



Yealink W76P

User Guide

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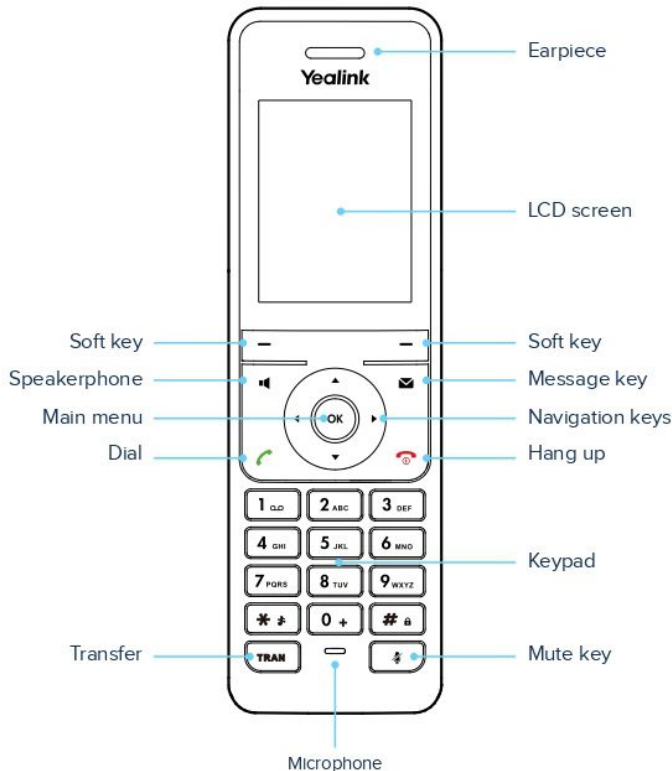
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Get to Know Your Yealink Cordless Phone



Calling Options

Dial Phone Numbers or Extensions

Enter the desired number when the handset is idle.

- **Local and Long distance** – dial the 10-digit phone number (area code + local number)
- **International** – dial 011 + country code + city code + number
- **Internal extension** – dial the extension

Answer Calls

- To answer a call, press the **Accept** soft key or press 
- Other options are to press **Speakerphone** button , or press 
- To answer a new call while on an active call, press **down arrow**  to navigate to new call and then press the **Accept** soft key (the current call will be held)

Hold Calls

- Place a call on hold by pressing the **Options** soft key, and then select **Hold**. The held party will hear music/message while holding
- To resume a held call, press the **Resume** soft key

Transfer Calls

Transfer Call to an Extension or Other Number

1. During a live call, press **Options**, then **Transfer** and dial the ext/number
2. When you hear the ring back sound, or after you have talked with the other party, press **Transfer** and hang up

NOTE:

- If you press **Transfer** or hang up directly after hearing the ring back sound, the call will automatically transfer without having to announce the caller.

Transfer Call Directly to Voicemail

1. During a live call, press **Options**, then **Transfer** and dial *55 followed by the ext/number
2. Press **Transfer** again





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Conference Calling

To Conduct a Conference Call

1. Call the first party. After party answers, press **Options**, then **Conference**
2. Dial the extension or phone for the second party and press **Conf**. When party answers, press **Conf** again; all three parties are joined together in conference

Muting a Call

- To mute an active call, press . The call is muted and the icon is displayed on the LCD screen.
- To un-mute a call, press again. The disappears from the LCD screen

Do Not Disturb

- To enable do not disturb, press . Select **Call Features** > **Do Not Disturb** > > **Enabled** > **Save**.
The icon on the status bar indicates that DND mode is activated and any incoming calls will be directed to voicemail
- To disable do not disturb, press . Select **Call Features** > **Do Not Disturb** > > **Disabled** > **Save**.

Changing Volume

- To change call volume, press ◀ or ▶ during a call.
- To change the ringer volume, press ◀ or ▶ when the phone is idle or ringing

Directory

- To access the directory, press and then navigate to the directory icon. Select **Network Directory** > **All Contacts** > . Navigate to and highlight the desired contact. Press the **dial** button and to call the highlighted contact

Group Call Park

- While on an active call, press **Options** and then navigate down ▼ to **Group Call Park**. Press . Listen to the message which identifies the extension the call is parked on

Unpark

- To unpark a call, dial *88 followed by the park extension and then press the **Call** button or #

Quick Dial Guide

Easy Dialing Options

	On	Off
Call forward		
All calls	* 72	* 73
All calls to voicemail	* 21	# 21
When no answer to voicemail	* 41	# 41
Not reachable (For business continuity plan. Requires set-up)	* 94	* 95
Check not reachable status	* 63 *	
Call return (last inbound number)	* 69	
Call waiting	* 73	# 41
Cancel call waiting for a single call		* 70
Access voicemail	* 86	
Music on hold deactivation (Per-call deactivation)	* 60	(Music returns next call)
Clear message waiting indicator	* 99	
Change number of rings before voicemail picks up	* 610	

Voicemail

Accessing Voicemail

1. Press and hold the 1 button  or dial *86
2. Follow prompts to play messages, record greetings, etc.

Voice Messaging Main Menu

1	Listen to Messages
2	Busy Greeting Menu
3	No Answer Greeting Menu
4	Extended Away Greeting Menu
5	Compose Message Menu
7	Delete All Messages
8	Message Deposit Settings Menu
*	Voice Portal Main Menu
#	Repeat Menu

“Play Message” options

While listening to message		Between messages	
1	Skip Back	#	Save
2	Pause/Resume	7	Delete
3	Skip Forward	2	Repeat
4	Jump to Beginning	5	Envelope Info
6	Jump to End	6	Play Next Message
Any time		8	Callback Caller
*	Return to Previous Menu	9	Additional Options
			1 Reply to Message
			2 Forward Message
			* Return to Previous Menu
			# Repeat