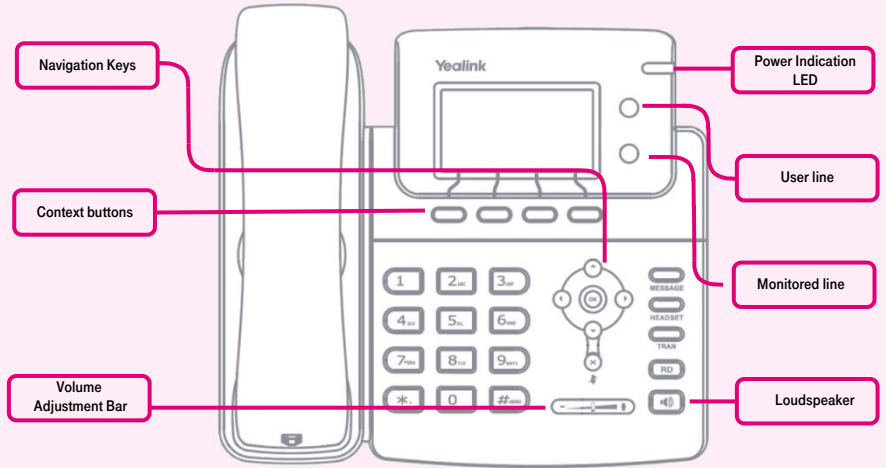


Yealink SIP-T21P E2

Before you start using phone

Package content: Telephone set, Receiver, Twisted receiver cord, Telephone stand, Instructions for installation and use. Insert the telephone stand into four holes on the underside of the telephone set (so that the telephone can stand on the desk). If you want to mount the telephone on the wall, you have to disjoin the stand, turn the upper section 180 degrees and join the stand again together. Attach one end of the receiver cord to the receiver and the other end to the socket on the telephone marked with receiver. Attach the LAN cable (black cable) to the socket on the underside of the telephone marked "Internet" and attach the other end of this cable to internet modem, router or switch. If you have only one LAN socket available, it should be used for connecting the telephone and the PC should then be connected to the telephone (to the socket on the underside of the telephone set marked "PC"). If your network does not support PoE (Power on Ethernet), it is necessary to use a telephone feed adaptor (an optional accessory). The telephone will



then start up and the message "Initializing...please wait..." will appear on the display. This may take several minutes during which the telephone updates itself and it may also restart itself. Then it should be possible to sign up to the network. Right in the telephone a list of telephone contacts has been made ready for you to use. After logging on the portal-uc.gtsce.com portal you have to

enter your assigned telephone number and the password. You will receive these details on the delivery of the service. The **Name** is your **telephone number**. Here you may be able to adjust the Virtual Switchboard service according to your needs. Help can be accessed using the "Help" button in the right upper corner. Other instructions are also accessible here in the item "To Download".

1. Making a call

Lift the receiver or press the "Loudspeaker" button and enter the required telephone number using the numeric keypad and confirm by pressing the context button "Send". To end the call, press again the "Loudspeaker" button or put down the receiver.

2. Control functions

Navigation button is used for moving in the menu. **Button OK** is used to confirm the dialling option. There are also the following types of buttons on the telephone – the context- dependent buttons and the line keys. The functions of line keys are set: **User line**, **Monitored line**. The functions of the context- dependent buttons are changed automatically depending on the operating condition of the telephone. Menu can be browsed using navigation buttons or direct

dials as every direct dial is numbered. The manual will also describe the so-called sequence, meaning initiation of a configuration menu using the context "Menu" button and pressing direct options 1-9 confirmed by the OK button. I.e.: the **Menu-2-4-1** sequence means pressing the MENU, 2, 4, 1, buttons. You can return to default status using the Back-Back-Exit context button.

Context button **Hold** – puts a call on hold (with music)

Context button **Transfer**-transfers a call

Context button **MENU**-enters menu

Button **RD** – Opens the list of last dialled numbers.

Button **Message** – Connects your phone with your Voice Portal.

Button **Headset** – switches headphone/microphone sound to the headset.

3. Telephone directory

Within a Virtual PBX service are used two platform telephone directories: Personal directory and Business directory. Business directory always contains all active users of the company. Personal directory is intended for private contacts of the user. You can add, edit or delete items of personal list using the portal-uc.gtsce.com portal.

4. Searching in telephone directory

To open this list, press "Directory" – "Personal directory", "External directory" or "Business directory" button. The appropriate telephone directory will be loaded into the phone. To navigate in the list, use the up and down arrows and call by pressing **OK**; for the fast search (name or surname), press numeric keys with the relevant characters. For each letter press the button only once. Combination of letters corresponding to the number you





need to press, can be found on the phone or at the table.

Required karakter	Numbers
A, B, C	2
D, E, F	3
G, H, I	4
J, K, L	5
M, N, O	6
P, Q, R, S	7
T, U, V	8
W, X, Y, Z	9

ATTENTION: the numbers pressed will appear on the display but the search continues. It is a similar principle, which uses a predictive dictionary "T9" that you use for writing SMS. Selecting directory entries is reduced to records that match the letters. Whenever you can browse a directory using up and down arrows and dial the contact by pressing OK.

5. Call register

Pressing the **History** context button will display a list of all calls, to select another history press gradually the navigation buttons left or right. This will display **placed calls, received calls, forwarded calls and all calls**. To dial numbers from the register, press the context button **Send**, or **Option - Detail** for detailed information. Pressing a context button **Delete** will delete selected register. To delete whole list, press **Option - Delete All**.

6. Redial

Pressing the **RD** button will display a list of recently dialed numbers. Next pressing of the button will dial the last dialed number.

7. Transferring

Transferring a call without consultation: During an ongoing call, press the **"Transfer"** button, enter the telephone number to which the call is to be transferred and then press the **"Transfer"** button again to transfer the call.

Transferring a call with consultation: During an ongoing call, press the **"Transfer"** button, enter the telephone number to which the call is to be transferred and then press OK to dial the number. Then you can talk with the person who has been called. To transfer the first call, press again the **"Transfer"** button.

Call parking: During a call, press the **"Hold"** button (= Call parking) and then the **"New Call"** button, dial the other phone number and confirm by pressing #. You can switch between two parties using the context button **Swap**.

8. Adjusting volume

The dual +/- button is used to adjust volume. During ongoing call it can be used to adjust the volume of receiver, headset or loudspeaker; on the home screen it is used to adjust the ring volume.

9. Language settings

Telephone's language setting depends on the settings in the user profile on **portal-uc.gtsce.com** portal. In the left bar select **"Profile"**, in the basic setting select **"Profile"** and then select the preferred language (**"Czech"** or **"English"**) and press **OK**. The language used on the portal will change after the new sign on the portal, the language of the telephone will change after switching the power supply off and on. The language setting on **portal-uc.gtsce.com** portal has the priority over the language setting in the telephone's menu.

