![Gamma logo]

Yealink W73P

User Guide

| Version	Date	Description
1.0	08/10/2021	Device launched.

Contents

Getting Started

The W73P is a single cell DECT device from Yealink. The W73P has two components, the W70B base station and the W73H handset. You can purchase additional W73H handsets separately, though one comes in the W73P package.

The W73P will allow you to register up to 10 users using the W73H handset per W70B base station. When using a RT30 Repeater, it also supports "Cascade mode" as well as "Star Mode". For full details on these modes, please see the **Yealink DECT Repeater RT30** guide.

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

W70B Base Station
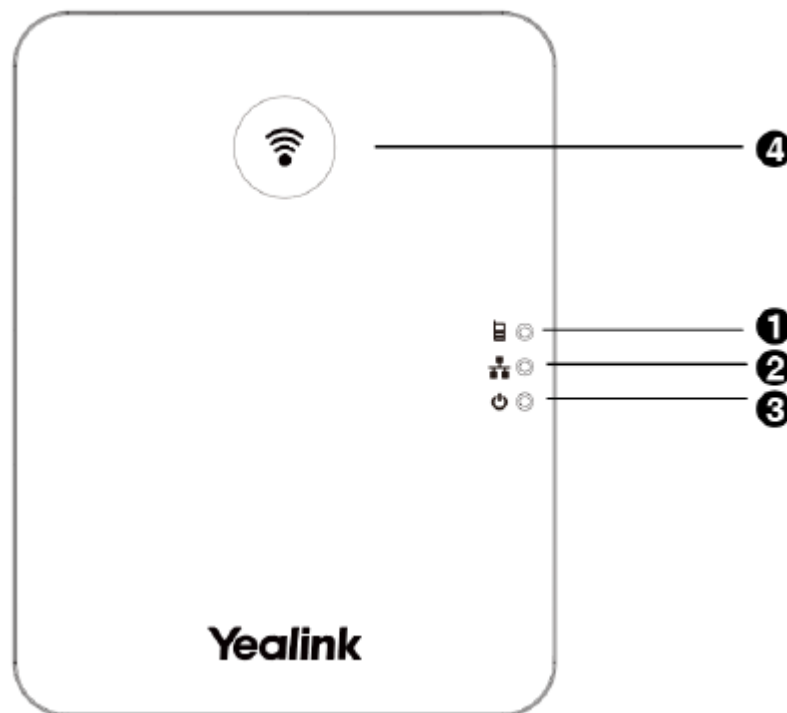
Number	Item	Description
1	Registration LED	Indicates the handset registration status or the base station is in the paging mode.
2	Network Status LED	Indicates the network status.
3	Power LED Indicator	Indicates the power status of the base station.
4	Paging Key	- Locates a misplaced handset. - Toggles the registration mode. - Resets the base station to factory settings

W73H Handset
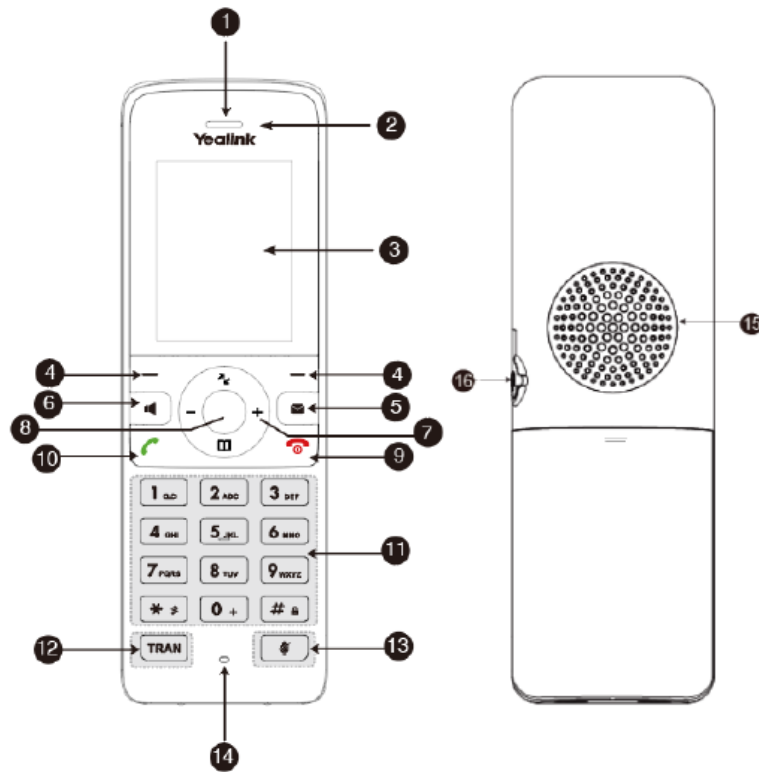
Number	Item	Description
1	Receiver	Receives audio in receiver mode.
2	Power LED Indicator	Indicates call status, message status, and charging status.
3	Phone Screen	Shows information
4	Soft Keys	Access the function directly. It depends on the operating situation.
5	Message Key	Accesses the voice mail 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.
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.

