Yealink | 亿联网络

W53P & W60P DECT IP Phone

User Guide

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Before You Begin

This guide provides information you need to quickly use your new phone.

Firstly, verify with your system administrator that the IP network is ready for phone configuration. Also, be sure to read the Quick Start Guide which can be found in your phone package before you set up and use the phone. As you read this guide, keep in mind that some features are only configurable by your system administrator or determined by your phone environment. As a result, some features may not be enabled or may be operated differently on your phone. Additionally, the examples and graphics in this guide may not directly reflect what is displayed or is available on your phone screen.

Note: This guide mainly takes W56H as an example. Due to different LCD specifications and parameters, the graphics displayed on other handsets may be different.

Related Documentation

You can view more types of documents to make the phone to perform more functions.

You can obtain additional information on the following phones from Yealink Support:

- DECT IP Phone W60P
- DECT IP Phone W53P

The following types of related documents are available on each support page on Yealink support page:

- Release Notes, which details bug fixes and feature enhancements when an update is released.
- Quick Start Guide, which describes how to assemble your phone and configure the basic phone features.
- Administrator Guide, which provides detailed information on how to configure phone features for the system administrator.
- Regulatory Notice, which provides information about all regulatory and safety guidance.

You can also view other user documents which provide descriptions and examples for phone settings and features on the Yealink support page.

Getting Started

Before you use your phone, take some time to get familiar with its features and user interface.

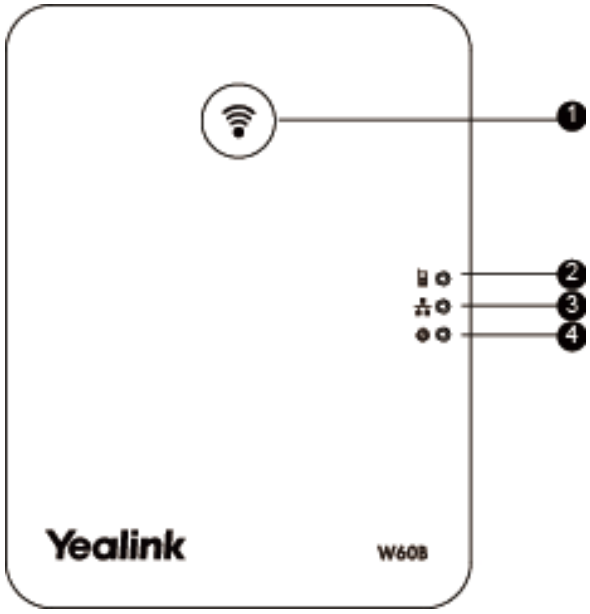
The terms "the phone" and "your phone" refer to any of the IP phones. Unless specifically noted in this guide, all phone models are operated in similar ways.

Hardware Overview

Understanding the phone hardware helps you easily use the phone's features.

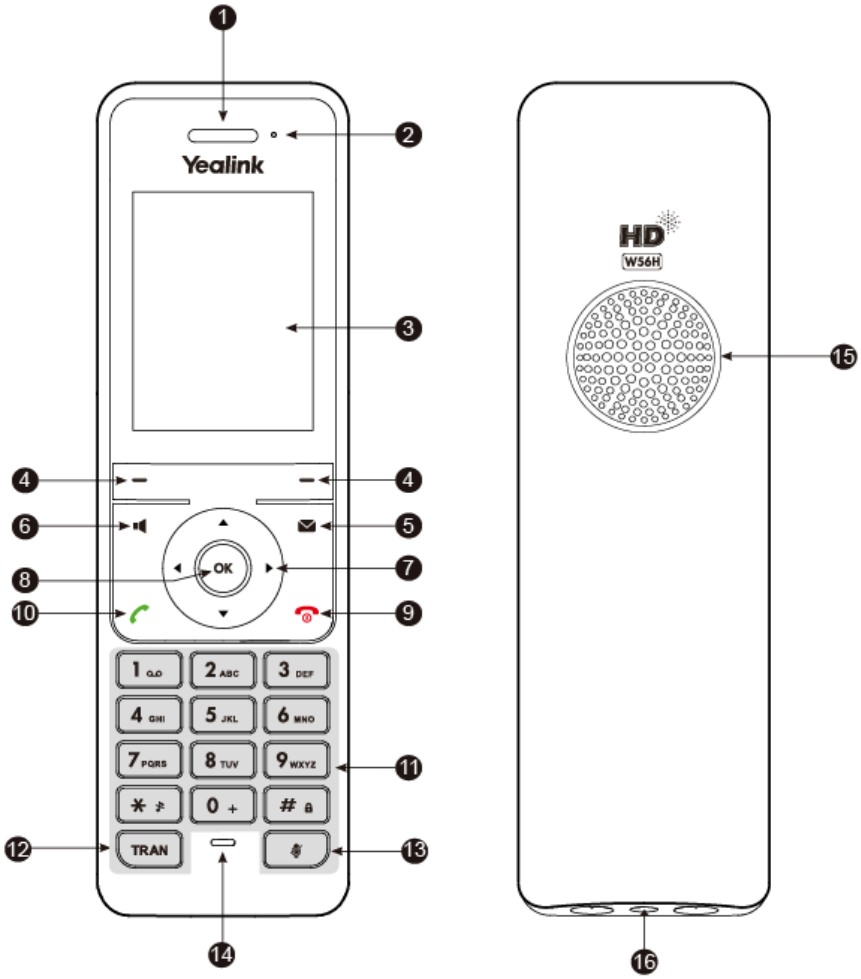
W60B Base Station Hardware

After the base station starts up successfully and the handset is registered to the base station, all LEDs on the base station glow green in sequence.



No.	Item	Description
1	Paging Key	• Locates a misplaced handset. • Toggles the registration mode. • Resets the base station to factory settings.
2	Registration LED	Indicates the handset registration status or the base station is in the paging mode.
3	Network Status LED	Indicates the network status.
4	Power LED Indicator	Indicates the power status of the base station.

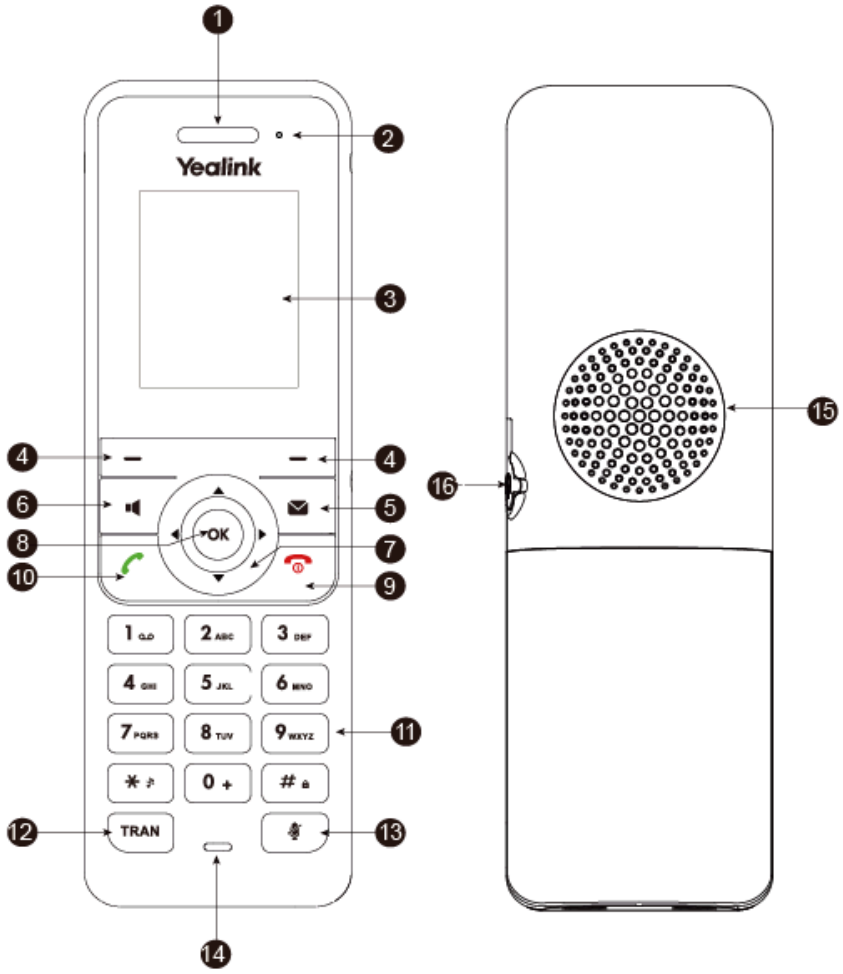
W56H Hardware



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	• Switches among the receiver, headset, and handsfree modes. • Answers an incoming call. • Places a call in handsfree mode.
7	Navigation Keys	Scroll through information or options on the screen.
8	OK Key	Confirms actions or enters the main menu.

