

## QUICK USER GUIDE

### YEALINK W73P HANDSET



#### To place a call:

1. Pick up the handset from the charging dock.
2. Enter the number and press the green phone key.
3. You can also wait after entering the number – the call will connect automatically.

#### To answer a call:

1. Pick up the handset from the charging dock – the call will connect automatically.
2. You can also press the “Accept” line key or the green phone key.

#### To put an active call on hold:

1. Press the Options softkey.
2. Use the arrow keys to navigate down to “Hold”.

#### Transfer a Call

A Blind (or unannounced) Transfer takes place when you transfer a call to someone else without announcing the call first.

#### To conduct a blind transfer while on an active call:

1. Press the TRAN (Transfer) button on the handset.
2. Enter the destination to which you wish to transfer the call.
3. Then press the TRAN (Transfer) key again to complete the transfer.

**An Attended (or announced) Transfer** is performed when you announce the call to the recipient prior to transferring the call.

**To conduct an Attended Transfer, while on an active call:**

1. Press the TRAN (Transfer) key. The caller is automatically placed on hold.
2. Dial the receiving party.
3. Press the green call key.
4. Once the receiving party answers, announce the call.
5. To complete the transfer, press the TRAN (Transfer) key again.

**Three-way conference:**

To initiate a Three-Way Conference Call, while on an active call:

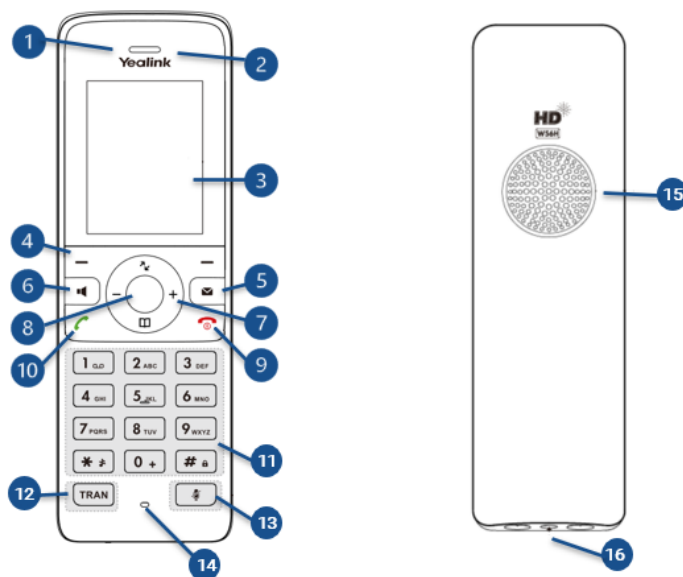
1. Press the Conference softkey.
2. Dial the second number.
3. Press the Call Softkey.
4. When the second party answers, press the Conference softkey again to connect the calls.

**Call History:**

1. Press the History softkey when the phone is idle.
2. Press the Options softkey to perform the following actions.  
 Select "Detail" to view detailed information about the call.  
 Select "Add to Local" to add the number to the local directory.  
 Select "Delete" to remove the call record.

**Mute/unmute:**

1. Press the "Mute" button whilst on an active call to mute the microphone. A mute symbol will illuminate onscreen.
2. Press the "Mute" button again to unmute the microphone.



1. Handset
2. Power Indicator LED
3. Phone Screen
4. Soft Keys
5. Message Key
6. Speakerphone Key
7. Volume Control
8. Menu / OK Key
9. On-hook/Power Key
10. Off-hook Key
11. Keypad
12. Transfer Key
13. Mute Key
14. Microphone
15. Speaker
16. 3.5mm headphone jack