Yeastar PBX Quick Reference Guide

Common Feature Codes & Desk Phone Shortcodes

Dial these codes directly from your registered desk phone or client extension to quickly activate, deactivate, or manage system features.

Core Call Handling & Voicemail

Code	Feature	Description & Usage
`*2`	**Check Own Voicemail**	Dial to access your personal mailbox voice prompt system.
`*2 + [Ext]`	**Check Other Mailbox**	Check messages for another extension (requires mailbox PIN).
`*12 + [Ext]`	**Direct to Voicemail**	Bypass ringing and leave a voicemail directly for that extension.
`*3`	**Attended Transfer**	Dial during an active call, speak to the target, then hang up to transfer.
`*03`	**Blind Transfer**	Dial during an active call, enter the extension, and hang up immediately.
`*1`	**One-Touch Recording**	Press during an active call to start or stop recording the conversation.

Call Pickup & Parking

Code	Feature	Description & Usage
`*4`	**Group Call Pickup**	Answer any phone that is currently ringing within your pickup group.
`*04 + [Ext]`	**Extension Call Pickup**	Intercept and answer a call ringing explicitly at a specific extension.
`*06`	**Call Parking (System)**	Park an active call. The system will announce the slot number (e.g., 6900).
`[Slot Number]`	**Retrieve Parked Call**	Dial the announced slot number from any phone to resume the parked call.

Presence & Call Forwarding

Code	Feature	Description & Usage
`*74 / *074`	**Do Not Disturb (DND)**	Dial ***74** to enable DND (send calls to voicemail); dial ***074** to disable.
`*31 / *031`	**Forward All Calls**	Dial ***31** to route all calls to your default target; dial ***031** to disable.
`*31 + [Num]`	**Forward All to Number**	Dial ***31** followed by an extension or outside number to forward immediately.
`*32 / *032`	**Forward When Busy**	Dial ***32** to enable preset busy forwarding; dial ***032** to disable.

Code	Feature	Description & Usage
*33 / *033	**Forward No Answer**	Dial ***33** to enable preset no-answer forwarding; dial ***033** to disable.

Advanced Features & Queue Operations

Code	Feature	Description & Usage
*75	**Queue Agent Login/Logout**	Toggle your active agent status on or off for assigned call queues.
*075	**Queue Agent Pause/Resume**	Temporarily pause receiving queue calls without fully logging out.
*79 / *079	**Busy Camp-on**	Dial ***79** to queue a callback when a busy extension becomes free; ***079** to cancel.
*99	**Business Hours Override**	Authorized users dial to manually toggle the system's Day/Night/Holiday status.

Note: These are the standard default codes for the Yeastar P-Series and S-Series systems. Your system administrator may have customized certain keys or shortcuts. Check with IT if a code does not behave as expected.