No.	Item	Description
9	On-hook Key/Power Key	• Press briefly to return to the previous screen. • Long press to return to the idle screen. • Press to turn the handset on. • Long press on the idle screen to turn the handset off. • Cancels actions or ends a call. • Rejects an incoming call.
10	Off-hook Key	• Answers an incoming call. • Enters the redial calls list. • Places a call in receiver or headset mode.
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	3.5mm Headset Jack	Connects a standard 3.5mm headset.

W53H Hardware



No.	Item	Description
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16	3.5mm Headset Jack	Connects a standard 3.5mm headset.

W56H/W53H Power LED Indicator

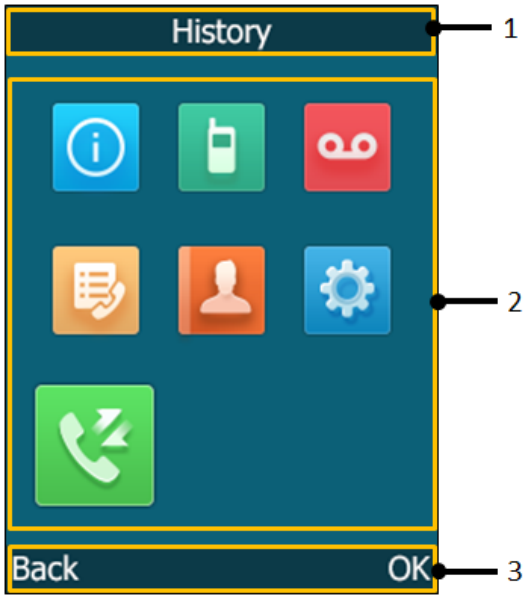
LED Status	Description
Solid red	The handset is charging.
Fast flashing red (300ms)	The handset is ringing.
Slowly flashing red (1s)	The handset receives a voice mail or has a missed call.
Off	The handset is powered off. The handset is idle. The handset is fully charged.

Menu

The handset provides a variety of features that are grouped into the menu.

Main Menu

The main menu is the top menu, which consists of seven menu items: Status, Intercom, Voice Mail, Call Features, Directory, Settings, and History.



No.	Description
1	Menu item you selected.
2	Menu icon: : **Status**—To view the status information of base, handset, and line. : **Intercom**—To make an internal call. : **Voice Mail**—To set and view voice mail(s). : **Call Features**—To access the features of **Call Forward**, **Do Not Disturb**, **Call Waiting**, **Anon.Call Rejection**, **Anonymous Call** and **Paging**. : **Directory**—To access the directory and manage the contacts. : **Settings**—To personalize the setting of your handset. : **History**—To access the call history list. **Note:** If your system administrator has enabled 3-level access permissions for you, you can see a User Mode icon .
3	Soft key label.

Entering the Main Menu

You can enter the main menu to view the features.

Press the OK key when the handset is idle.
The main menus are displayed on the screen as icons.

Accessing the Main Menu Feature

After entering the main menu, you can use the navigation keys to access the desired menu.

1. Press the OK key when the handset is idle.
   The main menus are displayed on the screen as icons.

2. Press the navigation keys to select a different menu icon.
   The name of the associated menu appears on the top of the screen.
3. Press **OK** to open the selected menu.

Note: You can only access **Status** and **Settings** if the handset is not registered to a base station.

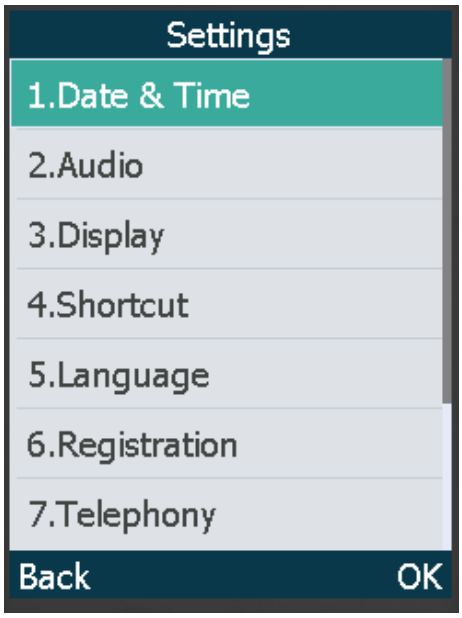
Related information

Handset Registration

Submenu

The functions in the submenus are displayed as lists. You can open the submenu to access a function.

For example, if you select the **Settings** menu, the submenu is displayed below:



Accessing a Submenu Feature

After entering a certain menu, you can use the navigation keys to access the desired submenu.

1. Press the up and down navigation keys to highlight the desired submenu.
2. Press **OK** to open the submenu.
3. Press the On-hook key or **Back** to return to the previous screen.

Returning to Idle Screen

Long press the On-hook key to quickly exit the menu and return to the idle screen.

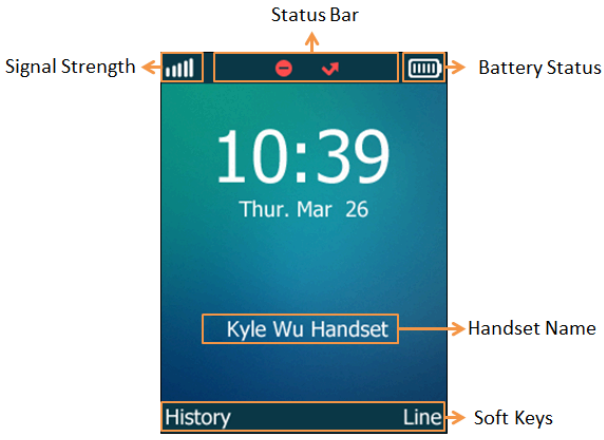
Screen and Icons

The user screens and icon indicators can help you navigate and understand the important information on the phone's status.

Idle Screen

The idle screen is made up of the signal strength, battery status, status bar, handset name, and soft keys. The time & date is displayed in the middle of the screen.

W56H/W53H:



- **Signal Strength:**

  Weak to strong:

  No reception:

  Eco mode+ is on:

- **Battery Status**:

  Low to full:

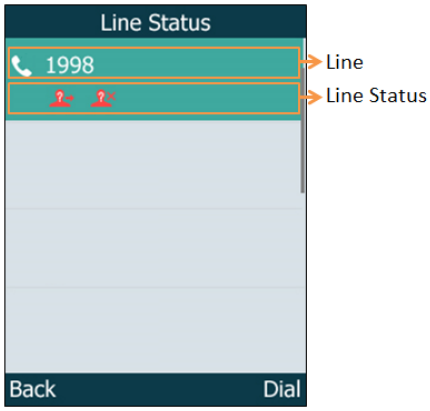
  Need Charging:

- **Status Bar**: Displays the feature status icons. The status icons are displayed when features are activated.
- **Handset Name**: Displays internal handset number and registered handset name (for example, “1” is internal handset number, indicating the handset is the Handset 1 of the base station).
- **Soft Keys**: The soft key labels on the screen directly above the soft keys show the functions available at that particular moment.

Line Status Screen

The line status screen is made up of the outgoing line and line status.

When the handset is idle, you can press **Line** to enter the line status screen. The line status screen is displayed below:



- **Outgoing Line**: Display the registered line number and the corresponding line (display user name by default). The default outgoing line will be displayed in the first line of the screen.
- **Line Status**: Display the icon of line status. The icon indicates the corresponding feature assigned to the line.

Icons on the Idle Screen

By viewing the icons on the idle screen, you can easily get the current phone status, such as message status.

Icons	Description	Icons	Description
	The ringer volume is 0 and the phone is in the silent mode.		The phone has new voice mails.
	The phone has enabled the Call Forward feature.		The phone has enabled the Do Not Disturb (DND) feature.
	The keypad is locked.		Registered handset icon (for example, “1” is internal handset number, indicating the handset is the Handset 1 of the base station)

Icons on the Calls Screen

By viewing the icons in the calls screen, you can easily get the current call status, such as audio output mode status.

Icons	Description	Icons	Description
	Receiver Mode On		Headset Mode On
	Handsfree Mode On		Contact
	Call Hold		Call Mute
	Conference Call		Intercom Call

Icons on the Line Status Screen

Each icon in the line status screen indicates the corresponding feature assigned to the line.

Icons	Description	Icons	Description
	Call Forward		Do Not Disturb (DND)
	Anonymous call rejection is enabled		Anonymous call is enabled
	Unassigned outgoing line		

Entering Characters

You can enter and edit data in the corresponding field using the keypad.

Setting the Input Modes

The handset provides you with 12 input modes, and different input mode provides different characters. The default input modes are Abc, 123, ABC and abc. You can enable the input modes used frequently.

1. Go to **OK** > **Settings** > **Display** > **Input Method**.
2. Select the desired input mode and then select **Change**.

Related information

Appendix B - Input Modes and Characters

Entering Data

The following table describes how to enter different characters using the keypad keys:

Task	Action
Switch among input modes.	Press # to switch among input modes. The current input mode is displayed at the right bottom of the phone screen.
Enter letters.	Press a key one or more times (depending on what input mode you're in) to enter the possible characters that are displayed on the keypad key.
Enter special characters.	Press * to enter the space character or the following special characters: _ ' " = / \ ^ ; : , . - + * # § % & @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ £ $ | ~ ¤ Press 0: • If it is in the uppercase (ABC), uppercase and lowercase (Abc) or lowercase (abc) input modes, it will provide space character and the following special characters: . , ? ! 0 • If it is in the numeric (123) input mode, it will only provide the digit 0. • Long press the key to enter the character +.
Delete the text.	Press ◄ or ► to position the cursor to the right of the text you want to delete, and then press **Delete** to delete one character at a time or long press to delete all characters.

