

# Yealink W79P IP Phone

Dect Base + Ruggedized Handset

## QUICK REFERENCE GUIDE



**MOMENTUM**

T E L E C O M

OCTOBER 2022

## PACKAGE CONTENTS YEALINK W79P

The Yealink W79P DECT IP phone package:

1 - W70B base station

1 - W56R handset

+ Quick Start, cables, stands, charging cradle, adapters, etc.



W56R Handset



W70B Base Station



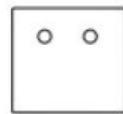
Two Power Adapters



Battery Cover



Rechargeable Battery



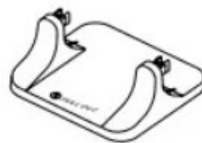
Decorative Cover



Charging Cradle



Ethernet Cable



Base Stand



Quick Start Guide

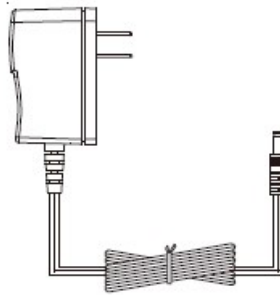
## SETUP

### CONNECTING THE W70B BASE STATION

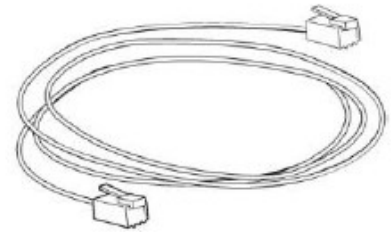
YEALINK W70B BASE



BASE POWER ADAPTER



ETHERNET CABLE



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

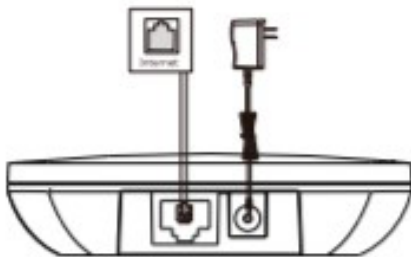
- + AC power (Optional)
- + Power over Ethernet (PoE)

**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)

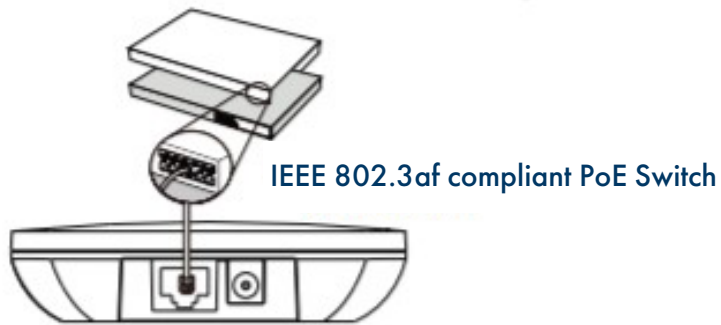
- + Connect the DC plug on the power adapter to the DC5V port on the base station and connect the other end of the power adapter into an electrical outlet.
- + Connect the included or any standard Ethernet cable between the Internet port on the base station and the Internet port in your network or the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



**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.

## HANDSET SETUP

### HANDSET



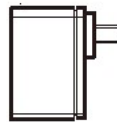
### CHARGER CRADLE



### 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

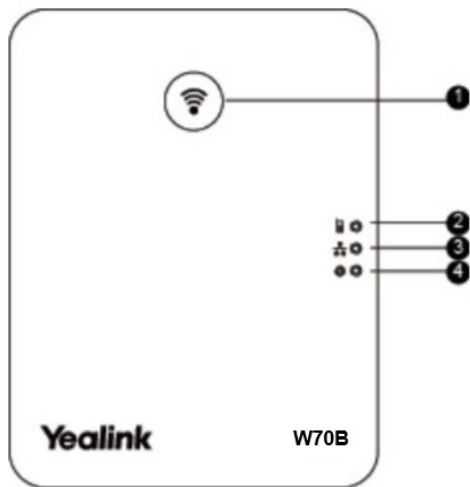
- + After setting up the handset and charger, place the handset in the charger.
- + The handset battery takes about 3 hours to fully charge.  
The charging status is displayed on the top right hand corner of the LCD screen.

