

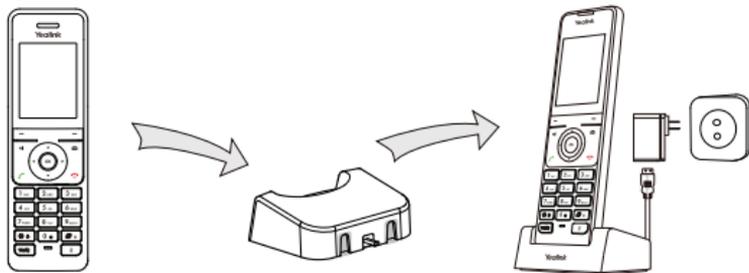


Cordless IP Phone

Yealink W60



Connect the charger cradle and charge the handset.



Note: • Use Yealink supplied power adapter (5V/600mA). A third-party power adapter may damage the handset.

- Check the charging status on the top-right corner of the LCD screen.

Getting Started

Shortcuts

Shortcut keys help you quickly access the frequently used phone features. The following describes the default shortcut-keys behaviors:



- 1 Access the call history records.
- 2 Check the line status.
- 3 Access the intercom list, select one to place an internal call.
- 4 Decrease the ringer volume.
- 5 Increase the ringer volume.
- 6 Access the directory list.

Entering and Editing Data

- Press **#** one or more times to switch among different input modes or enter “#”.
- Press ***** to select the special characters or enter “*”.
- Press a digit key one or more times to enter the desired character or digit.
- Press the **Del** soft key to delete entered characters.
- Press the **Save** soft key to accept the change or **Cancel** to cancel.

Handset Registration

You can register up to 8 handsets to one W60 base station. Each handset can be registered to 4 different base stations.

When the handset LCD screen prompts "Unregistered!", long press  on the base station till the registration LED indicator flashes. There are two methods to register a new handset:

Easy Registration:

1. Press the **Reg** soft key on the handset to register quickly.

Normal Registration:

1. Press the **OK** soft key on the handset, and then select **Register Handset**.
2. Select the desired base station and then press the **OK** soft key. The handset begins searching the base station.
3. Press the **OK** soft key after searching a base station successfully.
4. Enter the base station PIN (default: 0000), and then press the **Done** soft key to complete registration.

To register to multiple base stations, press the **OK** to enter the main menu, and select **Settings->Registration->Register Handset**, then repeat steps 2-4.

Note: • If the handset is registered to the base station successfully, the handset LCD screen prompts "Handset Subscribed" and "Base NO."(last 4 characters indicate the base station's MAC address).

- If the handset LCD screen prompts "Searching for Base", check if your base station is powered on or not.

Basic Operations

Turning Handset On/Off

To turn the handset on, do one of the following:

- Press , then the LCD screen lights up.
- Place the handset in the charger cradle. The handset will be turned on automatically.

To turn the handset off:

Long press  to turn the handset off.

Locking/Unlocking Keypad

- Long press  when the handset is idle to lock the keypad.
- Long press  again to unlock the keypad.

Silent Mode

- Long press  when the handset is idle to switch the silent mode to On.
- Long press  again to switch the silent mode to Off.

Handset Settings

Handset Name

To rename the handset:

1. Press the **OK** key to enter the main menu, and then select **Settings->Handset Name**.
2. Edit the value in the **Rename** field.
3. Press the **Save** soft key to accept the change.

Volume Adjustment

- Press **◀** or **▶** when the handset is idle or ringing to adjust the ringer volume.
- Press **◀** or **▶** during a call to adjust the receiver volume of speakerphone/earpiece /headset.

Ring Tones

1. Press the **OK** key to enter the main menu, and then select **Settings->Audio->Ring Tones->Melodies**.
2. Press **▲** or **▼** to highlight the **Intercom Call** option or the desired line.
3. Press **◀** or **▶** to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

Local Directory

To add a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press the **Options** soft key, and then select **New Contact**.
3. Enter the desired value in the **Name**, **Office**, **Mobile** and **Other** field respectively.
4. Press the **Save** soft key to accept the change.

To edit a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press **▲** or **▼** to highlight the desired entry.
3. Press the **Options** soft key, and then select **Edit**.
4. Edit the desired value in the **Name**, **Office**, **Mobile** and **Other** field respectively.
5. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press **▲** or **▼** to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete** to delete the selected entry.

To assign a speed dial number:

1. Press the **OK** key to enter the main menu, and then select **Settings->Telephony->Speed Dial**.
2. Press **▲** or **▼** to highlight the desired digit key, and then press the **Assign** soft key.
3. Press **▲** or **▼** to highlight the desired entry, and then press the **OK** soft key.
If both the office number and mobile number are stored, press **▲** or **▼** to highlight the desired number, and then press the **OK** soft key again.

Basic Call Features

Placing Calls

To place a call directly:

1. Do one of the following:

- Enter the desired number when the handset is idle.
- 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  to dial out.

To place a call from the local directory:

1. Press  when the handset is idle.

2. Press  or  to highlight the desired entry, and then press  or  to dial out using the default line.

If multiple numbers for the contact are stored, press  or  to highlight the desired number, and then press  or  again to dial out using the default line.

To place a call from the call history:

1. Press the **History** soft key when the handset is idle, and then select the desired call history list.

2. Press  or  to highlight the desired entry, and then press  or  to dial out using the default line.

To place a call from the redial list:

1. Press  when the handset is idle.

2. Press  or  to highlight the desired entry, and then press  or .

To place a call using the speed dial key:

Long press the speed dial key to call the preset number directly.

Answering Calls

To answer a call, do one of the following:

- Press the **Accept** soft key.
- Press  .
- Press  .
- Press  .

Note: You can ignore an incoming call by pressing the **Silence** soft key or reject an incoming call by pressing  .

Ending Calls

Press  .

Call Mute

- Press  during a call to mute the call.
- Press  again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press the **Options** soft key during a call, and then select **Hold**.

To resume a call, do one of the following:

- If there is only a call on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call. Press the **Swap** soft key to swap between calls.

Call Transfer

You can transfer a call in one of the following ways:

Blind Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key.

Semi-Attended Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press  ,  or  to dial out.
4. Press the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press  ,  or  to dial out.
4. Press the **Transfer** soft key after the call is answered.

Call Forward

To enable the call forward feature on a specific line:

1. Press the **OK** key to enter the main menu, and then select **Call Features->Call Forward**.
2. Press **▲** or **▼** to highlight the desired line, and then press the **OK** soft key.
3. Press **▲** or **▼** to highlight the desired forwarding type, and then press the **OK** soft key.
Always---Incoming calls are forwarded immediately.
Busy---Incoming calls are forwarded when the line is busy.
No Answer---Incoming calls are forwarded if not answered after a period of time.
4. Select **Enabled** from the **Status** field.
5. Enter the number you want to forward the incoming calls to in the **Target** field.
For **No Answer Forward**, press **◀** or **▶** to select the desired ring time to wait before forwarding in the **After Ring Time** field.
6. Press the **Save** soft key to accept the change.

About CTC

CTC has over 100+ years of experience providing phone and internet services to Idaho and all around the United States. Our company's communications platform helps a variety of businesses achieve their goals through hosted voice, unified messaging and collaboration systems. Backed by unrivaled customer service, CTC is dedicated to helping you and your business succeed.

Technical Support

Visit the CTC support center (www.ctcbusiness.net/support) for the guides, FAQ, Product documents, and more. For better service, we recommend you use the CTC Ticketing system to submit all your technical issues or call 208-229-9000.