12	Soft Keys	Labels change automatically to identify their context-sensitive features.

Basic Features

To Place a Call:

Lift the handset, dial the extension or phone number, and then press the 🔲#SEND button. **-OR-** Dial the extension or phone number, and then lift the handset.

Press the 🔲 button, dial the extension or phone number, and then press the 🔲#SEND button. **-OR-** Dial the extension or phone number, and then press the 🔲 button.

Press the 🔲HEADSET button, dial the extension or phone number, and then press the 🔲#SEND button. **-OR-** Dial the extension or phone number, and then press the 🔲HEADSET button.

To Answer a Call:

Lift the handset to answer the call.

Press the 🔲 button **-OR-** press the **Answer** soft key **-OR-** press the flashing Line key.

Press the 🔲HEADSET button **-OR-** with the headset mode activated, press the **Answer** soft key **-OR-** with the headset mode activated, press the flashing Line key.

To Reject a Call:

- Press the **Reject** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

To End a Call:

Hang up the handset **-OR-** press the **Cancel** soft key.

Press the 🔲 button **-OR-** press the **Cancel** soft key.

Press the **Cancel** soft key.

To Redial the Last Call Placed:

- Press the 🔲RD button twice—a call to the last number dialed is attempted.

To Mute a Call:

- Press the (×) button—the call will be muted and the LCD screen will indicate that the call is muted.

To Place a Call on Hold:

- Press the **Hold** soft key—the call will be placed on hold and the LCD display on the phone will change to indicate that the call is on hold.

To Resume a Call on Hold:

- Press the **Resume** soft key **-OR-** press the Line button for the held call.

Basic Features (continued)

To Conference in a Second Party:

- Establish the call with the first party (either by calling the first party or after answering the call from the first party).
- Press the **Conf** soft key.
- Call the second party—wait until the call is answered.
- Press the **Conf** soft key again—all parties are now connected.

To Perform a Blind Transfer:

- Press the FORWARD button or the **Tran** soft key.
- Dial the extension or phone number of the transfer recipient.
- Press the FORWARD button or the **Tran** soft key again—the call will immediately begin to ring on the recipient phone.

To Perform an Attended Transfer:

- Press the FORWARD button or the **Tran** soft key.
- Dial the extension or phone number of the transfer recipient.
- Press the # button, the **Send** soft key or the OK button —wait for the transfer recipient to answer the call and announce the caller.
- Press the FORWARD button or the **Tran** soft key again—the call will be connected to the transfer recipient.

To Configure & Enable Always Forward:

- Using the soft keys, select **Menu ➔ Features ➔ Call Forward**.
- Press the ⌃ and ⌄ buttons to select **Always Forward**, and then press the **Enter** soft key
- Press the **Switch** soft key or the ‹ and › buttons to select **Enable** from the **Always** field.
- Enter the destination extension or phone number you want to forward all call to in the **Forward to** field.
- Press the **Save** soft key—Always Forward is configured and enabled, the ⤵ icon on the LCD display indicates that call forwarding is enabled.

To Enable / Disable Do Not Disturb (DND):

- When the phone is idle, press the **DND** soft key to toggle the DND mode on or off—the phone displays the DND icon in the LCD panel to indicate that DND mode is activated.

To Park a Call:

- Dial **#72 -OR-** press the **Call Park** DSS key—the system will respond with a prompt indicating which parking lot number to dial to retrieve the call (780x).
- Listen to the system prompt and remember which parking lot location the active call has been assigned.

To Retrieve a Parked Call:

- Dial the parking lot location (**780x**)—the parked call will be connected with that phone.

Voice Mail Quick Reference

When the phone receives a new voice mail message, the phone will play a warning tone, the MESSAGE button LED will illuminate (this is the Message Waiting Indicator or MWI), the LCD screen will display a prompt that New Voice Mail was received and a flashing OO icon will appear in the upper right corner of the LCD screen.

To Listen to Voice Mail:

- Press the MESSAGE button or the **Connect** soft key—the phone will connect to the voice mail box for the primary line on the phone.

To Access Voice Mail from a Different Internal Phone:

- Dial **7999**—the system will prompt for an extension.
- Dial the extension—the system will prompt for a password.
- Dial the password—the system will prompt with the Voice Mail Main Menu.

Voice Mail Main Menu:

1 New Messages (*or if no New Messages, Old Messages*)

2 Change Folders
    0 New Messages
    1 Old Messages
    2 Work Messages
    3 Family Messages
    4 Friends Messages
    # Cancel

3 Advanced Options (*used only during message playback*)
    * Return to Main Menu

0 Mailbox Options
    1 Record Unavailable Message
    2 Record Busy Message
    3 Record Name
    4 Manage Temporary Greeting
        1 Record Temporary Greeting
        2 Erase Temporary Greeting (*available only if a Temporary Greeting is present*)
    5 Change Password
    * Return to Main Menu

* Help

Exit Voice Mail

Options During Playback (any folder):

3 Advanced Options
    1 Send Reply (*available only if message was sent or forwarded from an internal extension*)
    3 Hear Message Envelope
    * Return to Main Menu

4 Play Previous Message (*available only if multiple messages present in current folder*)

5 Repeat Current Message

6 Play Next Message (*available only if multiple messages present in current folder*)

7 Delete Current Message

8 Forward Message to Another Mailbox

9 Save Message in a Folder:
    0 New Messages
    1 Old Messages
    2 Work Messages
    3 Family Messages
    4 Friends Messages
    # Cancel

* Rewind 3 Seconds

Skip Forward 3 Seconds

Options After Recording a Message / Greeting:

1 Accept the Message / Greeting

2 Listen to the Message / Greeting

3 Re-record the Message / Greeting