

Introduction to: Yealink T73P

BeamRing

webex
by CISCO



How do I place a call on hold?

1. While on the call, press the Options then HOLD
2. To resume the call, press RESUME

How do I mute a call?

1. While on the call, press the MUTE button.
2. The button will illuminate and the microphone or speaker will be muted.
3. To unmute the call, press the MUTE button again and the illumination will stop.

How do I use Do Not Disturb (DND)?

1. Select OK, then CALL FEATURES, then select DO NOT DISTURB, and press OK. A symbol will appear on the screen to indicate DND is enabled. The phone will not ring and all calls will be directed to voicemail.
2. To remove go through the process to reverse the DND.

How do I view call history?

1. Press the HISTORY or go to OK then HISTORY, the full list of calls will be displayed on the screen
2. Use the navigation arrow keys to scroll down the list where you can call a number if required by pressing OFF-HOOK or SEND.

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How do I transfer a call?

1. While on the call, press the TRAN button
2. When you hear a dial tone, dial the number you want to transfer the call to.
3. For an 'announced' transfer (where you wish to speak to the call destination before transferring the call) Allow the call to ring at the destination, speak to the recipient and then when ready, press TRAN
4. For an 'unannounced' transfer (where you want to immediately transfer the call without speaking to the transfer destination first) After dialing the number press the TRAN button (If there is no answer the call will ring until it goes to their voicemail).

Using Voicemail:

Voicemail settings can be configured in the User hub by visiting <https://user.webex.com/>

Accessing voicemail on your handset:

1. Press the MESSAGE button on the phone.
2. When prompted, enter your voicemail PIN number – followed by #.
3. Choose from the following options in the Voicemail Portal

Voicemail Portal Menu	
Press 1 - Voicemail box	Press 1 - Listen to messages Press 2 - Change busy greeting Press 3 - Change no answer greeting Press 4 – Change extended away greeting Press 5 – Compose new message and send Press * - Return to the voice portal Press # - Repeat menu
Press 3 - Greetings menu	Press 1 – Record name
Press 8 - Change passcode	
Press 9 - Exit voice portal	
Press # - Repeat menu	