Handset Registration

You need to register your handset to a base station, if you want to use the basic functions of the DECT phone. You can register a handset to 4 different base stations at most. You can select the desired base to use.

Note: Up to 8 handsets can be registered to one base station.

Putting the Base Station into Registration Mode

Before registering the handset, you have to put the base station into registration mode.

Long press on the base station till the registration LED flashes.

The base station is now in registration mode.

Note: If the base station does not identify a DECT phone within 90 seconds, the registration mode will switch off automatically.

Registering a New Handset to a Base Station

With one touch, you can quickly register your new handset to a base station.

Make sure the base station is in the registration mode, and the phone prompts "Unregistered!".

Press the **Reg** soft key to register the handset.

The handset is searching for a base station in registration mode.

After the handset is registered successfully, the phone prompts "Handset Subscribed" and "Base NO. (The last 4 characters of the connected Base's MAC address)".

After the handset initialized successfully, an icon with the internal handset number and handset name appears on the phone screen.

Tip: You can also press **OK** > **Register Handset** and then select the desired base to register the handset. You need to enter the base PIN (default: 0000) after a base is found.

Related tasks

Putting the Base Station into Registration Mode

Registering a Handset to Another Base Station

You can register the handset to another base station if you want to discard the current registration.

Make sure the base station is in the registration mode.

1. Go to **OK** > **Settings** > **Registration** > **Register Handset**.
2. Select the desired base and then press **OK**.

   The handset begins searching for the base station which is in registration mode.
3. Press **OK** after a base is found.
4. Enter the base PIN (default: 0000), and then press **Done** to complete the registration.

   After registration, the phone prompts "Handset Subscribed" and "Base NO. (the last 4 characters of the connected Base's MAC address)".

   After the handset initialized successfully, an icon with the internal handset number and handset name appears on the phone screen.

Related tasks

Putting the Base Station into Registration Mode

Possible Reasons for Registration Failure

Some scenarios may cause registration failure.

- Incorrect base PIN (check with your system administrator).
- Base station is out of range.
- Base station is not in registration mode.

Note: If registration was not successful, the handset screen will prompt you that the registration is failed.

Selecting a Base Station to Connect

You can connect the handset to a desired base station manually, or allow the handset to connect the registered base station with the greatest signal strength automatically.

1. Go to **OK** > **Settings** > **Registration** > **Select Base**.
   The phone screen displays all base stations that the handset is registered to and the **Bestbase** option. The radio box of the currently used base station with the last 4 characters of MAC address is marked.
2. Select the desired base station or **Bestbase**, and then press **Select**.

   The handset begins to search for a base station. After a successful connection, the phone prompts you the selection is successful.

Renaming the Base Station

You can rename the registered base station to make it easy to discern.

1. Go to **OK** > **Settings** > **Registration** > **Select Base**.
2. Select a desired base station (expect **Bestbase** option), and then press **Rename**.
3. Enter the desired name in the **Rename** field.
4. Confirm the action.

Deregistering a Handset

You may need to de-register your own handset if you want to replace a base station.

1. Go to **OK** > **Settings** > **Registration** > **De-reg. Handset**.
2. Enter the base PIN (default: 0000), and then press **Done**.

   The handset screen displays the handsets names that are registered to the same base station. The name of the handset itself is highlighted and followed by a left arrow.
3. Select the desired handset, and then press **OK**.

   The handset screen prompts you whether to de-register the handset.
4. Confirm the action.

Call Features

You can use the phone to place and answer calls, ignore incoming calls, transfer a call to someone else, conduct a conference call and perform other basic call features.

Changing the Default Outgoing Line

Only the outgoing line(s) assigned by your system administrator can be used to place calls. When multiple outgoing lines are assigned to the handset, the first one will be the default outgoing line. You can change the default outgoing line of the handset.

1. Go to **OK** > **Settings** > **Telephony** > **Default Line**.

   The phone displays all the assigned outgoing lines. The default outgoing line is highlighted and followed by a left arrow.
2. Highlight the desired line, and then press **OK**.

   The default outgoing line is changed successfully.

Placing Calls

After the handset is registered to the base station successfully, you can use your handset to place an internal or external call.

The handset can keep 2 calls at one time at almost, one (associated with the audio) active and the other one on hold.

Note: The base station can handle up to eight calls, but for Opus, only six calls. For more information, contact your system administrator.

Placing Internal Calls

Intercom is a useful feature in the office to quickly contact with the operator or the secretary. Internal intercom calls are made between handsets registered to the same base station.

Setting Auto Intercom

You can set the auto intercom type to make your handset more personalize.

The following types of auto intercom feature are available:

- **On (Beep On)**: The handset answers an internal intercom call automatically and plays a warning tone.
- **On (Beep Off)**: The handset answers an internal intercom call automatically without a warning tone.
- **Off**: Auto intercom feature is off. You need to answer an internal intercom call manually.

1. Go to **OK** > **Settings** > **Telephony** > **Auto Intercom**.
2. Select the desired option, and then press **Change**.

Placing an Internal Call

You can place an internal call to a desired handset or all handsets.

1. Go to **OK** > **Intercom**.
2. Select the desired handset or **All Handsets**.
3. Select **OK**, Speakerphone key or Off-hook key.

   *If you select **All Handsets**, all other subscribed handsets will ring simultaneously.*

Placing an Internal Call During an External Call

During an external call, you can place a call to an internal line.

1. Select **Options** > **Intercom**.
2. Select the desired handset, and then press **OK** key .

Placing External Calls

You can place external calls on the handset. External calls based on the public telephone network require the SIP lines.

Note: Your system administrator needs to assign the SIP line as the outgoing line for the handset beforehand.

Placing an External Call

1. Enter the desired number using the keypad.
2. Press the **OK** key to dial out.

Tip: You can make an IP call by directly dialing the IP address of any phone. For example, you can enter 192*168*1*15 to dial the IP 192.168.1.15.

Placing Multiple External Calls

When you are in a call, you can hold your current call and place a new call.

1. Select **New Call**.
2. Enter the contact number and press the **OK** key.

Note: You can select **Options** > **Directory** to select a contact from the directory to dial out.

Placing a Call from the Call History

You can place calls to contacts from the History list, which contains the calls that were recently placed, answered, or missed.

1. Press **History** or go to **OK** > **History**.
2. Highlight a contact and press the **Off-hook** key.

Placing a Call from the Directory

You can place a call to a contact directly from your directory.

1. Go to **OK** > **Directory**.
2. Select the desired directory.
3. Highlight the desired contact and press the Off-hook key.

   If the selected contact has multiple numbers, highlight the desired number, and select **OK**.

Placing a Call from the Shared Directory

You can place a call to a contact directly from your shared directory.

1. Go to **OK** > **Directory** > **Shared Directory**.
2. Highlight the desired contact and press .

   If the selected contact has multiple numbers, highlight the desired number, and select **OK**.

Speed Dial

You can quickly dial a number by using a speed dial key without entering the directory.

Assigning a Speed Dial Number

You can assign a contact number as a speed dial number to the digit key. A maximum of 8 speed dial numbers are allowed.

The assigned number should exist in the directory.

1. Go to **OK** > **Settings** > **Telephony** > **Speed Dial**.
   The phone screen displays all available speed dial keys (2-9).
2. Highlight the desired digit key, and then press **Assign**.
3. Select the desired contact from the directory.
4. Press **OK** to assign the number to the selected Speed Dial key.

   If the selected contact has multiple numbers, select the desired number, select **OK**.

Changing a Speed Dial Number

You can change the current speed dial number to a new desired one.

The assigned number should exist in the directory.

1. Go to **OK** > **Settings** > **Telephony** > **Speed Dial**.
2. Highlight an assigned Speed Dial key.
3. Select **Options** > **Change**.
4. Select a contact number from the directory.
5. Press **OK** to change the assigned speed dial number.

Deleting a Speed Dial Number

When you no longer use the speed dial number, you can delete it.

1. Go to **OK** > **Settings** > **Telephony** > **Speed Dial**.
2. Highlight the desired Speed Dial key.
3. Select **Options** > **Clear Key**.

Calling a Contact Using a Speed Dial Key

After you have assigned the speed dial number, you can place a call to a contact directly by pressing it.

Long press the Speed Dial key when the handset is idle.
The number assigned to this Speed Dial key is dialed out.

Related tasks

Assigning a Speed Dial Number

Redial

You can redial a call from the redial list.

The redial list stores the last twenty dialed phone numbers. When the memory of the redial list is full, the handset will automatically erase the oldest one when a new number is dialed.

Redialing a Number

The handset keeps a record of all the placed calls. You can call the recently dialed phone number.

