



Yealink W76P Cordless Dect Base + Handset

For Avaya IP Office

USER MANUAL



July 26, 2023

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PACKAGE CONTENTS YEALINK W76P

The Yealink W79P DECT IP phone consists of one W70B base station and one W56H handset.



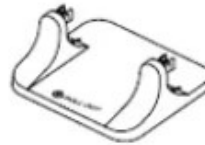
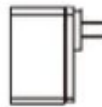
W56H Handset



W70B Base Station



Two Power Adapters



Base Stand



Ethernet Cable



Battery Cover



Rechargeable Battery



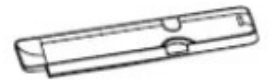
Belt Clip



USB Charging Cradle



Quick Start Guide



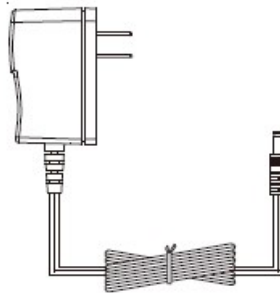
Handset Protective Case (Optional)

CONNECTING THE W70B BASE STATION

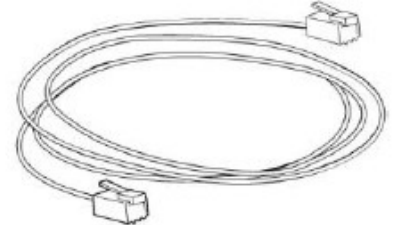
YEALINK W70B BASE



BASE POWER ADAPTER



ETHERNET CABLE



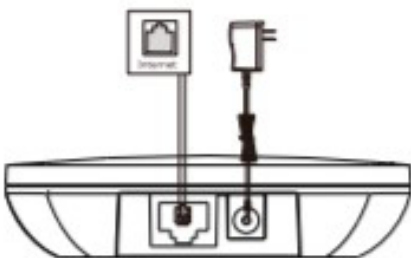
You have two options to power the base station. Your System Administrator will advise you which one to use.

- + AC power (Optional)
- + Power over Ethernet (PoE)

NOTE: Pay attention to the radio coverage of the base station. It is up to approximately 1000 feet in unobstructed outdoor areas and up to approximately 165 feet inside buildings. Do not set up the base station in a damp room, and keep it away from water.

AC Power (Optional)

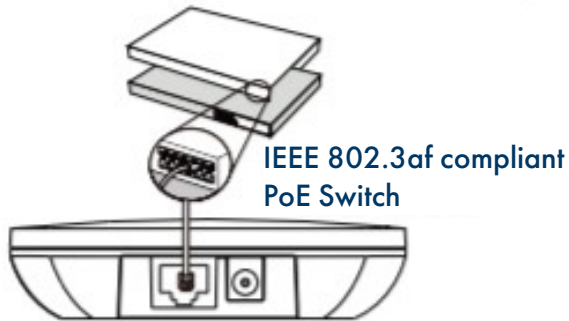
- + Connect the DC plug on the power adapter to the DC5V port on the base station and connect the other end of the power adapter into an electrical outlet.
- + Connect the included or any standard Ethernet cable between the Internet port on the base station and the Internet port in your network or the switch/hub device port.



NOTE: The base station should be used with the original power adapter (5V/600mA) only. The use of a third-party power adapter may cause damage to the base station.

Power over Ethernet

- + Connect the Ethernet cable between the Internet port on the base station and an available port on the in-line power



NOTE: If in-line power is provided, you don't need to connect the AC adapter. Make sure the switch is PoE compliant.

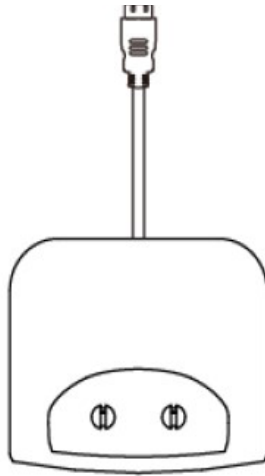
IMPORTANT! Do not remove the power and network to the base station while it is updating firmware and configurations.

SETTING UP THE W56H HANDSET

W56H HANDSET



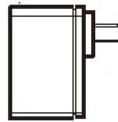
CHARGER CRADLE



RECHARGEABLE BATTERY



HANDSET POWER ADAPTER



Insert the battery

- + Open the battery cover on the back of the handset.
- + Insert the battery and press it down.
- + Close the battery cover.

