

Yealink W73P IP Phone

Quick Reference Guide



No.	Item	Description
1	Receiver	Receives audio
2	Power LED Indicator	Indicates call, message and charging status
3	Phone screen	Displays information
4	Soft Keys	Access the function directly. It depends on the operation situation
5	Message	Accesses the voicemail or missed call
6	Speakerphone	<ul style="list-style-type: none"> Switches among receiver, headset and handsfree modes Answers an incoming call Places a call in handsfree mode
7	Navigation	Scroll through information or options on the screen
8	OK	Confirms actions of enters the main menu
9	On-hook/Power	<ul style="list-style-type: none"> Press briefly to return to the previous screen Long press to return to idle screen Pretty 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	<ul style="list-style-type: none"> 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	Transfers a call
13	Mute	Toggles mute feature on or off
14	Microphone	Picks up audio

Answer a call

To answer a call using the earpiece:
1. Press or the Accept soft key.

To answer a call using the speakerphone:
1. Press .

To answer a call using the earphone:
1. With an earphone connected, press the Accept soft key.

Answering When in Another Call:
If you are during an active call, an incoming call arrives on the handset, do the following:
1. Press to select the incoming call.
2. Press , or **OK** or the Accept soft key. The incoming call is answered, and the original call is placed on hold.

Make a call

To place an external call via the handset:
1. Enter the desired number using the keypad.

- Press to enter the pre-dialing screen. Enter the desired number using the keypad. If there are multiple lines assigned to your handset as outgoing lines, press the Line soft key to select the desired line.

If you do not select a line, the handset uses the default outgoing line to dial out.

2. Press , or **OK** to dial out. You can place at most two calls on your handset. You can also place an internal call during an external call.

Place a call on hold and resume

To place a call on hold:
1. Press the Options soft key during a call, and then select Hold. The call is placed on hold, and the icon is displayed on the LCD screen.

To resume a hold call:
Do one of the following:

- Press the Resume soft key .
- Press .
- Press .

Call transfer

Pick up any call within your office (if configured to individual team members)
To perform a blind transfer:
1. Press the Options soft key during a call, and then select Transfer. You can also press directly.
2. Enter the number or select the handset you want to transfer the call to.
3. Press TRAN or the Transfer soft key. The call is connected to the number or the handset you specified.

To perform a semi-attended transfer via the handset:
1. Press the Options soft key during a call, and then select Transfer. You can also press directly.
2. Do one of the following:
Enter the number or select the handset you want to transfer the call to.

- Press , or **OK** to dial out.
- Press the Directory soft key, and then select the desired contact.
- Press , or **OK** the Call soft key. If both the office number and the mobile number of the contact are stored, select the desired number and then press “,” to dial out.

3. Press TRAN or the Transfer soft key to complete the transfer when receiving the ring-back.

Hold/Resume

You can place an active call on hold. At any time, at most one active call can be in progress on your handset.
You can answer or make another call while placing the original call on hold. To put a call on Hold, press the Options soft key and then select Hold.

To resume the call. press the Resume soft key. If 2 calls are on hold at the same time you can use the Up/Down arrow or the Swap soft key to swap between the two calls.