1. Press when the handset is idle to access the redial list.
2. Select a record to dial out.

Note: Before placing an external call, you can select **Options** > **Edit Before Call** to edit the phone number.

Redialing the Last Dialed Number

Press twice when the handset is idle.

A call to your last dialed number is attempted.

Adding a Dialed Number to Local Directory

You can add a dialed external call number to the Local Directory or update the number for an existing contact.

1. Press when the handset is idle to access the redial list.
2. Highlight the desired record.
3. Press **Options**, and then select **Add To Local** > **New Entry**.
4. Select the type you want to add the number to.
5. Edit the corresponding fields.
6. Confirm the action.

Note: You can select **Add To Local** > **Update Existing** to add the number to an existing contact or update the existing contact information.

Deleting a Redial Record

You can delete any record from the redial list.

1. Press when the handset is idle to access the redial list.
2. Highlight the desired record.
3. Press **Options** and select **Delete**.

Deleting All Redial Records

You can delete all redial records at once.

1. Press when the handset is idle to access the redial list.
2. Select **Options** > **Delete All**, and select **Yes** to confirm.

Placing an Anonymous Call

You can hide your name and number when you place a call. As a result, the callee receives an anonymous call without caller identity.

Contact your system administrator to find out if this feature is available on your phone.

1. Go to **OK** > **Call Features** > **Anonymous Call**.

2. Select the desired line.

   The phone screen displays the outgoing lines currently assigned to the handset. The default outgoing line is highlighted and followed by a left arrow.
3. Enable local anonymous.
4. Confirm the action.
5. Place a call.
   The callee is prompted with an incoming call from anonymity.

   If the callee enables anonymous rejection feature, you may be prompted that the callee does not accept calls from an anonymous number.

Answering Calls

When you receive a call, you can choose to answer it manually or automatically.

Assigning Incoming Lines to the Handset

You can assign one or more incoming lines for the handset. The handset can only receive incoming calls of the assigned incoming line(s).

1. Go to **OK** > **Settings** > **Telephony** > **Incoming Lines**.
2. Enter the system PIN (default: 0000), and then press **Done**.

The handset screen displays all registered handsets. The handset itself is highlighted and followed by a left arrow.

3. Select the desired handset.
4. Select **Accept** from the desired line fields.
5. Confirm the action.

Answering a Call

When you receive an incoming call, the phone rings and the screen displays the information of the incoming call.

Do one of the following:

- Press , or press **Accept**.
- Press the Speakerphone key.
- If a headset is connected, press **Accept**.

Answering a Call When in a Call

You can answer a call when there is already an active call on your phone.

When you are in an active call and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.

1. Press the down navigation key to select the incoming call.
2. Select **Accept** or **Answer**.

The active call is placed on hold, and the incoming call becomes active.

Note: You can disable the call waiting feature to reject the incoming call automatically during a call.

Related tasks

Disabling Call Waiting

Answering a Call Automatically

When the handset is placed in the charger, you can simply answer the incoming calls by picking up the handset from the charger without pressing the Off-hook key.

1. Go to **OK** > **Settings** > **Telephony** > **Auto Answer**.
2. Press **Change** to select the **Auto Answer** check box (the default status is checked).

Disabling Call Waiting

If the call waiting feature is disabled, when there is already a call, the new incoming call will be rejected automatically.

1. Go to **OK** > **Call Features** > **Call Waiting**.
2. Disable call waiting.
3. Confirm the action.

Switching Among the Receiver, Handsfree and Headset Modes

You can select the desired mode before placing a call, or can alternate among receiver, handsfree, and handset modes during a call.

You can place a call using the following call modes:

- Receiver mode—pressing the Off-hook key to dial out.
- Handsfree mode—pressing the Speakerphone key to dial out.
- Headset mode—connecting a standard 3.5mm headset.

Silencing or Rejecting Incoming Calls

When you receive an incoming call, you can choose to silence or reject the call instead of answering.

Silencing a Call

You can silence a call to stop your phone from ringing. Even if you silence the call, the incoming call notification continues to be displayed on your phone.

Select **Silence**.

Rejecting a Call Manually

You can reject a call manually, and the call may be sent to voice mail. The rejected calls are displayed in the Received Calls list in your History list.

Press .

Rejecting Anonymous Calls

You can reject incoming calls from the callers who have hidden their identities. As a result, your phone will not ring and you will not be notified of an attempted call.

1. Go to **OK** > **Call Features** > **Anon.Call Rejection**.
2. Select the desired line.
3. Enable local anonymous rejection.
4. Confirm the action.

Rejecting Calls with Do Not Disturb (DND)

You can enable DND to reject all incoming calls automatically when you do not want to be interrupted.

Check with your system administrator to find out if the DND feature is available on your phone.

1. Go to **OK** > **Call Features** > **Do Not Disturb**.
2. Select the desired line, and then press OK.
3. Enable DND.
4. Confirm the action.
   The status bar displays the DND icon.

   You can press the **Line** soft key when the handset is idle to check the line status.

Ending Calls

You can end the current call at any time.

Press or **End**.

Muting/Unmuting Audio

You can mute the microphone during an active call so that the other party cannot hear your discussion with your colleagues.

1. Press the mute key during a call to mute the microphone.
   The mute icon appears on the phone screen.
2. Press the mute key again to unmute.
   The mute icon disappears from the phone screen.

Holding and Resuming Calls

You can place an active call on hold and resume the call when you are ready. When you place a call on hold, the held party may hear the music played by its sever.

Holding a Call

You can place an active call on hold on your phone.

During a call, select **Options** > **Hold**.

Note: When you have multiple calls on the phone and the current call is held, you can press the up or down navigation key to swap to the active call.

Resuming a Held Call

You can view and resume a held call on the phone.

Select **Resume**.

If multiple calls are placed on hold, select the desired call first.

Note: When you have multiple calls on the phone and the current call is active, you can press the up or down navigation key to swap to the held call.

Call Forward

The handset will forward incoming calls to another party according to the forwarding type.

There are three forwarding types:

- **Always Forward**: Incoming calls are immediately forwarded. There is no prompt on the phone screen when the line receives an incoming call.

- **Busy Forward**: Incoming calls are forwarded when the line is busy.
- **No Answer Forward**: Incoming calls are forwarded if not answered after a period of time.

Forwarding Incoming Calls

When you are not available to handle calls, you can forward incoming calls to a specific contact.

1. Go to **OK** > **Call Features** > **Call Forward**.
2. Select the desired line.
3. Select the desired forwarding type and enable it.
4. Enter the destination number in the **Target** field.
5. If you select the **No Answer** , select the desired ring time to wait before forwarding from the **After Ring Time** field.
6. Confirm the action.

Transferring Calls

During a call, you can transfer the call to another contact.

You can use one of three ways:

- **Blind Transfer**: Transfer a call directly to the third party without consulting.
- **Semi-Attended Transfer**: Transfer a call when receiving ringback.
- **Attended Transfer (Consultative Transfer)**: Transfer a call with prior consulting.

Performing a Blind Transfer

You can transfer a call to another contact immediately without consulting with her/him first.

1. Select **Options** > **(Call)Transfer**, or press the TRAN key during a call.
2. Enter the number you want to transfer the call to or select **Directory** > **Directory/History** to choose a contact.
3. Press TRAN or **Transfer** to complete the transfer.

Performing a Semi-Attended/Attended Transfer

You can transfer a call to another contact immediately when receiving ringback or after consulting with her/him first.

1. Select **Options** > **(Call)Transfer**, or press the TRAN key during a call.
2. Enter the number you want to transfer to and dial out.
3. Do one of the following:
   - When you hear the ringback tone, press the TRAN key or **Transfer** to finish a semi-attended transfer.
   - After the contact answers the call, press the TRAN key or **Transfer** to finish an attended transfer (consultative transfer).

Conference Calls

The phone supports creating a conference with other two external parties and multi-way network conference.

During the conference, follow these tips:

- Mute your microphone when you are not speaking, especially in noisy environments.
- Avoid tapping or rustling papers near the microphone.
- Speak in your normal voice without shouting.

Local Conference

You can initiate a three-way (including yourself) conference calls with your contacts on the phone.

Setting Up a Local Conference Call

You can set up a local conference call with up to two contacts.

1. Place a call to the first party.
2. When the first party answers the call, select **Options** > **Conference**.
   The active call is placed on hold.
3. Dial the second party's number.
4. When the second party answers the call, select **Conf.** to invite two parties to join the conference.

Merging Two Calls into a Conference

You can invite a held call into a conference call with the active call.

1. Place two calls on the phone.
2. Select **Options** > **Conference**.

Muting/Unmuting a Conference Call

When you mute the local microphone during a conference call, other participants can hear each other except you.

1. Press the MUTE key to mute the conference.
2. Press the MUTE key again to unmute the conference.

Splitting a Conference Call

You can split the conference call into individual calls. After the split, the conference call ends, and other parties are held.

Select **Split**.

Ending a Conference Call

You can end the current conference call at any time.

Press or **End**.

Network Conference

If your system administrator has set a network conference feature on your phone, you can initiate a conference with two or more contacts.

