

Yealink DECT IP Phone (W60) – User Guide



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About this device

Yealink DECT IP phone is a full-featured mobile device, which can provide reliable and convenient wireless voice communications. In addition, it provides many widely accepted benefits of the DECT standard, including high security, scalability, and low power consumption to better meet your requirements.

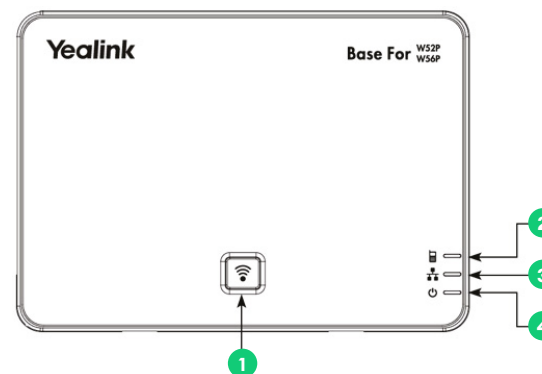
1.1 Overview

This chapter provides the overview of the DECT IP phone. Topics include:

- Base Station Description
- Handset Description
- LED Instruction
- Icon Instructions
- User Interfaces

1.2 Base Section Description

After the base station starts up successfully and the handset is registered to the base station, all LEDs on the base station illuminate green in sequence.



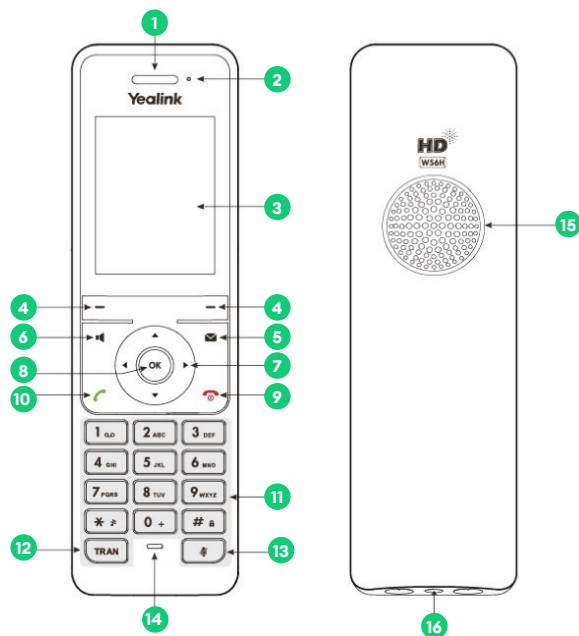
Hardware component instructions of the base station are:

| Item | Description |
|-----------------------|---|
| 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: <ul style="list-style-type: none"> • Fast flashing green – The base station is in the paging mode. • Slow flashing green – The base station is in the registration mode. • Solid green – There is at least one handset registered to the base station. • Off – The base station is powered off or no handsets are registered to the base station. |
| 3 Network Status LED | Indicates the network status: <ul style="list-style-type: none"> • Slow flashing green – The network is unavailable. • Solid green – The network is available. • Off – The base station is powered off |
| 4 Power Indicator LED | Indicates the power status of the base station: <ul style="list-style-type: none"> • Slow flashing green – The base station is during the firmware upgrading process. • Solid green – The base station is powered on. • Off – The base station is powered off. |

About this device

1.3 Handset Description

The main hardware components of the handset are the LCD screen and the keypad.



Hardware component instructions of the handset are:

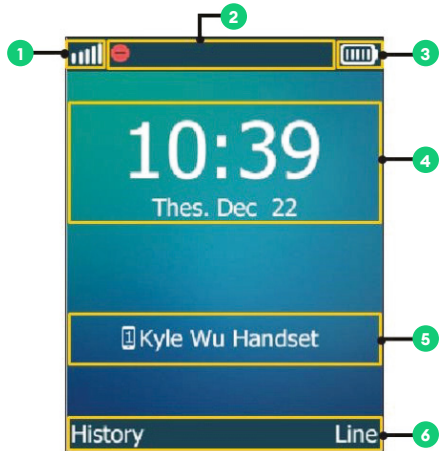
| Item | Description |
|-----------------------|--|
| 1 Earpiece | Outputs audio during the earpiece call. |
| 2 Power Indicator LED | Indicates handset power and some feature statuses. <ul style="list-style-type: none"> • Receives an incoming call – Fast flashing red. • Receives a voice mail or a missed call – Slow flashing red. • Battery charging – solid red. |
| 3 LCD Screen | Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none"> • Call information – caller ID, call duration. • Icons (for example, 📞). • Prompt text (for example, “saved”). • Time and Date. |

