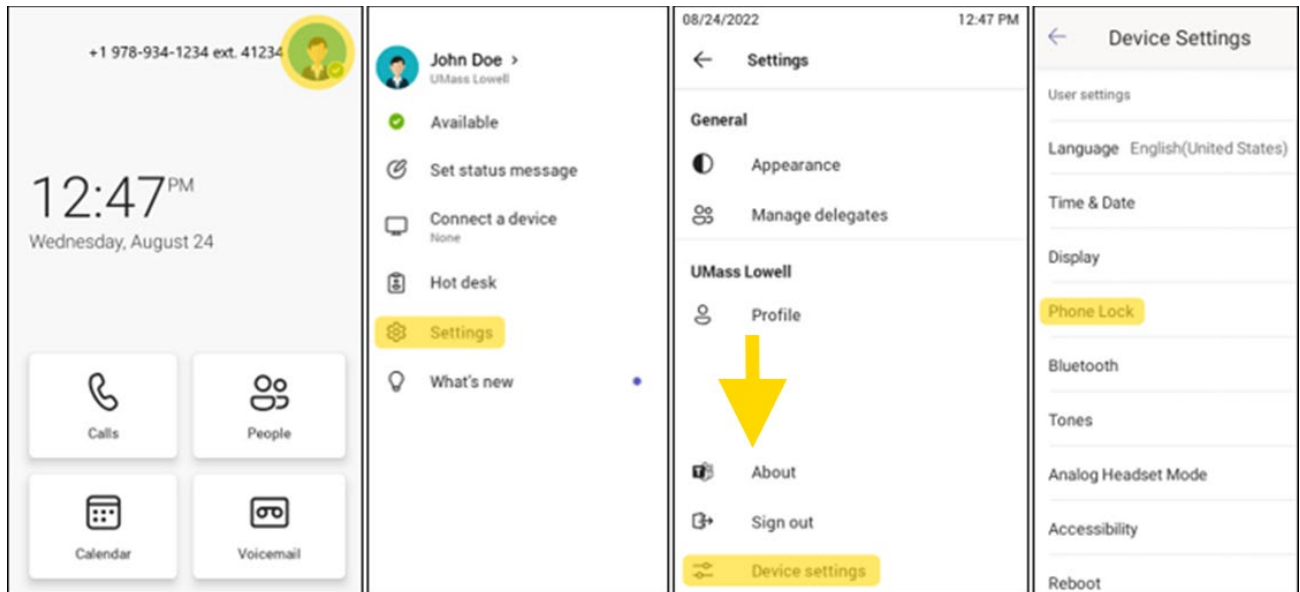


## Setting Up A Locking PIN On A Yealink Desk Phone

You can enable a phone lock on a Yealink desk phone. After an inactivity period of your choosing, the phone will be locked and you can unlock it using a 6-digit PIN that you select.

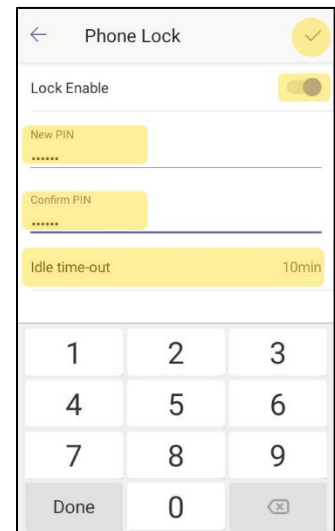
- 1) On a Yealink desk phone, tap your picture or initials in the upper right corner, then select **Settings** > **Device Settings** (you may need to scroll down to see this) > **Phone Lock**:



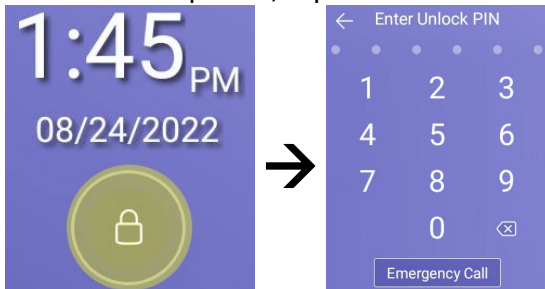
- 2) Turn on **Lock Enable**, enter your 6-digit PIN, then enter the PIN again.

You can also adjust the inactivity time-out after which the phone will automatically lock (*the default is 10 minutes*).

**Important:** When you have finished making these changes, you **must** tap the checkbox in the upper right to save your changes.



After the selected period of inactivity, the phone will lock. To unlock the phone, tap the lock icon and enter your 6-digit PIN.



**Note:** 911 can still be called when the phone is locked by tapping **Emergency Call**.

If you need assistance, please contact TechServices at [help@uml.edu](mailto:help@uml.edu) or 978-934-4357.