Setting Up a Network Conference

You can set up a network conference with two or more contacts.

1. Place a call to the first party.
2. Select **Options** > **Conference**.
   The active call is placed on hold.
3. Dial the second party's number.
4. When the second party answers the call, select **Conf.** to add the second party to the conference.
5. Select **Conf.** to place a new call.
   The conference call is placed on hold.
6. Enter the number of the new party, and then press the OK key.
7. When the new party answers the call, select **Conf** to add the new party to the conference.
8. Repeat steps 5 to 7 until you add all parties.

Note: The procedures for setting up a network conference call on specific servers may be different. Contact your system administrator for more information.

Inviting another Party into an Active Conference Call

Any party in the conference call can invite other party into an active conference call.

1. Select **New Call**.
2. Enter the desired number and dial out.
3. When the new party answers the call, select **Options** > **Conference**.
   The new party is joined the conference call.

Holding/Resuming a Conference Call

Any party in the conference call can place himself/herself on hold, but other parties can continue the conference call normally.

Note: The conference call will only be held when all parties in the conference call place themselves on hold.

1. Select **Options** > **Hold**.
2. Select **Resume** to resume the held conference call.

Ending a Conference Call

You can end the current conference call at any time.

Press or **End**.

Multicast Paging

Multicast Paging allows you to broadcast instant audio announcements to users who are listening to a specific multicast group on a specific channel.

The phone supports the following 31 channels:

- **0**: Broadcasts are sent to channel 0.
- **1 to 25**: Broadcasts are sent to channel 1 to 25. We recommend that you specify these channels when broadcasting with Polycom IP phones which have 25 channels you can listen to.
- **26 to 30**: Broadcasts are sent to channel 26 to 30. We recommend that you specify these channels when broadcasting with Yealink IP phones running firmware version 81 or later running new firmware version (new paging mechanism).

  Note: All IP phones in the multicast paging group must be deployed in the same subnet since a broadcast is used. The phone can only send/receive broadcasts to/from the listened channels. Other channels' broadcasts will be ignored automatically by the IP phone.

Sending Multicast Paging

You can send paging to the phones with pre-configured multicast addresses on specific channels.

Your system administrator has set the paging group for your phone.

1. Go to **OK** > **Call Features** > **Paging**.
   If your system administrator has set only one paging list, the paging is sent directly.
2. Select the desired paging group.
3. Select **Paging**.

   Note: Multicast RTP is the one-way paging only from the sender to the multicast address(es) (receiver). For outgoing RTP multicasts, all other existing calls on the phone will be placed on hold.

Receiving Multicast Paging

Your system administrator has set a listening paging group for you, you can automatically receive a paging call when the phone is idle.

When there is a voice call or a paging call in progress, or when DND is activated on your phone, the phone handles the new paging call differently according to the multicast listening settings configured by your system administrator.

Managing a Paging Call

During a paging call, you can manage it manually at any time.

You can do the following:

- Select **Hold** to place the current paging call on hold.

  The paging call is placed on hold and the receiver releases the session.

- Select **Resume** to resume the held paging call.

  The multicast RTP session is re-established.

- Select **End** to end the paging call.

Advanced Call Features

By using the advanced features, your handset would perform more functions that make your work more efficiently.

If you require additional information or assistance with your new phone, contact your system administrator.

Call Park and Call Retrieve

You can park a call, and then retrieve the call either from your phone or another phone. After parked, the call is placed on hold, you can continue the conversation after retrieving it.

Note: Call park is not available on all servers. Check with your system administrator to find out if it is available on your phone.

Parking or Retrieving a Call in the FAC Mode

You can park the call to the local extension or the desired extension through dialing the park code.

Parking a Call in the FAC Mode

You can park a call in the FAC mode directly. When you park a call to the local extension or the desired extension, the call is held in the same network on your phone.

Your system administrator has set call park in the FAC mode.

1. During a call, select **Options** > **Call Park**.

   The phone will dial the call park code which is pre-configured.

2. Do one of the following:

   - If you want to park the call against the local extension, press the # key.
   - If you want to park the call against the desired extension, enter the extension (for example, 4606) where you want to park the call and press the # key.

     If the call is parked successfully, you will hear a voice prompt that the call is parked.

Retrieving a Parked Call in the FAC Mode

You can retrieve a parked call in the FAC mode from any phone within your network.

Your system administrator has set call park in the FAC mode. There is a call parked on the extension. Get the park retrieve code from your system administrator.

1. Dial the park retrieve code.

2. Follow the voice prompt to retrieve:
   - Press the # key on the phone where the call is parked.
   - Enter the desired extension followed by # (for example, 4606#) on any phone.

Parking or Retrieving a Call in the Transfer Mode

You can park the call to the shared parking lot through a blind transfer.

For some servers, the system will return a specific retrieve park number (park retrieve code) after parking successfully.

Parking a Call in the Transfer Mode

You can park a call in the transfer mode directly. When you park a call to the shared parking lot, the call is held on your phone.

Your system administrator has set call park in the Transfer mode.

During a call, select **Options** > **Call Park**.

The call will be directly transferred to the shared parking lot.

Retrieving a Parked Call in the Transfer Mode

You can retrieve a parked call in the transfer mode from any phone in the same network.

Your system administrator has set call park in the Transfer mode. There is a call parked on the shared parking lot.

Dial the park retrieve code.

The phone will retrieve the parked call from the shared parking lot.

Note: When the phone is idle, you can use a **Retrieve** key to retrieve a parked call directly.

Related tasks

Retrieving a Call with a Retrieve Key

Retrieving a Call with a Retrieve Key

You can easily use a retrieve key to retrieve a parked call quickly.

Check with your system administrator if the FAC or Transfer mode is set on your phone, and if the call park feature has set for your phone.

1. Go to **OK** > **Settings** > **Shortcut**.
2. Highlight the desired shortcut key and press **Change**.
3. Select **Retrieve**.

   When there is a call parked on the extension or the shared parking lot, you can press the Retrieve key on the idle screen, and the handset will dial the configured park retrieve code.

Shared Call Appearance (SCA)

Yealink phone supports using Shared Call Appearance (SCA) to share a line. So that this line can be registered on more than one phone at the same time. Your system administrator can set your phone to use the shared line.

State Indicator of Shared Line

If your system administrator assigns the shared line to your handset, the SCA with an icon is displayed on the right soft key.

The following table shows the icon associated with the shared line:

Icons	Description
	The shared line is idle.
	The shared line is dialing, in conversation or placed on private hold.
(Flashing)	The shared line receives an incoming call or is placed on public hold.

Placing Calls on a Shared Line

You can place one or multiple calls on a shared line.

Related information

Placing Calls

Answering Calls on a Shared Line

You can answer one or two calls on the shared line.

When an incoming call arrives on the shared line, all the registered phones will ring simultaneously, and the call can be answered on any one of the phones.

Related information

Answering Calls

Placing a Call on Public Hold

You can place a call on public hold that any shared line phone can retrieve the held call.

During a call, select **Options** > **Hold**.

Placing a Call on Private Hold

You can place a call on private hold that only you on shared line can retrieve the held call.

During a call, select **Options** > **Private Hold**.

Then the call is held on your phone, and the other phones registered with shared line show the call is in the busy state. Other users on the shared line cannot resume your held call.

Retrieving a Held Call on a Shared Line

If you place a call on hold on a shared line, you can resume this call at any time. When the shared line key shows a call that is in a held state, you can resume the held call remotely from other user's phone.

There is at least one call placed on public hold on the shared line.

1. Select **SCA**, and then select the held call.
2. Select **Resume**.

Barging in an Active Call on a Shared Line

In the SCA scenario, you can barge into an active call on the shared line. After you barge into a call, the call turns into a three-party conference.

There is at least one active call on the shared line. Only one user can barge into an active call on the shared line at a time.

1. Select **SCA** and then select an active call.
2. Select **BargeIn** (**Barge In**) to interrupt the active call.

Pulling a Shared Call on a Shared Line

In the SCA scenario, both you and other users can pull an existing call from another shared phone that is active or held.

There is an active or held call on the shared line. Contact your system administrator for the call pull feature access code.

1. Enter the call pull feature access code (for example, *11).
2. Press the OK key to dial out.

Voice Mail

Voice Mail feature allows you to leave voice mails for someone or listen to your voice mail messages on your IP phones. This feature is set up on the server-side and not all servers support this feature.

Setting the Voice Mail Code

If you want to connect to the message center, you need to set the voice mail code on your phone.

1. Go to **OK** > **Voice Mail** > **Set Voice Mail**.
2. Select the desired line, and then press **Select**.
3. **Enabled** from the **Status** field.
4. Enter the voice mail code.
5. Confirm the action.

Setting a Voice Mail Key for a Specific Line

You can set digit key 1 as a voice mail key for a specific line. When the handset is idle, you can long press this key, and quickly access the voice mails without scrolling through the menu.

1. Go to **OK** > **Voice Mail** > **Set Key 1**.
2. Select the desired line, and then press **Select**.

Leaving Voice Mails

You can leave a voice mail to someone who is busy or inconvenient to answer the call.

