



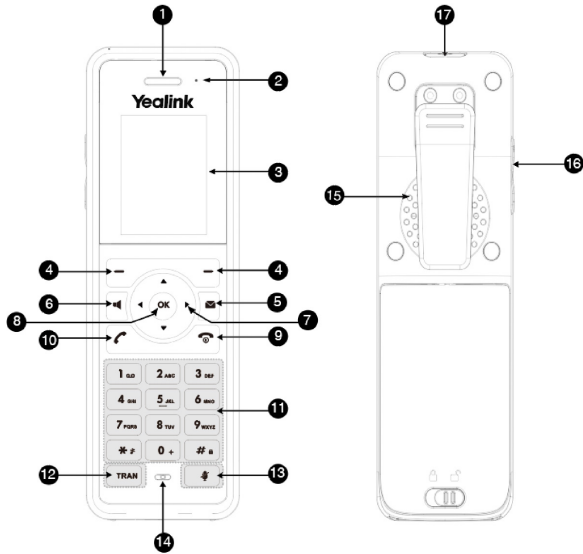
# Yealink W79P

## User Guide

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## Get to Know Your Yealink Cordless Phone



No.	Item	Description
1	Receiver	Receives audio in receiver mode.
2	Power LED Indicator	Indicates call status, message status, and charging status.
3	Phone Screen	Shows information.
4	Soft Keys	Access the function directly. It depends on the operating situation.
5	Message Key	Accesses the voice mail or missed call.
6	Speakerphone Key	<ul style="list-style-type: none"> <li>Switches among the receiver, headset, and handsfree modes.</li> <li>Answers an incoming call.</li> <li>Places a call in handsfree mode.</li> </ul>
7	Navigation Keys	Scroll through information or options on the screen.
8	OK Key	Confirms actions or enters the main menu.
9	On-hook Key/Power Key	<ul style="list-style-type: none"> <li>Press briefly to return to the previous screen.</li> <li>Long press to return to the idle screen.</li> <li>Press to turn the handset on.</li> <li>Long press on the idle screen to turn the handset off.</li> <li>Cancels actions or ends a call.</li> <li>Rejects an incoming call.</li> </ul>
10	Off-hook Key	<ul style="list-style-type: none"> <li>Answers an incoming call.</li> <li>Enters the redial calls list.</li> <li>Places a call in receiver or headset mode</li> </ul>
11	Keypad	Provides digits, letters, and special characters.
12	TRAN Key	Transfers a call to another party.
13	Mute Key	Toggles mute feature on or off.
14	Microphone	Picks up audio.
15	Speaker	Outputs audio in handsfree mode.
16	Volume Key +/-	Adjusts volume.
17	Emergency Alarm Button	Long press 2 seconds to set off the emergency alarm.





## 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



- 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

## 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** > **Press right arrow to toggle 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** > **Press right arrow to toggle 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 and press  again. 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 #

## Voicemail

### 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 <i>(For business continuity plan. Requires set-up)</i>	* 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 <i>(Per-call deactivation)</i>	* 60	<i>(Music returns next call)</i>
Clear message waiting indicator	* 99	
Change number of rings before voicemail picks up	* 610	

## Accessing Voicemail

1. Press the **Voicemail** button.
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