#### Attach the Belt Clip

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

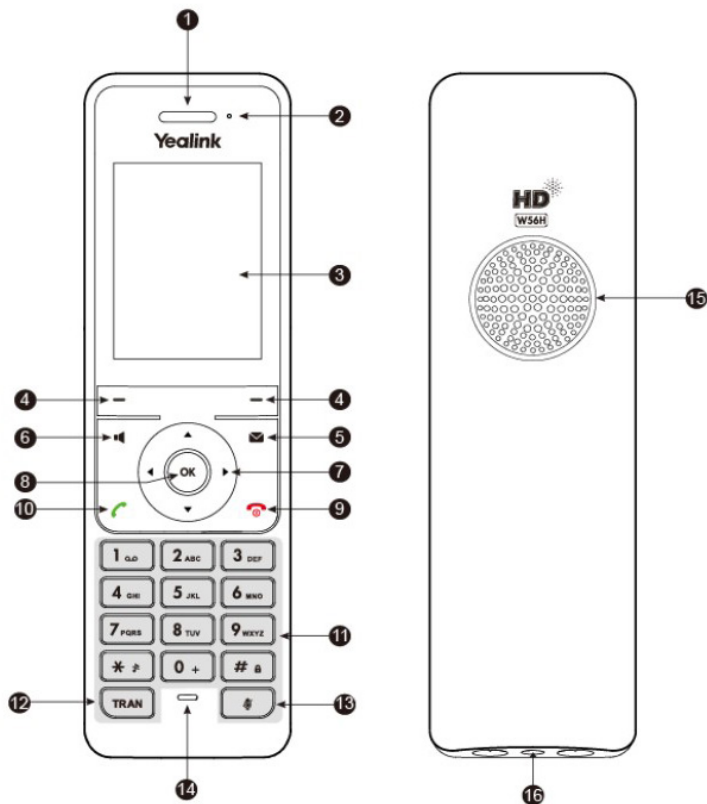
## BASE STATION FEATURES

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.



1. Paging Key - Locates a misplaced handset.  
Toggles the registration mode.  
Resets the base station to factory settings.
2. 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.
3. Network Status LED - Indicates the network status.
  - + Slow flashing green - network is unavailable.
  - + Solid green - network is available.
  - + Off - base is powered off.
4. 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.

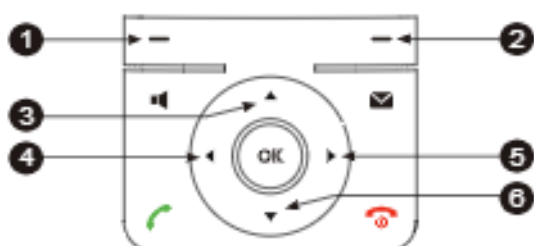
## HANDSET KEYS + FEATURES



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. Soft keys - 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.

## CALLING

### 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 Soft key

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

## DURING A CONNECTED CALL

### DISCONNECT / END CALL

TO END A CALL (hang up): Press POWER/OFF button

### PLACE 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 CALL

TRANSFER: Send an active call to someone else

#### ANNOUNCED / WARM

- + 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 / COLD

- + 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 \*68 (system audibly advises the line the call will be parked on)  
Press OPTIONS Softkey.  
Select CALL TRANSFER.  
Scroll down to held call.  
Press TRANSFER Softkey.

TO RETRIEVE PARKED CALL: Press TALK/ANSWER Key

Dial \*88 and enter the park line when prompted  
(call is connected)

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

## 3-WAY CONFERENCE CALL

The Yealink W79 Allows three-way conferencing (with an active call on line).

