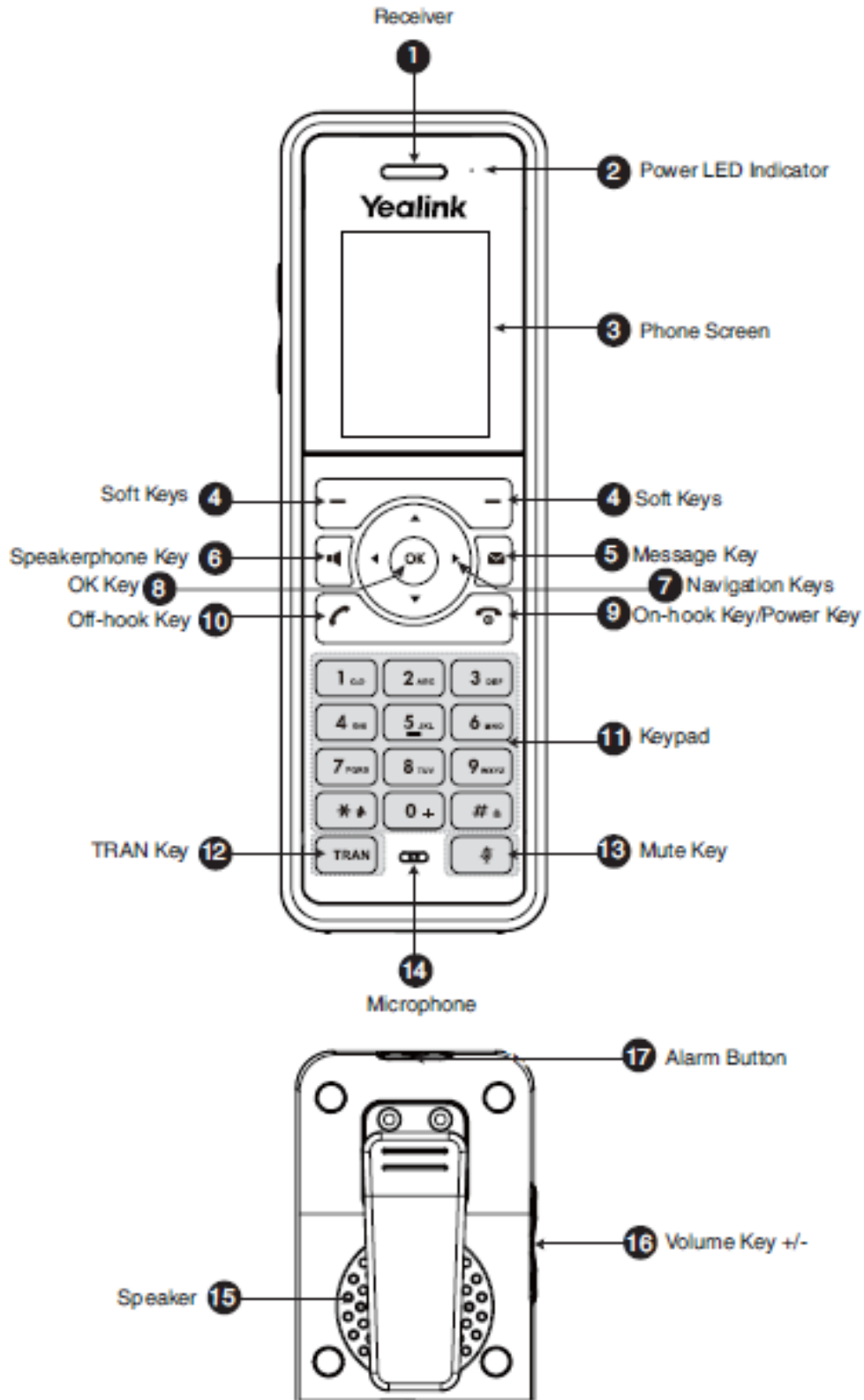
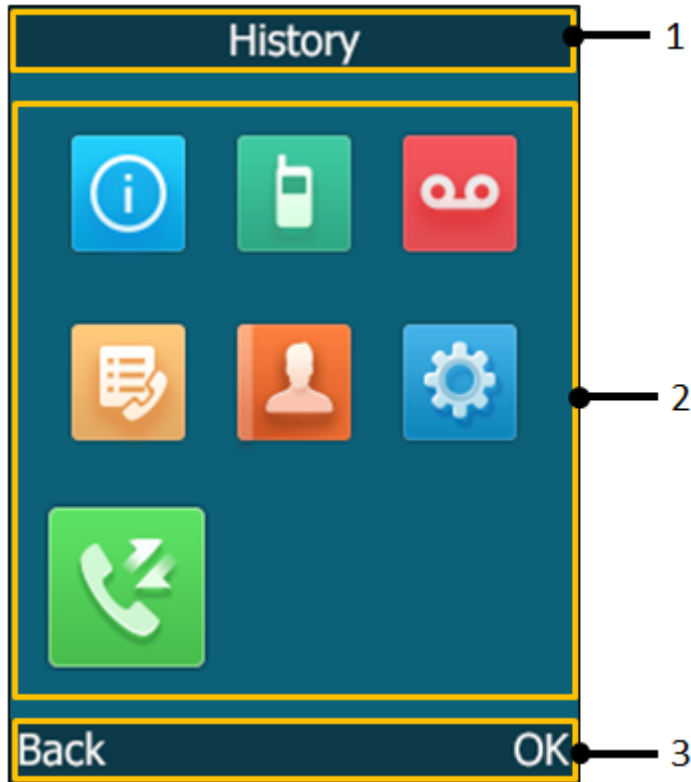


## Phone User Guide – Yealink W79P (W70B Base and W59R Handset) Cordless Phone















1 – Menu Item you selected



2 – Menu Icons:



  : **Status**—To view the status information of base, handset, and line.



  : **Intercom**—To make an internal call.

  : **Voice Mail**—To set and view voice mail(s).

  : **Call Features**—To access the features of **Call Forward**, **Do Not Disturb**, **Call Waiting**, **Anon.Call Rejection**, **Anonymous Call** and **Paging**.



  : **Directory**—To access the directory and manage the contacts.

  : **Settings**—To personalize the setting of your handset.


  : **History**—To access the call history list.

3 – Soft Key Label




## Basic Operations

To turn the handset on, press  or place the handset in the charging cradle. Long press  to turn the handset off.

## 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: 


## 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**.

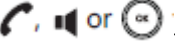
To return to the caller, press the **Resume** soft key.


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  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  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. Enter Park Code \*31 for Park 1, \*32 for Park 2 or \*33 for Park 3. That park button will light in red on every 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.