Set up the Charger Cradle

- + Connect the USB plug on the charger cradle to the DC5V port on the power adapter.
- + Connect the power adapter to an electrical outlet.



Charge the handset

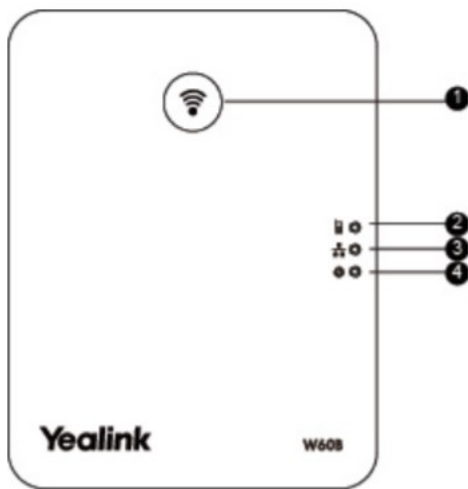
- + After setting up the handset and charger, place the handset in the charger.
- + The handset battery takes about 3 hours to fully charge. The charging status is displayed on the top right hand corner of the LCD screen.

Attach the Belt Clip

- + Push the clip onto the back of the handset.
- + Insert the clip into the designated notches in the handset.

W70B BASE STATION FEATURES

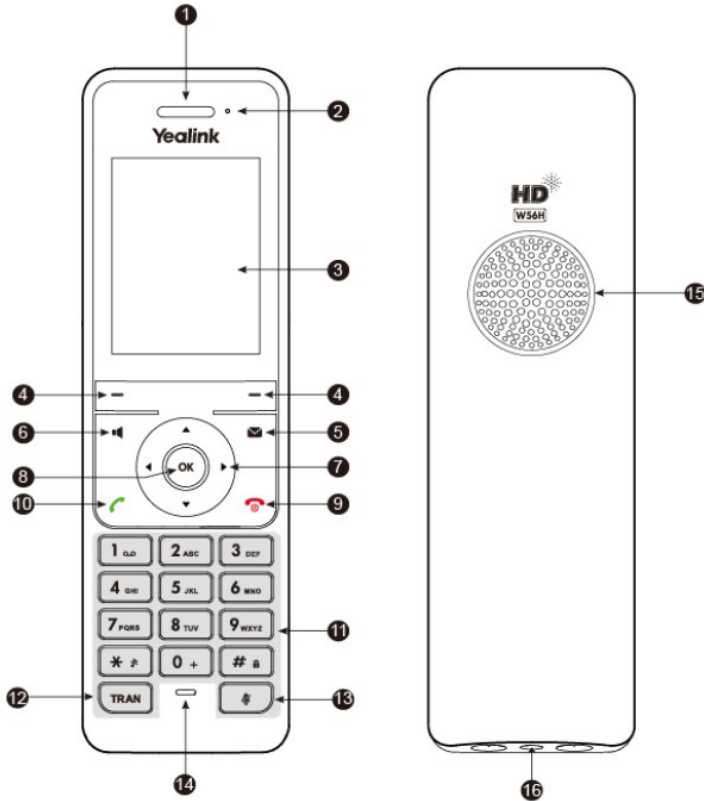
After the base station starts up successfully and the handset is registered to the base station, all LEDs on the base station will illuminate green in sequence.




- Paging Key** - Locates a misplaced handset.
 Toggles the registration mode.
 Resets the base station to factory settings.
- Registration LED** - Indicates the mode of the base station.
 - + Fast flashing green - paging mode.
 - + Slow flashing green - registration mode.
 - + Solid green - there is at least one handset registered to the base.
 - + Off - the base is powered off or no handsets are registered to base.
- Network Status LED** - Indicates the network status.
 - + Slow flashing green - network is unavailable.
 - + Solid green - network is available.
 - + Off - base is powered off.
- Power Indicator LED** - Indicates the power status of the base station.
 - + Slow flashing green - base is going through a firmware upgrade.
 - + Solid green - base is powered on.
 - + Off - base is powered off.

IMPORTANT NOTE: If installing multiple base stations, they must be at least 6 feet apart.