1. Follow the voice prompts to leave a voice mail.
2. Hang up to complete the voice mail.

Listening to Voice Mails

You can listen to your voice mails on the handset directly.

You need to set the voice mail code in advance.

1. Go to **OK** > **Voice Mail** > **Play Message** or press the Message key.
2. Select the desired line, and then press **Select**.
   The handset dials out the voice mail code using the selected line automatically.
3. Follow the voice prompt from the system server to listen to your voice mails.

Note: If you have set a voice mail key, you can long press the Voice Mail key to access the voice mail of a specified line.

Directory

The phone provides several types of phone directories, which can be customized by your system administrator.

Local Directory

You can store up to 100 contacts in the handset's Local Directory, as well as add, edit and delete a contact.

Adding Contacts

When you add a contact to your Local Directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

1. Go to **OK** > **Directory** or **OK** > **Directory** > **Local Directory**.
2. Select **Options** > **New Contact**.
3. Enter the contact's information.
4. Confirm the action.

Viewing Contacts

You can view the local contacts from the Local Directory on your phone.

1. Go to **OK** > **Directory** or **OK** > **Directory** > **Local Directory**.
2. Use the navigation keys to look through the contacts.

   The contact names are displayed in alphabetical order.

Editing Contacts

You can modify or add more information to your contacts.

1. Go to **OK** > **Directory** or **OK** > **Directory** > **Local Directory**.
2. Highlight the desired contact and select **Options** > **Edit**.
3. Edit the contact information.
4. Confirm the action.

Deleting Contacts

You can delete one or all contacts from the Local Directory.

Deleting a Contact

You can delete any contact from the Local Directory.

1. Go to **OK** > **Directory** or **OK** > **Directory** > **Local Directory**.
2. Highlight the desired contact and select **Options(Option)** > **Delete**.
   The phone prompts you whether to delete this contact.

3. Confirm the action.

Deleting All Contacts

You can delete all contacts from the Local Directory.

1. Go to **OK** > **Directory** or **OK** > **Directory** > **Local Directory**.
2. Highlight the desired contact and select **Options** > **Delete All**.
   The phone prompts you whether to delete all contacts.
3. Confirm the action.

Searching for Contacts

In the Local Directory, you can enter search criteria to find your desired contact quickly.

1. Go to **OK** > **Directory** or **OK** > **Directory** > **Local Directory**.
2. Enter your search criteria in the search field.

Shared Directory

All handsets that are registered on the same base station can share the contacts with each other. You can store up to 100 contacts in your phone's Shared Directory.

Note: Check with your system administrator to find out if this feature is available on your phone.

Adding Shared Contacts

When you add a contact to your Shared Directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

1. Go to **OK** > **Directory** > **Shared Directory**.
2. Select **Options** > **New Contact**.
3. Enter the contact's information.
4. Confirm the action.

Editing Shared Contacts

You can modify or add more information to your contacts.

1. Go to **OK** > **Directory** > **Shared Directory**.
2. Highlight the desired contact and select **Options** > **Edit**.
3. Edit the contact information.
4. Confirm the action.

Deleting a Shared Contact

You can delete any contact from the Shared Directory.

1. Go to **OK** > **Directory** > **Shared Directory**.
2. Highlight a contact and select **Options** > **Delete**.
   The phone prompts you whether to delete this contact.
3. Confirm the action.

Deleting All Shared Contacts

You can delete all contacts from the Directory.

1. Go to **OK** > **Directory** > **Shared Directory**.

2. Highlight a contact and select **Options** > **Delete All**.
   The phone prompts you whether to delete all contacts.
3. Confirm the action.

Searching for Shared Directory Contacts

In the Shared Directory, you can enter search criteria to find your desired contact quickly.

1. Go to **OK** > **Directory** > **Shared Directory**.
2. Enter your search criteria in the search field.

Saving a Shared Contact to the Local Directory

You can move a shared contact to the Local Directory. The shared contacts added to the Local Directory will not disappear, even after your system administrator disables the Shared Directory feature.

1. Go to **OK** > **Directory** > **Shared Directory**.
2. Highlight a contact and select **Options** > **Add To Local** > **New Entry**.
3. Edit the contact information.
4. Confirm the action.

Tip: You can select **Add To Local** > **Update Existing** to update the existing contact information.

Blocklist

Incoming calls from the Blocklist are rejected automatically. You can store up to 30 contacts in the blocklist to block unwanted callers.

Adding a Blocklist Contact

You can add a blocklist contact on the phone to prevent someone from calling you.

1. Go to **OK** > **Settings** > **Telephony** > **Blocklist**.
2. Select **New Entry** or **Options** > **New Entry**.
3. Enter the contact's information.
4. Confirm the action.

Viewing Blocklist Contacts

You can view the blocklist contacts from the blocklist on your phone.

1. Go to **OK** > **Settings** > **Telephony** > **Blocklist**.
2. Use the navigation keys to look through the blocklist contacts.

Editing a Blocklist Contact

You can update your blocklist contacts' information.

1. Go to **OK** > **Settings** > **Telephony** > **Blocklist**.
2. Highlight the desired blocklist contact and select **Options** > **Edit**.
3. Edit the contact information.
4. Confirm the action.

Deleting Blocklist Contacts

You can delete one or all blocklist contacts. If a contact is removed from the blocklist, you can answer the call from the contact normally.

Deleting a Blocklist Contact

If you want to answer a call from a specific contact, you need to remove it from the blocklist.

1. Go to **OK** > **Settings** > **Telephony** > **Blocklist**.
2. Highlight the desired blocklist contact and select **Options** > **Delete**.

Deleting All Blocklist Contacts

You can delete all contacts from the Blocklist when you are ready to answer calls from them again.

1. Go to **OK** > **Settings** > **Telephony** > **Blocklist**.
2. Highlight the desired blocklist contact and select **Options(Option)** > **Delete All**.

   The phone prompts you whether to delete all contacts.
3. Confirm the action.

Remote Phone Book

If the Remote Phone Book feature has been enabled by your system administrator, you can access your corporate directory directly from your phone.

Searching for Remote Phone Book Contacts

In the Remote Phone Book, you can enter search criteria to find your desired contact quickly.

1. Go to **OK** > **Directory**.
2. Select the desired remote phone book.
3. Enter your search criteria in the search field.

Viewing Remote Phone Book Contacts

You can view the contact list of the Remote Phone Book on your phone.

1. Go to **OK** > **Directory**.
2. Select the desired remote phone book.
3. Use the navigation keys to look through the contacts.

Saving a Remote Phone Book Contact to the Local Directory

You can save any remote phone book contact to the Local Directory, to conveniently call this contact when you cannot access the Remote Phone Book.

1. Go to **OK** > **Directory**.
2. Select the desired remote phone book.
3. Highlight the desired contact and select **Options** > **Add To Local** > **New Entry**.
4. Edit the contact information.
5. Confirm the action.

Tip: You can select **Add To Local** > **Update Existing** to update the existing contact information.

Updating Remote Phone Book

You can manually update the contacts of RemotePhoneBook.

1. Go to **OK** > **Directory**.
2. Select the desired remote phone book.
3. Go to **Options** > **Update**.

Call History

The call history list includes Missed Calls, Placed Calls and Received Calls, and each list holds 100 entries.

Call History Icons

The call history icon in the Call History indicates the corresponding call history types.

Icon	Description
	Received Calls
	Missed Calls
	Placed Calls

Viewing History Records

The history record saves the call information such as the caller's name and number, local line and call duration.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options(Option)** > **Detail**.

Saving a History Record to Local Directory

To identify someone's call the next time, you can save a history record to the Local Directory.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options** > **Add To Local** > **New Entry**.
4. Edit the contact information.
5. Confirm the action.

Tip: You can select **Add To Local** > **Update Existing** to update the existing contact information.

Saving a History Record to Blocklist

You can prevent someone from calling you again by saving a history record to the blocklist.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options** > **Add To Blocklist**.

   The phone prompts you whether to add it or not.
4. Confirm the action.

Deleting History Records

You can delete one or all call records from the call history list.

Deleting a Call Record

You can delete any call record from the call history list.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options** > **Delete**.

   The selected entry is deleted successfully.

Deleting All Call Records

You can delete all call records from the call history list.

1. Press **History**.
2. Select the desired list.
3. Select **Options(Option)** > **Delete All**.

   The phone prompts you whether to delete all records.
4. Confirm the action.

Customizing Your Phone

You can make your phone more personalized by customizing various settings.

Turning Handset On

The will be turned on automatically when the battery is inserted into the handset.

Do one of the following:

- Press the On-hook key. The handset screen lights up.
- Place the handset to the charging cradle.

Turning Handset Off

The handset will be turned off automatically when the battery runs out. You can also turn the handset off manually.

Long press the On-hook key when the handset is idle.

Changing the Base PIN

To avoid unauthorized registration or access to some features on the handset, you should keep the base PIN secret. The default base PIN is “0000”, you can change it.

