MAINCOMS

QUICK REFERENCE GUIDE

Yealink W77P

For Yeastar P-Series

The W77P is a cordless phone kit with the W57R rugged handset, which is splash and dust resistant and survives drops of up to 1.8 metres. The handset talks to a W70B DECT base station, which connects to your network by cable. Up to ten handsets can share one base.

Getting to know your phone



- **Screen and soft keys**
  The two keys under the screen do what the label above them says.
- **Navigation and OK**
  Move through menus. OK confirms and opens the main menu.
- **Green Off-hook key**
  Answers, makes calls and opens the redial list.
- **Red On-hook key**
  Ends or rejects a call and goes back a screen. Hold it to switch the handset off or on.
- **Message key**
  Dials your voicemail and shows missed calls.
- **Speakerphone**
  Hands-free calls.
- **TRAN key**
  Transfers a call.
- **Mute key**
  Turns your microphone off and on. Hold it for push-to-talk, if set up.
- **Keypad**
  Numbers, letters and symbols.
- **Light**
  Shows charging, ringing and voicemail.
- **Side keys**
  Volume up and down, and the emergency alarm button.

Handset light

Light	Meaning
Solid red	Charging
Fast flashing red	Incoming call
Slow flashing red	Voicemail or missed call
Off	Idle, switched off or fully charged

W70B base station

Light	Meaning
All three lights green	Working normally with at least one handset registered
Network light flashing slowly	No network connection; check the cable
Registration light flashing	Ready to register a handset
Power light off	No power; check the adapter or PoE

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Everyday tasks

Make a call

1. Dial the number on the keypad.
2. Press the green **Off-hook** key, or **OK**.

Answer and end

Press the green **Off-hook** key, **Speakerphone** or the **Accept** soft key. Press the red **On-hook** key to end the call.

Hold and resume

During a call, press **Options** and choose **Hold**. Press **Resume** to return to the caller.

Mute

Press the **Mute** key. Press it again to unmute.

Transfer without speaking first

1. During the call, press **TRAN**.
2. Dial the number or extension.
3. Press **TRAN** again. The call goes straight through.

Transfer after speaking first

1. During the call, press **TRAN**; the caller is held.
2. Dial the number and press the green **Off-hook** key.
3. When your colleague answers, introduce the call, then press **TRAN**.

Three-way conference

1. During a call, press **Options** and choose **Conference**.
2. Dial the second person.
3. When they answer, press **Conf** to join everyone.

Redial and history

From the idle screen, press the green **Off-hook** key to see recent numbers, or press it twice to redial the last one. Press **History** for missed, received and dialled calls.

Directory, intercom and alarm

Press **OK**, then Directory, to find a contact, or **OK**, then Intercom, to call another handset. For the emergency alarm, hold the side alarm button for two seconds; what happens next is set up by us on the system.

Do not disturb and forwarding

Press **OK**, then Call Features. Choose Do Not Disturb, or Call Forward and then Always, Busy or No Answer. Turn it on, enter a number if asked, and save.

Voicemail

Press the **MESSAGE** key, or dial ***2**. The handset light flashes slowly when you have a new message.

Register a new handset

1. On the W70B base, hold the paging key until the registration light flashes (you then have 90 seconds).
2. On the handset, press **Reg**, or **OK** then Settings, Registration, Register Handset.
3. Enter the base PIN (0000 unless we have changed it) and wait for Handset Subscribed.

Feature codes on Yeastar P-Series

***2**	Listen to your voicemail	***12 + ext**	Leave a voicemail for a colleague
***3 + ext**	Attended transfer during a call	***03 + ext**	Blind transfer during a call
***31 + number / *031**	Forward all calls on / off	***93 / *91**	Do not disturb / available
***4**	Pick up a call ringing in your group	***04 + ext**	Pick up a call ringing on a colleague's phone
***5 / 6xxx**	Park a call / retrieve it from slot 6xxx	***1**	Start or pause call recording, if enabled

Standard Yeastar codes. If your system has been customised, yours may differ.