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 Options
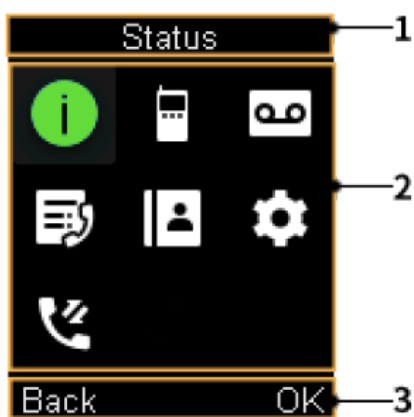
Number	Description
1	Menu item selected
2	Menu icons
3	Soft Key Label

To access the main menu, simply press the OK button on the handset when the handset is idle. To return to the main screen you can long press the On-hook key to quickly exit the menu.

Icons

Icon	Title	Description
	Status	To view the status information of the base, handset, and line.
	Intercom	To make an internal call.
	Voicemail	To set and view voicemail(s).
	Call Features	To access Call Forward, Do Not Disturb & Call Waiting
	Directory	To access the directory.
	Settings	To personalise the settings of your handset.
	History	To access the call history list.

Icons

Icons	Description
	Signal strength. Weak to strong.
	No reception.
	Battery status. Low to full.
	Handset needs recharging.
	The ringer volume is muted, and the phone is on silent.
	The phone has new voicemails.
	Do Not Disturb is enabled.
	Keypad is locked.
	Headset mode is on.
	Handsfree mode is on.
	Call is on hold
	Call is on mute
	Call Forward

Entering data on the W73H

Task	Action
Switch 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 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

Register the Handset(s) to Base Station

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 up to 10 handsets per base station.

Putting the Base Station into Registration Mode

Before registering the handset, you must put the base station into registration mode. To do this, long press the registration button (pictured right) on the base station until the registration LED flashes.

If the base station does not identify a DECT handset within 90 seconds the registration mode will switch off.

Registering a W73H handset to the Base Station

Once the base station is in registration mode, you can register your handset to the base station. To do this, press the **Reg** soft key to register the handset.

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

After the handset is registered successfully, the phone prompts "Handset Subscribed" and "Base number *[The last 4 characters of the connected Base's MAC address]*".

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

Registering a W73H to another Base Station

If you wish to change which base station the W73H is registered, then complete the following steps.

Make sure the base station is in the registration mode then:

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 is 0000) and then press **Done** to complete the registration.

After the handset is registered successfully, the phone prompts "Handset Subscribed" and "Base number *[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.

Troubleshooting

The W73H handset will alert you if registration has not been completed. Common reasons why registration fails include:

1. Incorrect base PIN has been entered
2. Base station is out of range
3. Base station is not in registration mode

Deregistering a handset

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

Placing a call

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

The handset can handle 2 calls at the same time.

Placing an internal call (Intercom)

Intercom is a useful feature in the office to quickly contact a colleague. Intercom calls are made between handsets registered to the same base station.

The following types of auto intercom feature are available:

- **On (Beep On)**: The handset answers an intercom call automatically and plays a warning tone.

- **On (Beep Off)**: The handset answers an intercom call automatically without a warning tone.

- **Off**: Auto intercom feature is off. You need to answer an intercom call manually.

To select which auto intercom you wish to use, go to **OK** > **Settings** > **Telephony** > **Auto Intercom** and select the desired option.

To place the call, go to **OK** > **Intercom** and select the **desired handset** or **All Handsets** and select **OK** or the **Off-hook key**. Selecting All Handsets will ring all other registered handsets to that bae station simultaneously.

