## Yealink EXP50 Quick Reference - Programming Buttons

## How to Program a Button

- 1. Press & Hold the button you want to program.
- 2. **Select Key Type** (Speed Dial, BLF, etc.) using navigation keys → press **OK**.
- 3. Enter Details (number, extension, or label).
- 4. Press Save.
- 5. Test the button.

## **Common Button Types**

Key Type	What It Does	Example	When to Use
Speed Dial	Calls a saved number instantly.	Enter <b>5551234</b> , label it "Office."	Frequently dialed numbers.
BLF (Busy Lamp Field)	Monitors an extension's status (Idle, Ringing, Busy).	Enter <b>102</b> , label it "John."	See if coworkers are free before calling or transferring.
Transfer	Transfers a call directly to a saved number.	Enter <b>103</b> , label it "Support."	Quickly send callers to support.

Key Type	What It Does	Example	When to Use
6-11	Forwards all	Enter	5
Call Forward	calls to another number when pressed.	<b>5556789</b> , label it "Mobile."	Forward calls when away from desk.
Line	Adds another phone line or account to your phone.	Select <b>Line</b> <b>2</b> .	Use multiple lines/accounts.

## **Quick Tips**

- Use the **arrow keys** to switch between EXP50 pages if you run out of buttons.
- To edit or change a button → hold it down again.
- Labels help you remember what each key does keep them short (e.g., "HR," "Mgr," "VM").
- BLF keys light up to show real-time status:
  - ☐ Green = Available
  - •□ Red = On a call
  - □□ Flashing = Ringing

<sup>☐</sup> Now you can program, label, and use your EXP50 like a pro!