



We push  
**Communication**  
beyond the dial tone

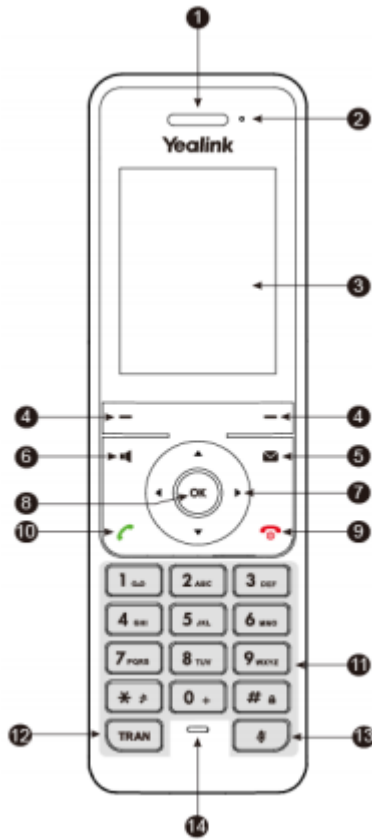



# Wireless Handset Guide

## everblü















Become familiar with your handset:










### Yealink W60



	Item	Description
①	Earpiece	Outputs audio during the earpiece call.
②	Power Indicator LED	Indicates call status, message status and charging status. <ul style="list-style-type: none"> <li>• Receives an incoming call—Fast flashing red</li> <li>• Receives a voice mail or a missed call—Slow flashing red</li> <li>• Battery charging—solid red</li> </ul>
③	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.
④	Soft Keys	Label automatically to identity their context-sensitive features.
⑤	Message Key	Accesses the voice mail or missed call.
⑥	Speakerphone Key	<ul style="list-style-type: none"> <li>• Switches among the earpiece, earphone and speakerphone modes.</li> <li>• Answers an incoming call.</li> <li>• Places a call in speakerphone mode.</li> </ul>
⑦	▲ ▼	<ul style="list-style-type: none"> <li>• Move the cursor.</li> <li>• Act as shortcuts.</li> <li>• Scroll through the displaying information.</li> </ul>
	◀ ▶	<ul style="list-style-type: none"> <li>• Move the cursor.</li> <li>• Act as shortcuts.</li> <li>• Adjust the ringer volume.</li> <li>• Switch among the values.</li> </ul>
⑧		Confirms actions or enters the main menu.
⑨	On-hook Key/Power Key	<ul style="list-style-type: none"> <li>• Press on any screen to return to previous screen.</li> <li>• Long press on any screen to return to the idle screen.</li> <li>• Press to turn the handset on.</li> <li>• Long press on idle screen to turn the handset off.</li> <li>• Cancels actions or ends a call.</li> <li>• Rejects an incoming call.</li> </ul>
⑩	Off-hook Key	<ul style="list-style-type: none"> <li>• Answers an incoming call.</li> <li>• Enters the redial calls list.</li> <li>• Places a call in earpiece or earphone mode.</li> </ul>
⑪	Keypad	Provides digits, letters and special characters in context-sensitive applications.
⑫	TRAN Key	Transfers a call to another party.
⑬	Mute Key	Toggles mute feature on or off.
⑭	Microphone	Picks up audio during earpiece and hands-free calls.

**Become familiar with the ICONS that may appear in your LCD display:**

Icon	Description
	Registered handset icon (e.g., "1" is internal handset number, indicating the handset is register on NO.1)
	Earpiece Mode On
	Earphone Mode On
	Speakerphone Mode On
	Keypad Lock
	Voice Mail
	Silent Mode On
	Call Forward
	Contact icon
	Received Calls
	Missed Calls
	Placed Calls
	Call Hold
	Call Mute

Icon	Description
	Conference Call
	Do Not Disturb (DND)
	Intercom Call
	Shared line is idle.
	Shared line is dialing, in conversation or placed on private hold.
 (flashing)	Shared line receives an incoming call or is placed on public hold.
	Unassigned outgoing line
	Anonymous call is enabled.
	Anonymous call rejection is enabled.

