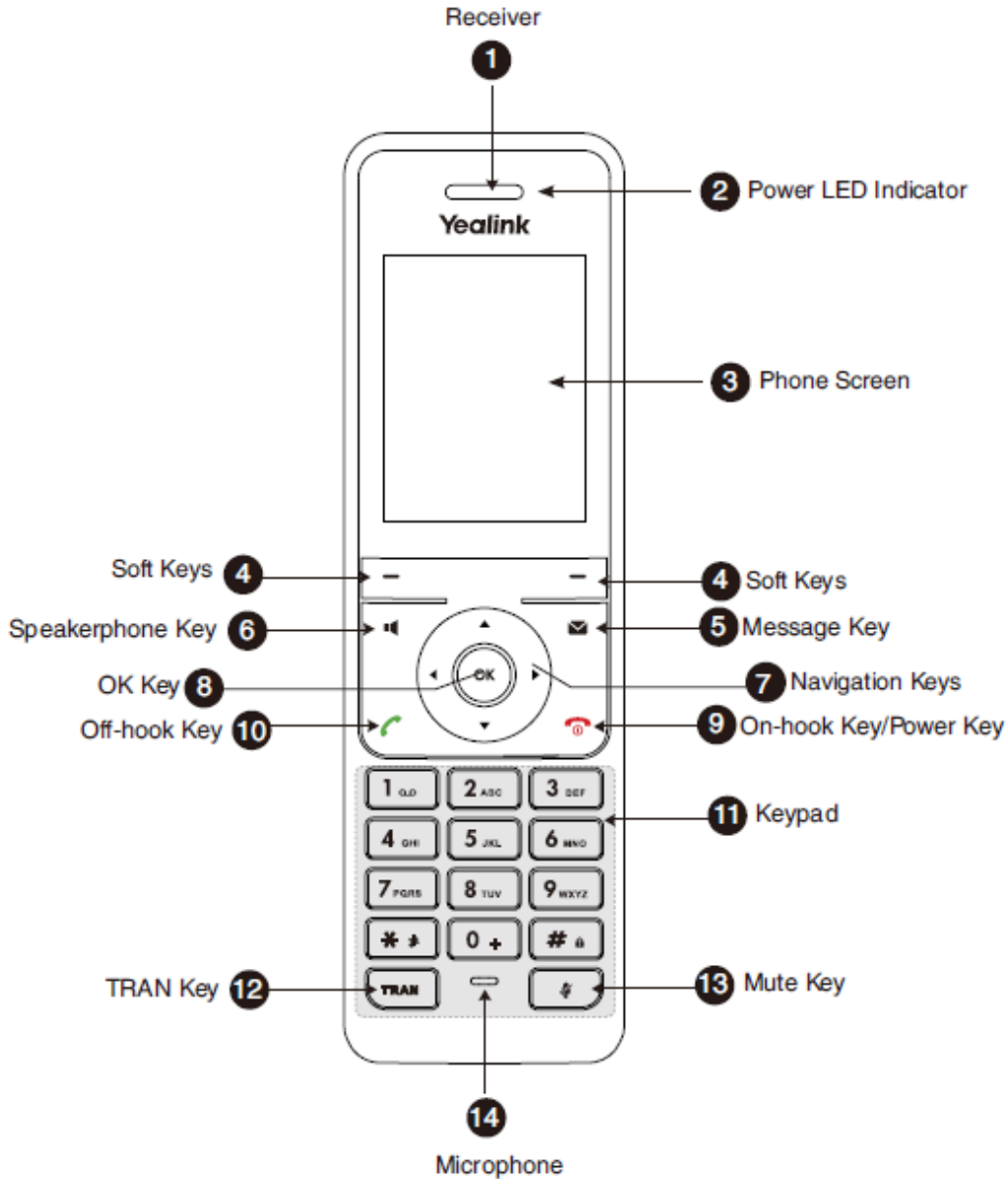




Phone User Guide – Yealink W76H Cordless Phone








Charging the Handset

Place the handset into the charging cradle to charge the battery. When the battery is low, you will see a needs charging indicator on the screen: 




Press the Paging key  on the base to locate a misplaced handset.


Placing a Call


Enter the phone number then press ,  or  to dial out.

TIP: Local numbers may be 7 digit dialing or may require the area code, depending on the area. Long distance numbers can be dialed with or without the 1+. Please contact your administrator for access to international dialing.



Answering a Call

Using the handset: When phone is ringing, either press the **Accept** soft key or press ,  or .

You can ignore an incoming call by pressing .

To end the call, press .



Volume Adjustment

Use the volume key  or  to adjust the volume on the handset when you are on a call, or to adjust the ring volume when your phone is idle or ringing.

Redial

Press  to view Placed calls, then press  or  to select, then press  or  to dial.

Muting yourself to callers

Press  to mute yourself to callers. You will see the microphone icon on the button turn red and there will be a Mute notification on your screen. Press  again to unmute.

Call Hold

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




To return to the caller, 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.

TIP: A call on hold can only be retrieved from the phone where the call was placed on hold. Use transfer or the Park feature to place calls on hold that need to be retrieved from other phones on the system.

Call Transfer

Blind Transfer: When on an active call, press the **Options** soft key then select **Transfer**. The caller will be placed on hold. Enter the number you want to transfer to, then press the **Transfer** soft key to send.

Semi-Attended Transfer: When on an active call, press the **Options** soft key then select **Transfer**. Enter the number you want to transfer to, then press  ,  or  to dial out. Press the **Transfer** soft key when you hear the ring back tone.

Attended Transfer: When on an active call, press the **Options** soft key then select **Transfer**. Enter the number you want to transfer to, then press  ,  or  to dial out. Press the **Transfer** soft key when the call is answered.

Calling an extension on the system

Either dial the extension number or press the pre-programmed button to call another extension. To call over speakerphone, dial *0 then the extension number.

Call Park

Call Park is an enhanced hold feature that will allow you to place a call on hold that can be retrieved from any phone on the system.

To place a call into a park orbit: Ask the caller to hold. Press TRAN, Enter Park Code *31 for Park 1, *32 for Park 2 or *33 for Park 3. Press TRAN again. Caller will hear hold music and the corresponding park button will light in red on every desk phone on the system.

To retrieve a parked call, enter Park Code *31 for Park 1, *32 for Park 2 or *33 for Park 3 , The call information will show on the display. If the call is not retrieved, it will ring back to the phone that originally placed it on Park.