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# Yealink W73H Quick Guide

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redcentric










AGILE • AVAILABLE • ASSURED

## PLACE/REDIAL A CALL



### To place a call directly

- Enter the desired number when the handset is idle.
- Or, press  to enter pre-dialing screen & enter number using the keypad.
- Press ,  or  to dial out.

### To place a call from the local directory:

- Press  when the handset is idle.
- Press  or  to highlight the desired entry, then press  or  to dial out using the default line. If multiple numbers for the contact are stored, press  or  to highlight the desired number, then press  or  again to dial out using the default line.

### To redial a call:

- Press  or  when the handset is idle.
- Press  or  to highlight the desired entry then press  or  to dial out.

## ANSWER/END/IGNORE A CALL


### To answer a call:

- Press the Accept soft key.
- Press ,  or .


### To end an active call:

- Press  during an active call.

### To ignore an incoming call:

- Press  when an incoming call is presented.
- Press the **Silence** soft key when an incoming call is presented.

## LOCK/UNLOCK KEYPAD

- Long press  when the handset is idle to unlock the keypad.
- Long press  again to lock the keypad.

### Soft Keys

Label automatically to identify their context-sensitive features.

### Speakerphone

- Switches between the earpiece, earphone and speakerphone modes.
- Answers an incoming call.
- Places a call in speakerphone mode.

### Answer Key

- Answers an incoming call.
- Enters the redial calls list.
- Places a call in earpiece or earphone mode.

### TRAN Key

Transfers a call to another party.

### Voicemail Key

Accesses personal voice mail.

### On-hook Key/Power key

- Long presses in the menu screen to return to the idle screen.
- Long presses to turn the handset on or off when the handset is idle.
- Cancels actions or ends a call.
- Rejects an incoming call.

### Mute Key

Toggles mute feature on or off.

### 3.5mm earphone jack

Allows you to connect a standard 3.5mm earphone.



## TRANSFER A CALL

**Blind Transfer** - The call is transferred directly without the need to announce the caller:

- Press the **Options** soft key during a call and select **Transfer**.
- Enter the number you wish to transfer the call to.
- Press the **Transfer** soft key.

**Attended Transfer** - Allows you to announce the caller prior to releasing the call

- Press the **Options** soft key during a call and select **Transfer**.
- Enter the number you wish to transfer the call to.
- Press **End**, **Hold** or **End** to dial out.
- Press **Transfer** when the call is answered.

## REGISTER HANDSET TO BASE STATION

Each W60P base station can register a maximum of 4 handsets each. Each handset can be registered to up to 4 different base stations.

To register your handset manually, do one of the following:

- Long press **W** on the base station till the registration LED flashes slowly. Then press the **OK** key to enter the main menu on the handset, select **Settings > Registration > Register Handset**.
  - If the handset LCD screen prompts "Press base page 2s then press OK", long press **W** on the base station till the registration LED slow flashes. Then press the **OK** soft key on the handset, select **Register Handset**.
1. Select a base station and press the **OK** soft key. The handset will initiate the connection.
  2. Press the **OK** soft key to confirm connection to the base station.
  3. Enter the base station PIN (default: 0000) and then press the **Done** soft key to complete registration.

## PLACE CALL ON HOLD/RESUME A CALL

To enable **Call Forward** on a specific line:

Press the **OK** key to enter the main menu, and select **Call Features > Call Forward**.

Press **▲** or **▼** to highlight the desired line, and press the **OK** soft key.

Press **▲** or **▼** to highlight the desired forwarding type, and press the **OK** soft key.

**Always---** Incoming calls are forwarded immediately.

**Busy---** Incoming calls are forwarded when the line is busy.

**No Answer---** Incoming calls are forwarded if not answered after a period of time.

Select **Enabled** from the **Status** field.

Enter number to forward to in the **Target** field and press the **Save** soft key to accept the change.

## PLACE CALL ON HOLD/RESUME A CALL

To place a call on hold:

- Press the **Options** soft key during a call, and select **Hold**.

To resume a call, do one of the following:

- If only one call is on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call. Press the **Swap** soft key to swap between calls.