



# PHONE USER GUIDE – Yealink T73W

## Placing a Call

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- Lift handset, press  or press 
- Dial a number, extension or press a speed dial


## Answering a Call

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- Lift handset **OR**
- Press  or 

## Hold

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- While on a call, press **Hold** or 

## Retrieving a Held Call

- Press **Resume** or  to retrieve the call

## Redial

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- Press  twice to redial the last number
- Press  once to get to the placed calls list

## Do Not Disturb

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- Press **DND**

## Turning Off DND

- Press **DND** Again

## Park

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- While on a call, press **More**
- Press **Park**

## Retrieving a Held Call

- To retrieve the Parked Call, press the red Park button or dial the extension given

## Conference Calls


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- While on a call, press **Conference**
- Dial number or press a speed dial
- Press **Conference** again and all parties will be connected


## Transferring a Call

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### Blind Transfer

- While on a call, press **Transfer** or 
- Dial number or press a speed dial
- Hang up to complete the transfer

### Consult Transfer







- press **Transfer** or 
- Dial number or press a speed dial
- Talk to the person
- Hang up to complete the transfer

### Transfer to Voicemail

- press **Transfer** or 
- Dial \*+extension
- Hang up

## Audio Control

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- Press  to Change the ringer volume while your phone is on the hook
- Pick up the handset and Press  to Change the volume of the handset
- Press  then Press  to Change the volume of the Speaker phone
- Press  then Press  to Change the volume of the headset

## Message Waiting Light

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Located in the Upper Right Corner of phone, New voicemails will light this up red

## Forwarding Calls

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- Press **Menu**
- Select **Features**
- Choose **Call Forwarding**
- Choose the type of forwarding:
  - **Always Forward**- All calls forward all the time
  - **Busy forward**- Only forwards when line is in use
  - **No Answer Forward**- Calls are forwarded if not answered after a period of time
- Turn the forwarding on
- Type in a number to forward to
- Press Save

## Turning off Call Forwarding

- Press **Menu**
- Select **Features**
- Choose **Call Forwarding**
- Choose the type of Forwarding
- Select **Off**

## Ringtones

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- Press **Menu**
- Select **Basic**
- Select **Sound**
- Choose **Ringtones**
- Choose the tone you want
- Select **Save**

## Call History

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- Press **History**
- Scroll through the list
- Select an entry
- Select the Person to call back or press options to get call detail such as duration, add to Contacts, edit info, blacklist contact or Delete

## Soft Keys

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**History** – Access your call history

**Directory** – Save/Access your Contacts

**DND** – Sends calls directly to voicemail

**Menu** – Brings you to your settings

**Send** – dials the number

**Delete** –backspaces one number while dialing

**Cancel** – removes the partially dialed number and hangs up

**Transfer** – Transfers a call

**Hold** – Places a call on Hold

**Resume** – takes a call off hold status

**Conference** – Initiates/completes a conference

**Split** – Splits a conference call apart

**Manage** – Manage the conference call

**Far Mute** - Mutes highlighted party

**Remove** – Removes highlighted party

**Far Hold** -Puts the highlighted party on hold

**000** – Lists more options while on a call

**End Call** – Hangs up an active call

**BXfer**-Blind Transfer to another user

**Park** – Parks a call on the system that anyone can pick up by dialing the park extension listed when the call is placed on park

**Call Flip**- Flips the call to the Desktop or Cell phone app

**Back** – Brings you back one screen


**Cancel** – backs out of transfer or conference screen


**Reject** – Transfers call to your voicemail or forwarding condition


## Hard Keys


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 – Calls Voicemail


 – Press this to use a headset

 – Makes it so people can't hear you

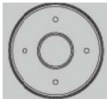
 – Allows you to Scroll through multiple Pages of Programmable Buttons

 – Places a call on Hold

 – Press twice to redial the last person you called

 – sends a call to third party


 – Takes phone off hook




**Top of Circle**- Call history

**Center of Circle** – Select/OK

**Bottom of Circle** – Directory

 – brings you back one screen

 – Adjusts Volume

## Adding a Bluetooth Headset

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- Press **Menu**
- Scroll to **Basic**
- Choose **6. Bluetooth**
- Turn Bluetooth on
- Connect a device (make sure headset is in pairing mode)

## Connecting to Wi-Fi

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- Press **Menu**
- Scroll to **Basic**
- Choose **7. Wi-Fi**
- Turn Wi-Fi on
- Scroll Down to Available networks
- Select the network you would like to join and put in your password
- Click Save

# LOFFLER