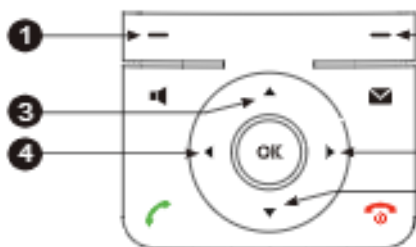
W56H HANDSET KEYS + FEATURES



- 1. **Earpiece** - Outputs audio during the earpiece call.
- 2. **Power Indicator LED** - Indicates handset power + certain features statuses.
 - + Fast flashing red - incoming call.
 - + Slow flashing red - voicemail message or missed call.
 - + Solid red - battery is charging.
- 3. **LCD Screen** - Shows information about calls, messages, softkeys, time, date and other relevant data. Call information such as caller ID + call duration. Icons (for example: DND ). Prompt text (for example: "Saved").
- 4. **Softkeys** - Appear on the display to indicate features that can be activated by pressing the keys directly below them.
- 5. **Message key** - Accesses the voicemail or missed call log.
- 6. **Speaker key** - Switches between the earpiece, headset and speakerphone. Answers an incoming call.

- 7. **Navigation keys** - Moves the cursor. Adjusts the ringer volume.
- 8. **OK** - Confirms actions or enters the main menu.
- 9. **Power/ Off key** - Long presses in the menu screen to return to idle screen. Long presses to turn the handset on or off when idle. Cancels actions or ends a call. Rejects an incoming call.
- 10. **Answer/Talk key** - Answers an incoming call. Enters the redial calls list. Places a call.
- 11. **Alphanumeric Keypad** - Provides digits, letters and special characters.
- 12. **Transfer key** - Transfers a call to another party.
- 13. **Mute key** - Toggles the mute function on and off.
- 14. **Microphone** - Picks up audio during earpiece and handsfree calls.
- 15. **Speaker** - Provides handsfree speaker phone audio.
- 16. **3.5mm earphone jack** - Allow you to connect a standard 3.5mm headset.

SHORTCUTS



- 1 Press the left softkey to access the call history.
- 2 Press the right softkey to check the line status.
- 3 Press the up arrow to place an internal call to another handset.
- 4 Press the left facing arrow to decrease the ringer volume.
- 5 Press the right facing arrow to increase the ringer volume.
- 6 Press the down arrow to access the directory.

CALL PROCESSING



ANSWER CALLS

TO ANSWER INCOMING CALL: Press **TALK/ANSWER** key or **ACCEPT** Softkey.

TO SILENCE THE RINGING CALL: Press **SILENCE** Softkey.

TO ANSWER A SECOND CALL AND PLACE FIRST CALL ON HOLD: Scroll to new call.

- + Press **ACCEPT** Softkey

TO SWITCH BETWEEN CALLS: Press **SWAP** Softkey

PLACE CALLS

TO PLACE A CALL: Enter number and Press **TALK/ANSWER** Key

TO PLACE A SECOND CALL:

- + Press **NEW CALL** Softkey
- + Enter number
- + Press **TALK/ANSWER** Key



NAVIGATE A CONNECTED CALL

DISCONNECT A CALL

TO DISCONNECT FROM A CALL: Press **POWER/OFF** Key

PLACE A CALL ON SPEAKER

TO PLACE A CALL ON SPEAKER: Press **SPEAKER** Key

TO TAKE A CALL OFF SPEAKER: Press **SPEAKER** Key

MUTE/UNMUTE A CALL

MUTE: Press **MUTE** Key. Display will indicate call is muted.

UNMUTE: Press **MUTE** Key again

TRANSFER A CALL

TRANSFER: Connect your call to someone else (with call on line)

ANNOUNCED

- + Press **NEW CALL** Softkey
- + Enter number or press **DIRECTORY** Softkey
- + Press **TALK/ANSWER** Key.
- + Wait for party to answer and announce call.
- + Press **OPTIONS** Softkey.
- + Select **CALL TRANSFER**.
- + Scroll down to held call.
- + Press **TRANSFER** Softkey.
- + **TO RETURN TO CALLER:** Press **END** Softkey.

BLIND

- + Press **OPTIONS** Softkey.
- + Select **TRANSFER** (call holds).
- + Enter number or press **DIRECTORY** Softkey.
- + Press **TRANSFER** Softkey.