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

## REDIAL

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

TO VIEW REDIAL LIST: Press TALK/ANSWER button.

Scroll to the number you want to dial.  
Press OK key twice to redial number.

## 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 button three times

## DIRECTORIES

There are two types of directories on the Yealink Cordless phone:

- + Local Directory: Specific to that handset only.
- + Network Directory: Usually maintained by your System Administrator + available on all handsets.

### ADD NUMBERS TO THE LOCAL DIRECTORY

- + Press OK button
- + Highlight and Select DIRECTORY Icon.
- + Select LOCAL DIRECTORY.
- + Press OPTIONS Softkey. *Screen says "New Contact"*.
- + Press OK button.
- + Enter first and last name.
- + Scroll and Enter work/mobile/other phone numbers.
- + Press SAVE

### SEARCH DIRECTORIES

- + 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 - a search is dynamic. EX: if searching for "Stephanie", you can enter STE, press SELECT, and you will receive the results for all names that start with STE.

# VOICEMAIL

The voicemail system is voice prompted with easy to follow instructions and commands. You must initialize your mailbox for the first time by creating a password, recording your name and recording a greeting.

## FIRST TIME VOICEMAIL SET UP

To set up your voicemail for the first time:

- + Press the Message button
- + Follow prompt to enter the 4 digit Pin provided by your System Administrator
- + Follow the audio instructions to create a password, record your name, and record a personal greeting

## MAILBOX GREETINGS

There are several greeting types available for you to choose from:

PERSONAL	Plays to everyone that calls you.
EXTENDED ABSENCE	Plays when you will be away from your office or phone for meetings/vacation, etc. You can turn off message acceptance when using the extended absence greeting. System will remind you Extended Absence Greeting is playing.
SYSTEM GENERATED BUSY	A synthesized greeting. This can be set up to include your telephone number or recorded name. Plays when you have active calls on all available lines.
OUT OF HOURS	Can be set to play outside of your normal business hours, weekends and holidays. Plays when you have your phone set to forward to voicemail.
FORWARDED TO VM	
NAME GREETING	Plays the recording of your name with a system generated voicemail message.

## VOICEMAIL SELF SERVICE COMMPORTAL

Dialing into the Self Service CommPortal allows users to follow prompts to:

- + Record and change greetings.
- + Choose your voicemail to email options.
- + Change your login for voicemail so you are not required to enter your mailbox and pin each time you log in from your own telephone.
- + Change other available voicemail and telephone settings or greetings.

## LOG INTO VOICEMAIL

From any internal extension (not yours):

- Press the Message button
- Select your line or enter your 10 digit telephone number and tap the # key
- Listen to prompts to enter your password and tap the # key

From any external telephone:

- Dial your 10 digit telephone number (plus extension, as needed)
- Tap the # key when the line answers for voicemail
- Listen to prompts to enter your password and tap the # key

## COMMON VOICEMAIL COMMANDS

### Main Menu

- 1 Listen to messages
- 2 Send a message to another user
- 3 Work with personal greetings
- 4 Mailbox settings
- 6 Set message type (voicemail/email/fax)
- 7 Switch Account (log into another account)

### Listening to Messages

- 1 Repeat
- 2 Save
- 3 Erase
- 4 Reply
- 5 Send a copy
- 22 Save as new
- # Next Message

**NOTES:** Star (\*) will always return the user to the previous menu

Pound (#) will bypass a user's personal greeting

You can check your voicemail and record and manage greetings through the CommPortal.

## TO SEND AN INCOMING CALL DIRECTLY TO YOUR VOICEMAIL

- + Press \*55.
- + Enter extension number and press TALK / ANSWER.

## TRANSFER TO VOICEMAIL

Send a call directly to someone's voicemail without ringing their phone

- + Press the Transfer button - or press the OPTIONS Softkey and then the TRANSFER Softkey (call is automatically placed on hold)
- + Enter \*55
- + Follow prompts to enter the recipient's number/extension and press #