SPITFIRE®

V O I C E ● I N T E R N E T ● D A T A

HOSTED PBX 2.1 YEALINK T26 – QUICK START GUIDE

Making a call

- Dial the internal extension number or full external telephone number. (No 9 required)
- Press the Send button. (or OK button)
- To end the call, hang up or press the End Call button.

Transferring calls

Supervised Transfer

- Place the caller on hold by pressing the Tran button.
- Dial the extension number or the external number that you wish to transfer the call to, then press OK.
- When the person picks up the phone, announce caller, then press the Tran button to connect the call.   OR
- If you wish to come back to your caller on hold without transferring them, press the flashing green line key.
  (Please note, call charges apply to calls transferred externally)

Unsupervised Transfer

- Place the caller on hold by pressing the Tran button.
- Dial the extension number or the telephone number that you wish to transfer the call to, then press Tran again.
  (Please note, call charges apply to calls transferred externally)

Call Pick-Up

To pick up any phone when ringing
- Dial *8
- Lift handset and talk.

To pick up specific extension
- Dial ** and the extension number.
- Lift handset and talk.

Setting up personal Voicemail
- Press ✉ or dial *97 then press Send or [OK].
- To record your outgoing message, choose option 5 for the advanced menu, then option 1 to record a greeting and follow the prompts.

Listening to Voicemail messages
- Press ✉ or dial *97 then press Send or [OK].
- To listen to new messages, press 1. To listen to saved messages, press 2.
- For the advanced menu, press 5.

Call Forwarding (All calls)

- Press the Menu button from the display soft key.
- Choose option 2, Features from the Menu.
- Choose option 1, Call Forward, rom the menu.
- Choose option 1, Always Forward from the menu
- Use the right arrow to change from Disabled to Enabled,
- Use the Down arrow to Enter the Forward to number and press save

To Disable repeat steps above and Change to Disabled in step 5.(Please note, call charges apply to calls Forwarded externally)

If you have any handset queries, you can contact Spitfire Support on:
020 7501 3030

support@spitfire.co.uk