CALL PARK

CALL PARK: Places an active call on a system hold to be retrieved from another telephone.

TO PARK A CALL: Press **NEW CALL** Softkey
Dial *37 and an available Park Slot Number. (ie: 1, 2 or 3)
Press **OPTIONS** Softkey.
Select **CALL TRANSFER**.
Scroll down to held call.
Press **TRANSFER** Softkey.

TO RETRIEVE PARKED CALL: Press **TALK/ANSWER** Key
Dial *38* and Park Slot Number
Press #

NOTE: The Yealink phone can receive pages but cannot make a page.

CREATE AN ADHOC CONFERENCE

CONFERENCE: Allows three-way conferencing (with call on line).

- + Press **NEW CALL** Softkey.
- + Enter second number and press **OK**.
- + When second person answers, announce conference
- + Press **OPTIONS** Softkey
- + Select **CONFERENCE** to join all parties

REDIAL

REDIAL: Your phone's redial feature displays a list of your most recently dialed numbers.

TO VIEW REDIAL LIST: Press **TALK/ANSWER** key.
Scroll to the number you want to dial.
Press **OK** key twice to redial number.

CALL HISTORY

CALL HISTORY: Your phone's call history is stored for incoming, outgoing and missed calls.

TO VIEW CALL HISTORY: Press the **HISTORY** Softkey
TO VIEW CALL DETAILS, ADD TO CONTACTS OR DELETE: Press the **OPTIONS** Softkey
TO CALL: Press the **OK** Key three times
TO VIEW MISSED CALLS AND VOICEMAIL MESSAGES: Press the **MESSAGE** Key.

DIRECTORIES

The directory contains the Contacts or list also referred to as the Local Directory. Contacts are entered by the user specific to that handset only.

TO ADD NUMBERS TO THE LOCAL DIRECTORY:


- + Press the **DOWN ARROW** Key
- + Press **OPTIONS** Softkey
- + Scroll to **New Contact**. Press **OK** Key
- + Enter first and last name
- + Scroll and Enter work/mobile/other phone numbers
- + Press **SAVE** Softkey

TO SEARCH DIRECTORY:

- + Press **OK** Key
- + Highlight and Select **DIRECTORY** Icon
- + Select **which directory to search**
- + Begin spelling the name on the dial pad

NOTE: When searching, press the key the correct amount of times to get the appropriate letter. For example, if searching for a name that begins with an "S", you must press the 7 key four times. It's not necessary to enter an entire name when searching. EX: if searching for "Stephanie", you can enter STE, press SELECT, and you will receive the results for all names that start with STE.

ACCESS YOUR MAILBOX (LOG IN)

When you have new voicemail messages the voicemail icon will appear at the top of the display with a number next to it indicating how many missed calls (on the left) and how many new messages there are (on the right). 

NOTE: See the Voicemail User Manual for first time mailbox setup instructions and complete information.

LOG INTO YOUR MAILBOX FROM AN INTERNAL EXTENSION:

Press MESSAGE key 
 Scroll to the Messages Icon and select OK
 Enter Your Extension (Mailbox) Number
 Press #
 Enter your password
 Press #

NOTE: At your own phone you do not have to enter your mailbox number. When prompted for the mailbox number, press #, enter your password and press # again.

LOG INTO YOUR MAILBOX FROM AN EXTERNAL NUMBER:

Dial: Check with your System Administrator for the applicable number to dial from the outside.
 Enter Mailbox Number
 Press #
 Enter your password
 Press #

NOTES: You do not have to listen to voice prompts once you log in. you can enter commands immediately.
 Once you log in, IP Office will play a summary of new messages in your mailbox.
 To begin playing messages immediately, Press 2.
 To Bypass header information, Press 0.

MESSAGE COMMANDS: While listening to your messages:

To:	Press:
Skip Header	0
Forward	1
Restart	2
Replay without header	0
Skip to Previous	*2
Pause/Resume	3
Replay Header	23
Back 5 Seconds	5
Restart from beginning	*5
Advance	6
Save and Skip Category	*#
Save and Play Next	#
Play Next	**4
Delete and Play Next	*3
Restore deleted message	**8
Print Fax (if applicable)	*1

NOTE: If you do not delete or save a message, it becomes an OLD message and is automatically deleted in 30 days.