## To use your wireless handset:

### Basic Call Functions -

- **Turning the Handset On/Off**
  - To turn the handset ON, press and hold the **red** power key until the LCD screen lights up.
  - Place the handset in the charger cradle.
  - To turn the handset OFF, press and hold the **red** power key until it powers down.
- **Making a Call**
  - Press the **green** handset button, the speaker button, or the OK button to initiate a call.
  - Dial your number (*10-digits for local call; 1+10-digits for long distance call*) and press the OK button or the Dial soft key to dial out.
- **Answering a Call**
  - If your phone is ringing you have two or three options:
    - Press the **green** handset button or the Accept soft key **to answer with the handset**.
    - Press the speaker button **to answer using the speakerphone** function.
    - With a headset connected, use the Accept soft key **to answer with a headset**.
- **Ending a Call**
  - When you're finished with your call, press the **red** power button (do NOT press and hold it).
  - Place the handset in the charger cradle.
- **Transferring a Call**
  - With a caller on the line press the OPTIONS soft key and do a Blind Transfer or an Attended Transfer:
    - Select the **Blind Transfer** option to transfer the caller without consulting prior to completing the transfer.
      - Dial the extension number to whom you are transferring the caller.
      - Press the TRANSFER soft key.
    - OR... Select the TRANSFER soft key to do an **Attended Transfer**.
      - Dial the extension number to whom you are transferring the caller.
      - Press OK
      - Consult.
      - Press the TRANSFER soft key to complete the transfer.
    - The LCD screen will show "Call Transferred" after the completion of either of these options.

**(NOTE: Calls may also be transferred to an outside telephone number. Instead of dialing the 4-digit extension number, dial the 10-digit telephone number for a local call or 1+10 digits for long distance.)**

### Voicemail

#### 1. Setting Up Voicemail and/or Changing your greeting:

- a. Lift your handset and press the "\*" key followed by your extension number.
- b. When prompted, enter your passcode and follow the prompts.

The first time you access your voicemail, your passcode will be your **4-digit extension number**. You will also be prompted through a brief tutorial in which you will be asked to do 3 things:

1. Change your passcode to another 4-digit number (DO NOT use your extension number)
2. Record your name
3. Record your primary greeting

Sample Primary Greeting: "Hello. This is (your name). I'm unable to take your call at this time. Please leave your name, telephone number and message after the tone. I'll return you call as soon as possible. If you require immediate assistance, press 0. Thank you!"

## 2. Checking messages from your phone:

- a. Press the flashing message button.
- b. When prompted, enter your passcode and follow the prompts.

*(Be sure you have changed your passcode during the tutorial to something other than your 4-digit extension number. If you do not, your tutorial will play each time you access your voicemail.)*

## 3. Checking messages from off site: *(The auto attendant must be answering to retrieve message from outside your building.)*

- a. Dial your office number.
- b. When the auto attendant answers, press the "#" key followed by your mailbox number.
- c. When prompted, enter your passcode and follow the prompts.

**(NOTE: There appears to be no limit to the number of messages that a mailbox can store.)**

### **Additional Call Functions -**

- **Redialing the LAST Number You Dialed**
  - Press the **green** handset button twice.
  - This will place the call to the last number you dialed.
- **Redialing a PREVIOUSLY Dialed Number**
  - Press the **green** handset button ONCE.
  - Using the up and down arrow keys, scroll to the number you wish to dial.
  - With the desired number highlighted, press the **green** handset button to complete the process.
- **Adjusting the Ringer Volume**
  - With the handset idle, press the left or right arrow keys.
    - Pressing the left arrow key DECREASES the volume.
    - Pressing the right arrow key INCREASES the volume.
- **Muting a Call**
  - While on an active call, press the mute button. The MUTE icon will display in your LCD screen.
  - Press the MUTE icon a second time to unmute the call.
- **Placing a Call On Hold/Retrieving the Held Call**
  - With the caller on the line, press the OPTIONS soft key and select Hold.
  - To resume the call press the RESUME soft key or the speaker key or the **green** handset key.
- **Do Not Disturb**
  - Press OK to enter the main menu.
  - Select the Do Not Disturb icon.
  - Press the right or left arrow key to enable DND.
  - Press OK to accept the changes.
- **Call History**
  - With the handset idle, press the HISTORY soft key
  - Choose the type of call you'd like to check by using the up and down arrow keys:
    - All Calls
    - Outgoing Calls
    - Missed Calls
    - Accepted Calls
  - Press the OK button to make your selection.
  - Again, use the up and down arrow keys to scroll through the list of calls.
  - Press the VIEW soft key to see detailed information about the highlighted call.
  - You can call the number displayed by pressing the **green** call button.
  - You can delete the number displayed by pressing the OPTIONS soft key and selecting Delete.