1. Go to **OK** > **Settings** > **System Settings** > **Change Base PIN**.
2. Enter the system PIN (default: 0000), and then press **Done**.
3. Enter the new PIN in the **Enter New PIN** and **Re-enter New PIN** field respectively.

4. Confirm the action.

Note: We recommend that you set a new random 4-digit PIN that may not be easily guessed.

Changing the Wallpaper

You can change the wallpaper that is displayed on the idle screen.

1. Go to **OK** > **Settings** > **Display** > **Wallpaper**.
2. Press the navigation keys to select the desired image.
3. Confirm the action.

Setting the Screen Saver

The screen saver is designed to protect your phone screen. When the screen saver is enabled, an analog clock will be activated and appear on the phone screen if the handset is idle for approximately 10 seconds.

1. Go to **OK** > **Settings** > **Display** > **Screen Saver**.
2. Press **Change** to select the **Screen Saver** check box (the default status is checked).

Changing the Brightness

handset backlight in charger or out of charger can be configured independently.

When in charger/out of charger is enabled, the backlight will be turned off after the handset is idle for about 30 minutes when the handset is or is not in the charging cradle. When an incoming call arrives, a key is pressed or the handset status changes, the backlight is automatically turned on.

1. Go to **OK** > **Settings** > **Display** > **Display Backlight**.
2. Select the desired value from the **Active Level** field.
3. Select the desired value from the **In Charger** or **Out Of Charger** field.
4. Confirm the action.

Setting the Keypad Light

You can enable the keypad light to illuminate the keypad keys when any key is pressed.

1. Go to **OK** > **Settings** > **Display** > **Keypad LED**.
2. Press **Change** to select the **Keypad LED** check box (the default status is checked).

Changing the Language

Your phone supports several languages that you can choose to use on the phone.

Contact your system administrator to find out exactly which languages are supported on your phone.

1. Go to **OK** > **Settings** > **Language**.
2. Select the desired language.

   The phone prompts you whether to change the language.
3. Confirm the action.

   The phone language is changed to the selected one.

Time & Date

You can set the time and date manually. The time and date formats are also variable.

Setting the Time and Date Manually

If your phone cannot obtain the time and date automatically, you can set it manually.

1. Go to **OK** > **Settings** > **Date & Time**.
2. Edit the date and time.
3. Confirm the action.

   The time and date set on the handset will be changed accordingly.

Changing the Time and Date Format

You can set the phone to display the time in 12-hour or 24-hour format. You can also change the date format, including the options to display the day (D), month (M), and year (Y).

1. Go to **OK** > **Settings** > **Display** > **Time Format** or **Date Format**.
2. Select the desired time format or date format.
3. Confirm the action.

Shortcuts

Shortcuts allow you to quickly access the feature without scrolling through the menu when the phone is idle. You can configure six shortcuts on the phone in total.

Supported Shortcuts

By default, the handset provides a certain access feature for a certain shortcut, you can change it to make your phone more personalized.

The following table lists the default access feature of the desired shortcut, and the available access features for all shortcuts:

Shortcut	Default Access Feature	Available Access Features
Left Softkey	History	History Missed Received Redial Speed Dial Menu Line Status Default Line Call Forward Do Not Disturb Directory Local Directory Remote Directory LDAP Volume- Volume+ Paging Retrieve Shared Directory XML Browser XML Dir
Right Softkey	Line Status	
▲	Intercom	
▼	Directory	
◀	Volume-	
▶	Volume+	

Customizing the Shortcuts

You can customize the function of the shortcuts to make your handset more personalized.

1. Go to **OK** > **Settings** > **Shortcut**.
2. Select the desired shortcut and select **Change**.

   The feature currently assigned to the selected key is highlighted and followed by a left arrow.
3. Select the desired feature.

Related information

Supported Shortcuts

Locking Your Handset

To prevent accidental use of the handset, the keypad can be locked manually. When the keypad is locked, incoming calls will still ring on your phone, but only the emergency numbers can be dialed out.

Locking Handset Keypad

When you temporarily do not use your handset, you can lock it manually.

Long press the # key when the handset is idle until the phone prompts you the handset is locked.

The lock icon appears in the status bar.

Unlocking Your Handset

When you need to use the locked handset, you can unlock it manually.

Long press the # key when the locked handset is idle until the phone prompts you the handset is unlocked.

The lock icon disappears from the status bar.

Locating Handsets

You can locate a misplaced registered handset using the base station.

Press on the base station.

All the handset that registered to this base station will ring simultaneously and the screen will display the IP address of the base station.

You can press any key on handset to stop ringing, or press again on the base station to stop all handsets ringing.

Note: When the handsets are not in the idle status, they will not ring simultaneously.

Renaming the Handset

The handset will be named automatically if successfully registered to the base station. You can personalize the handset name.

1. Go to **OK** > **Settings** > **Handset Name**.
2. Edit the current name in the **Rename** field.
3. Confirm the action.

Setting the Eco Mode+

Eco mode+ turns off the transmission power and the radio waves emitted are virtually zero when the phone is in the standby mode.

You can enable or disable the eco mode+. If the eco mode+ is enabled, there is no signal interaction between the handset and the base station, and the color of the signal strength indicator on the idle screen will be displayed in green. When a call arrives or a connection occurs, the phone exits the eco mode+ automatically, and the color of the signal strength indicator on the idle screen changes from green to white.

1. Go to **OK** > **Settings** > **System Settings** > **Eco Mode+**.
2. Press **Change**.
3. Enter the system PIN (default: 0000) and then press **Done**.

   The phone prompts whether to reboot the base station.
4. Confirm the action.

   The base station reboots to make the change take effect. The change applies to all the handsets registered to the base station. The color of the signal strength indicator on the idle screen will change from white to green.

Setting the Eco Mode

Using the eco mode can greatly reduce the transmission power and signal output when the handset is during a call.

The attenuation range is 20m. When the distance between the base station and the handset is over 20m, the eco mode is disabled automatically. If the eco mode is enabled, the radio coverage of the base station will be reduced.

1. Go to **OK** > **Settings** > **System Settings** > **Eco Mode**.
2. Select **Change**.

Setting the Repeater Mode

Using the repeater mode can extend the radio coverage of the base station. This feature gives you more mobility in large dwelling.

If the repeater mode is enabled, and a repeater is registered to this base station, the handset registered to the base station can be used either within the range of the base station or the repeater. It provides users with greater freedom of mobility.

For more information on how to use DECT repeater with the base station, refer to Yealink DECT Repeater User Guide.

Repeater mode and eco mode+ features cannot be used at the same time.

1. Go to **OK** > **Settings** > **System Settings** > **Repeater Mode**.
2. Select a desired repeater and press **OK**.

   The handset prompts whether to reboot this base station.
3. Confirm the action.

   The base station reboots to make the change take effect. The change is applied to all the handset registered to the base station.

Related tasks

Setting the Eco Mode+

Audio Settings

You can change the basic audio settings on your phone.

Silent Mode

You can enable the silent mode if you do not want to be disturbed. The handset will not ring when receiving an incoming call, but it will still display the incoming call information.

Switching on Silent Mode

You can silence an incoming call by switching on silence mode to stop your phone from ringing.

Long press the * key until the phone prompts “All Ring Tones Off”.

The silent icon appears in the status bar.

Switching off Silent Mode

If you want to resume the incoming ring, you can switch off silent mode.

Long press the * key until the phone prompts “All Ring Tones On”.

The silent icon disappears from the status bar.

Adjusting the Volume

You can adjust the volume of the ringer, media, and audio during a call.

Do one of the following:

- Press the left or right navigation key when the handset is idle.
- Go to **OK** > **Settings** > **Audio** > **Ring Tones** > **Volume** and press the left or right navigation key.

Setting the Ring Tone

Ring tones are used to indicate the incoming calls.

Setting the Ring Tone for the Internal Calls

You can select a unique ring tone for the internal calls, so that you can identify callers when the phone rings.

1. Go to **OK** > **Settings** > **Audio** > **Ring Tones** > **Melodies**.
2. Select the desired ring tone.

   The ring tone is played automatically.
3. Confirm the action.

Setting the Ring Tone for the External Calls

You can select a unique ring tone for the external calls so that you can identify callers when the phone rings.

1. Go to **OK** > **Settings** > **Audio** > **Ring Tones** > **Melodies**.
2. Select the desired ring tone for a specific line.

   The ring tone is played automatically.
3. Confirm the action.

Silent Charging

You can enter silent mode when the handset is charging. When you exit charging, return to the volume before charging.

1. Go to **OK** > **Settings** > **Audio**.
2. Press **Change** to select the **Silent Charging** check box.

Setting the Advisory Tone

Advisory tones are the acoustic signals of your handset, which inform you of different actions and states.

You can configure the following advisory tones independently:

- **Keypad Tone**: plays when you press any key on the keypad.
- **Confirmation**: plays when a setting is changed or the handset is placed in the charger cradle.
- **Low Battery**: plays when the battery's remaining capacity is low and the handset needs charging.

  Note: If the silent mode is activated, the advisory tones will not play, but you can still see the alert of low battery on the phone screen.

