MAINCOMS

QUICK REFERENCE GUIDE

Yealink AX83H

For Yeastar P-Series

The AX83H is a cordless business phone that connects to your office Wi-Fi instead of a DECT base, so it works wherever your Wi-Fi reaches. It has a 2.4-inch colour screen and Bluetooth for a headset.

Getting to know your phone



- **Screen and soft keys**
  The keys under the screen do what the label above them says.
- **Navigation and OK**
  Move through menus. OK confirms and opens the main menu.
- **Green Off-hook key**
  Answers and makes calls.
- **Red On-hook key**
  Ends or rejects a call. Hold it to switch the phone off or on.
- **Message key**
  Dials your voicemail.
- **Speakerphone**
  Hands-free calls.
- **TRAN key**
  Transfers a call.
- **Mute key**
  Turns your microphone off and on.
- **Keypad**
  Numbers, letters and symbols.
- **USB-C socket and headset socket**
  Charging, and a 3.5 mm wired headset.

Status light

Light	Meaning
Solid red	Starting up, or charging
Solid green	Fully charged
Fast flashing red	Incoming call
Slow flashing red	Voicemail, missed call or message
Off	Normal, or switched off

Good to know. Your line keys and soft keys are set up for your business, so the labels on your phone may differ slightly from this guide. If a key is not where you expect, call us and we will check it for you.

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Everyday tasks

Make a call

1. Dial the number on the keypad.
2. Press the green **Off-hook** key.

Answer and end

Press the green **Off-hook** key or **Speakerphone**. Press the red **On-hook** key to end the call.

Hold and resume

Press the **Hold** soft key during a call. Press **Resume** to return. Use **Swap** to move between a held call and an active call.

Mute

Press the **Mute** key. Press it again to unmute.

Transfer without speaking first

1. During the call, press **TRAN**.
2. Dial the number, or press **Directory** and choose a contact.
3. Press **B Transfer**. The call goes straight through.

Transfer after speaking first

1. During the call, press **TRAN**; the caller is held.
2. Dial the number and press **OK** or **TRAN** to call.
3. When your colleague answers, introduce the call, then press **TRAN**.

Conference

1. During a call, press **Conference**; the first caller is held.
2. Dial the next person.
3. When they answer, press **Conference** again. You can add up to five people in total.

Redial and history

From the idle screen, press the green **Off-hook** key, then press it again to redial the last number. Press **History** for missed, received and dialled calls.

Directory

Press **Directory**, choose a group or All Contacts, select the contact and press the green **Off-hook** key.

Do not disturb and forwarding

Press **OK**, then Features. Choose DND, or Call Forward and then Always, Busy or No Answer. Turn it on, enter a number if asked, and press **Save**.

Voicemail

Press the **MESSAGE** key, or dial ***2**. The status light flashes slowly when you have a new message.

Wi-Fi and charging

The phone joins your office Wi-Fi; if it loses the network, press **OK**, then Wi-Fi, and choose your network. Charge it in the cradle or with a USB-C cable. The light is red while charging and green when full.

Feature codes on Yeastar P-Series

***2**	Listen to your voicemail	***12 + ext**	Leave a voicemail for a colleague
***3 + ext**	Attended transfer during a call	***03 + ext**	Blind transfer during a call
***31 + number / *031**	Forward all calls on / off	***93 / *91**	Do not disturb / available
***4**	Pick up a call ringing in your group	***04 + ext**	Pick up a call ringing on a colleague's phone
***5 / 6xxx**	Park a call / retrieve it from slot 6xxx	***1**	Start or pause call recording, if enabled

Standard Yeastar codes. If your system has been customised, yours may differ.