Placing an Internal Call during an External Call

During an external call, you can place a call to an internal line. To do this, complete the following steps:

1. Select **Options** > **Intercom**
2. Select the **Desired Handset** and press **OK** or **Send**

Placing External Calls

To make a telephone call, simply enter the extension number or telephone number of your destination and press **OK** or **Off-hook key**.

Placing multiple External Calls

When you are in an active call you can put your call on hold and then place a new call.

1. Select **New Call**
2. Enter the extension number or telephone number and then press the **OK** key.

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. Select the desired call list
3. Highlight a contact and press the **Off-hook key** or **Send**.

Placing a Call from the Directory

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

1. Press **OK** > **Directory**
2. Select the desired directory
3. Highlight a contact and press the **Off-hook key** or **Send**.

Redial

You can redial a call from the Redial list. The W73H stores the last 20 dialled phone numbers. When the redial list gets full, the handset will automatically erase the oldest entry when a new number is dialled.

Answering Calls

When you receive an incoming call, the phone will ring and the screen will display the information of the incoming call. You can press the **Answer** button to accept the call.

Answering a call when you're already in a call

You can answer a call when there is already an active call on your phone and you have Call Waiting enabled on the Horizon platform.

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.

To answer the call, press the down navigation key to select the incoming call and select **Answer**.

Silencing an incoming 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. To do this, simply press **Silence** on the device when it is ringing.

Rejecting a call manually

You can reject a call manually and the call will then follow the call busy treatment that has been set up in the Horizon portal. To reject the call, simply press **Reject** or the **End Call** button when the phone is ringing.

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.

1. Go to **OK** > **Call Features** > **Do Not Disturb**
2. Select the directed line and press OK
3. Enable DND and confirm the action. The status bar will not display the DND icon.

In Call Actions

Muting / Unmuting Audio

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

Simply press the **Mute** key during a call to mute the microphone, and then press the **Mute** key again to unmute the handset.

Call Hold & Resuming a call

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 set on the Horizon platform for the user.

When you are in an active call, simply press **Options** > **Hold** to place a call on hold, and then select **Resume** to resume the call.

Call Forwarding

You can set your call forwarding settings from the device and these will update the Horizon platform. The types of call forwarding available are:

- **Always Forward**. Incoming calls are always 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.

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** or **Forward to** field.
5. If you select the **No Answer (No Answer Forward)**, select the desired ring time to wait before forwarding from the **After Ring Time** field.
6. Confirm the action.

Transfer 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.

- **Attended Transfer (Consultative Transfer)**: Transfer a call with prior consulting.

Blind Transfer

1. Select **Options** > **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.

Attended Transfer

1. Select **Options** > **Transfer**, or press the **TRAN** key during a call.
2. Enter the number you want to transfer to and dial out.
3. After the contact answers the call, press the **TRAN** key or **Transfer** to finish an attended transfer

Local Conference

1. You can initiate a three-way (including yourself) conference calls with your contacts on the phone.
2. Place a call to the first party.
3. When the first party answers the call, select **Options** > **Conference**. The active call is placed on hold.
4. Dial the second party's number.
5. 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**.

Voicemail

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.

Handset Settings

Screen Saver

The screen saver is designed to protect your phone screen. When the screen saver is enabled, an analogue 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

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).

Locking / Unlocking the handset

You can lock the device so that you can prevent accidental user of the handset. To do this, long press the **#** key whilst the handset is idle until the phone prompts you that the device is locked. To unlock the handset, simply long press **#** again until the handset prompts you that it is unlocked.

Locating a handset

You can locate a misplaced registered using the base station by pressing the button on the base station.

Renaming the handset

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

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

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. Simply long press the ***** button until the phone displays "All Ring Tones Off". To turn silent mode off, simply long press the ***** button again until the phone display "All Ring Tones On".

Repeater Mode

The Yealink RT30 DECT Repeater can be used with the W73P to extend the range of the DECT solution. All the usual handset functions are supported by the base station in the extended range. The repeater, base station, and handset employee wireless connection. Repeater Mode is unavailable if the handset is set up in Eco Mode.

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.

Repeater has the same radio coverage (up to 300m in unobstructed outdoor areas and up to 50m inside buildings) as the base station. Repeater does not increase the quantity of call paths. It shares the call paths with the base station. The W73P will support "Cascade Mode", which allows "daisy chaining" of up to 2 repeaters, as well as the standard "Star Mode" of up to 6 repeaters.

For full details on the RT30 repeater, please download the **Yealink DECT Repeater RT30** guide.

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