1. Go to **OK** > **Settings** > **Audio** > **Advisory Tones**.
2. Select the desired value from the **Keypad Tone** field.
3. Select the desired value from the **Confirmation** field.

4. Select the desired value from the **Low Battery** field.
5. Confirm the action.

Maintaining Your Phone

When your phone cannot operate properly, you need to investigate or troubleshoot issues along with other tasks that your administrator may ask you to perform.

Investigating Warnings

When the default password is used on the phone, you can view the warning details about the issue from Status screen.

Go to **OK** > **Status** > **Base**.

*The warning detail is displayed in the **Warning** field.*

Restarting the Base Station

The improper operation may cause malfunction. If a malfunction occurs, your system administrator may ask you to restart the base station to refresh the settings.

1. Go to **OK** > **Settings** > **System Settings** > **Base Restart**.
2. Enter the system PIN (default: 0000), and then press **Done**.

After the above steps, the registration LED and network status LED on the base station go out simultaneously. After a period of time, the LED indicators will glow green again when the base station restarts successfully.

Resetting the Base Station

Your system administrator may ask you to reset your phone to factory after you have tried all troubleshooting suggestions but still do not solve the problem.

Except the handset registrations, the phone will reset all settings to the factory defaults after the resetting. Check with your system administrator if the personalized settings are kept before resetting your phone to factory.

1. Go to **OK** > **Settings** > **System Settings** > **Base Reset**.
2. Enter the system PIN (default: 0000), and then press **Done**.
3. Select **Reset to factory**.

   A message prompts whether to reset the base.
4. Confirm the action.

All individual settings of the base station will be reset to factory defaults. The power LED indicator and network LED indicator on the base station slowly flash in sequence during the resetting. LEDs on the base station glow green after startup.

Important: Base station reset may take a few minutes. Do not power off until the base station starts up successfully.

Resetting the Handset

You can reset individual settings that you have configured on the handset.

Except the settings of directory, call history, voice mail, and the handset registration, the handset will reset all customized settings to factory after the resetting.

1. Go to **OK** > **Settings** > **System Settings** > **Handset Reset**.

   The phone prompts you whether to reset the handset.
2. Confirm the action.

Triggering the Auto Provisioning

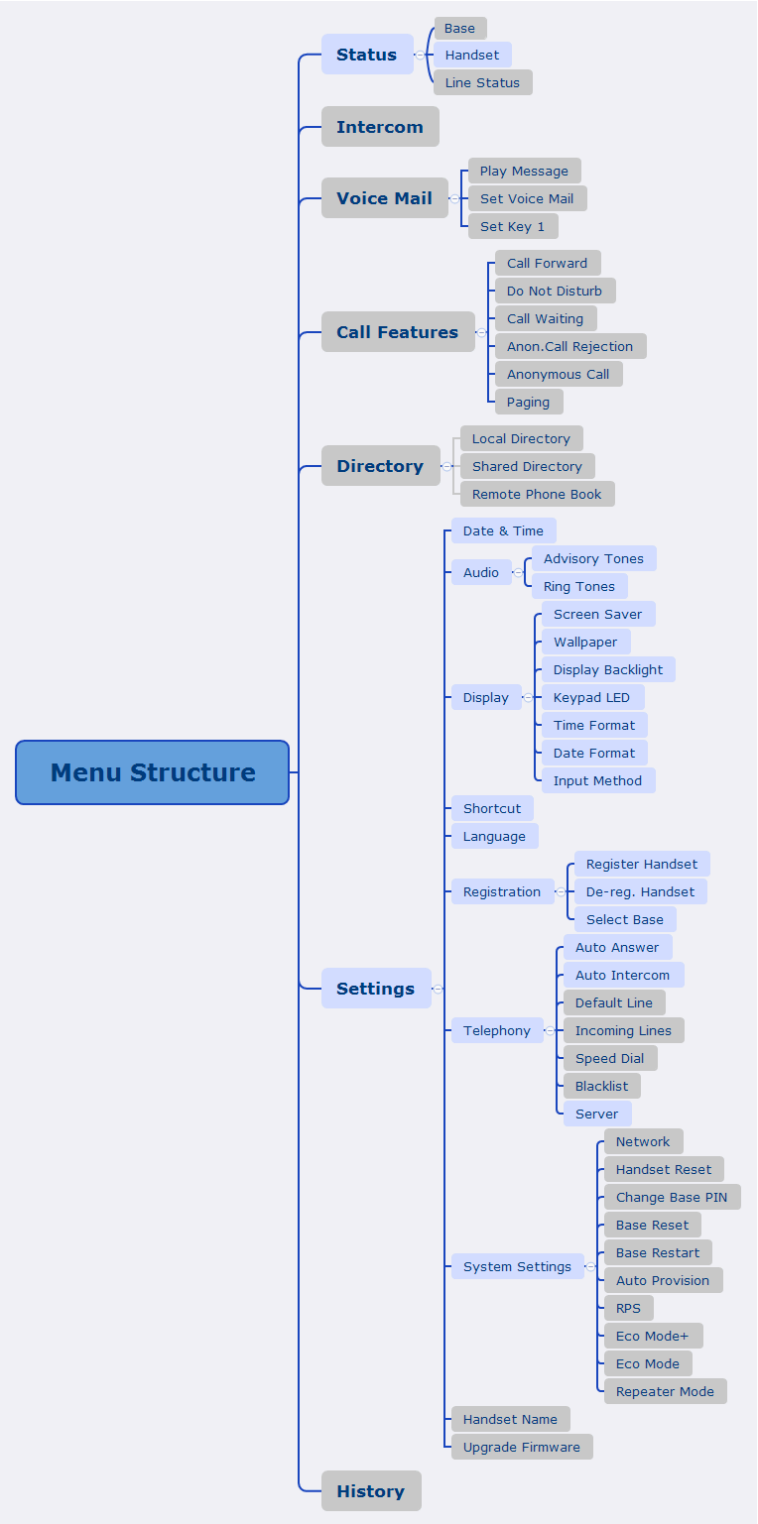
Your system administrator may ask you to update your phone configurations. You can trigger the auto provisioning using the wizard.

1. Go to **OK** > **Settings** > **System Settings** > **Auto Provision**.
2. Enter the system PIN (default: 0000), press **Done**.
3. Enter the user name, select **OK**.
4. Enter the password, select **OK**.

   The phone prompts whether to update immediately.
5. Confirm the action.

Appendix

Appendix A- Menu Structure



Note: The menus in the gray box are not available when the handset is not registered to a base station.

Appendix B - Input Modes and Characters

	Abc (initials in capitals)	123	ABC	abc	АВГ	АÄÅ	aäå	SŚŠ	sśš	абв	АБВ	אבג
1	1	1	1	1	1	1	1	1	1	1	1	1
2 abc	ABCabc2	2	ABC2	abc2	АВГ2	AÀÁÂÃÄÅÆBCÇ2	aàáâãäåæbcç2	AÁÄĄBCĆČ2	aáäąbcćč2	АБВГ2	абвг2	דהו
3 def	DEFdef3	3	DEF3	def3	ΔEZ3	DEÈÉÊËĒF3	deèéêëēf3	DĎEÉĘĚF3	dďeéęěf3	ДЕЖЗ3	дежз3	אבג
4 ghi	GHIghi4	4	GHI4	ghi4	HΘI4	GĞHIÌÍÎÏĪİ4	gğhiìíîïīı4	GHIÍ4	ghiı4	ИЙКЛ4	ийкл4	מסנן
5 jkl	JKLjkl5	5	JKL5	Jkl5	KΛM5	JKL5	jkl5	JKLŁĹĽ5	jklłĺľ5	МНОП5	мноп5	יכדל
6 mno	MNO mno6	6	MNO6	mno6	NΞO6	MNÑOÒÓÔÕÖØ6	mnñoòóôõöø6	MNŃŇOÓÖŐ6	mnńňoóöő6	РСТУ6	рсту6	זחט
7 pqrs	PQRS pqrs7	7	PQRS7	pqrs7	ΠPΣ7	PQRSŞß7	pqrsşß7	PQRŔŘSŚŠ7	pqrŕřsśš7	ФХЦЧ7	фхцч7	רשת
8 tuv	TUVtuv8	8	TUV8	tuv8	TYΦ8	TUÙÚÛÜŨV8	tuùúûüũv8	TŤUÚÜŰŮV8	tťuúüűův8	ШЩ ЪЫ8	шщъы8	צץק
9 wxyz	WXYZ wxyz9	9	WXYZ9	Wxyz9	XΨΩϒ9	WŴXYŶZ9	wŵxyŷz9	WXYỲÝZŹŻŽ9	wxyỳýzźżž9	ЬЭЮЯ9	ьэюя9	סעפף
0	space . , ? ! 0	0	0 . , ? ! space	0 . , ? ! space	space 0	space 0	space 0	space 0	space 0	0 ҐЄІЇЎ	0ґєіїў	space 0
* .	space = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤	space _ ’ ” = / \ ^ ; : . , - + * # § % @ ? ! ¿ ¡ ( ) { } [ ] < > ¥ $ £ | ~ ¤