



# YEALINK W76P QUICK USER GUIDE



## FEATURE DESCRIPTIONS

- Base station—shows the registration LED, network status LED, and power indicator LED.
- Paging key—allows you to locate a misplaced handset.
- Soft keys—enables you to select context-sensitive keys that display along the bottom of the screen.
- Speakerphone key—enables you to place and receive calls using the speakerphone.
- Off-hook key—enables you to place a call, answer an incoming call, or access the redial call list.
- On-hook key—enables you to end a call, reject a call, or cancel actions.
- Message key—enables you to access the voicemail or missed call list.
- Hold key—holds an active call or resumes a held call.
- Navigation keys—scrolls through information and options displayed on the phone screen.
- TRAN key—transfer an active call to a contact.
- Mute/Unmute key—mutes audio during calls and conferences.
- Charger cradle—charges the handset.



## PLACING A CALL

Dial the number and do one of the following:

- Press
- Press
- Press to use the speakerphone.

## ANSWERING A CALL

Options:

- Lift the handset.
- Press to answer a call via speakerphone.

## PLACING A CALL ON HOLD

- Press the Options soft key, then select Hold.

## RETRIEVING A HELD CALL

- Press the Resume soft key to retrieve a held call.

## STARTING A CONFERENCE CALL

1. While on an active call, press the Options soft key, then select Conference.
2. Dial the extension of the other party that you would like to add to the call.
3. Once the other party answers, press the Conf soft key to merge the two calls.

## TRANSFERRING A CALL

### WARM TRANSFER

1. While on an active call, press the Options soft key.
2. Use the Navigation key to select Transfer.
3. Press
4. Dial the extension or number of the other party and press .
5. When the destination party answers, provide the information, and confirm that they would like to take the call.
6. Press or the Transfer soft key.

### BLIND TRANSFER

1. While on an active call, press the Options soft key.
2. Use the Navigation key to select Transfer.
3. Press
4. Dial the extension of the other party, then press or the Transfer soft key.

### VOICEMAIL TRANSFER

1. Press
2. Dial followed by the extension number.
3. Press or the Transfer soft key.

## PARKING A CALL

1. While on an active call, press
2. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
3. Note the park location. Example \*802.

To retrieve a parked call, press , followed by the park location.

## PAGING

- Press , then follow the prompt.

## INITIATING AN INTERCOM CALL

- Press , then follow the prompt.

## RECORDING A CALL

- While on an active call, press to start the recording.
- Press to end the recording.

## HOT DESKING

- Press the Login soft key then follow the prompt.
- Enter your extension number, then press
- Enter your voicemail pin, then press



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