| Item | Description |
|--------------------------|---|
| 4 Soft Keys | Label automatically to identify their context-sensitive features. |
| 5 Message Key | Accesses the voice mail or missed call. |
| 6 Speakerphone Key | <ul style="list-style-type: none"> • Switches between the earpiece, earphone and speakerphone modes. • Answers an incoming call. • Places a call in speakerphone mode. |
| 7 ▲ ▼ | <ul style="list-style-type: none"> • Moves the cursor. • Acts as shortcuts. • Scrolls through the displaying information. |
| ◀ ▶ | <ul style="list-style-type: none"> • Moves the cursor. • Act as shortcuts. • Adjusts the ringer volume. • Switches among the values. |
| 8 OK Key | Confirms actions or enters the main menu. |
| 9 On-hook Key/ Power Key | <ul style="list-style-type: none"> • Long presses in the menu screen to return to the idle screen. • Long presses to turn the handset on or off when the handset is idle. • Cancels actions or ends a call. • Rejects an incoming call. |
| 10 Off-hook Key | <ul style="list-style-type: none"> • Answers an incoming call. • Enters the redial calls list. • Places a call in earpiece or earphone mode. |
| 11 Alphanumeric 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. |
| 15 Speaker | Provides hands-free (speakerphone) audio output. |
| 16 3.5mm earphone jack | Allows you to connect a standard 3.5mm earphone. |

About this device

1.4 Idle Screen

If the handset starts up successfully, the idle screen will be displayed as below.

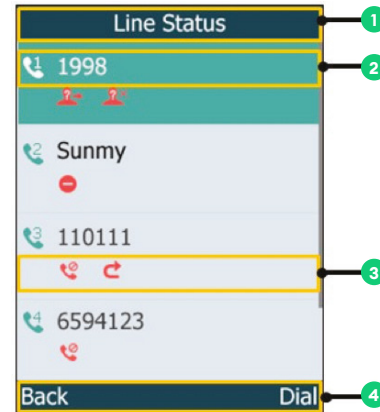


Idle Screen description:

| No. | Description |
|-----|--|
| 1 | This area shows signal strength: <ul style="list-style-type: none"> Weak to strong: No reception: Eco Mode+ is on: |
| 2 | This area shows feature status. For more information on feature status icon, refer to Icon Instructions on page 7-8. |
| 3 | This area shows battery status: <ul style="list-style-type: none"> Low to full: Need Charging: |
| 4 | This area shows the time and date. |
| 5 | This area shows internal handset number and register handset name (e.g., "1" is internal handset number, indicating the handset is registered on NO.1). Handset 1 to 5: |
| 6 | This area shows the soft key labels. The default soft key labels are History and Line . It will display SCA instead of Line when using the Shared Call Appearance feature. |

1.5 Line Status Screen

Press the Line soft key to enter the line status screen. The line status screen displays as below:



Line Status Screen description:

| No. | Description |
|-----|---|
| 1 | Displays the selected menu name. |
| 2 | Displays the registered line number and the corresponding line (display user name by default). Line1 to Line5: The default outgoing line will display on the first line of screen. |
| 3 | Displays the icon of line status. The icon indicates the corresponding feature that assigned to the line. For example, indicates that the line is unassigned as outgoing line for the handset. Indicates the forward feature is enabled for the line. For more information on feature status icon, refer to Icon Instructions on page 7-8. |
| 4 | Displays the two soft key labels. |

About this device










1.6 LED Instruction













Power Indicator LED

| LED Status | Description |
|---------------------------|---|
| Solid red | The handset is charging. |
| Fast flashing red (300ms) | The handset is ringing. |
| Slow flashing red (1s) | The handset receives the voice mail or missed call. |
| Off | The handset is powered off. The handset is idle. |

1.7 Icon Instructions

Icons appearing on the LCD screen are described in the following table:

| Icon | Description |
|--|---|
|  | Registered handset icon (e.g., "1" is internal handset number, indicate the handset is register to NO.1) |
|  | Earpiece Mode On |
|  | Earphone Mode On |
|  | Speakerphone Mode On |
|  | Keypad Lock |
|  | Voice Mail |
|  | Silent Mode On |
|  | Contact Icon |
|  | Received Calls |

| Icon | Description |
|---|--|
|  | Missed Calls |
|  | Placed Calls |
|  | Call Hold |
|  | Call Mute |
|  | Conference Call |
|  | Intercom Call |
|  | Shared Line is idle |
|  | Shared line is dialling, in conversation or placed on private hold |
|  (flash) | Shared line receives an incoming call or is placed on public hold |
|  | Unassigned outgoing line |
|  | Anonymous call enabled |
|  | Anonymous rejection enabled |

1.8 User Interfaces

Two ways to customise configurations of your DECT phone:

- The user interface on the handset.
- The user interface in a web browser on your PC.

The hardware components keypad and LCD screen of handset constitute the handset user interface, which allows the user to execute all call operation tasks and basic configuration changes directly on the handset. In addition, you can use the web user interface to access some configuration settings.

About this device

1.9 Handset User Interface

You can customise your handset by pressing the OK key to access the main menu. Some options are only accessible to the administrator, and the default administrator password is “0000”.

1.10 Web User Interface

In addition to the handset user interface, you can also customise some features via web user interface. In order to access the web user interface, you need to know the IP address of your DECT phone.

To obtain the IP address, press the **OK > Status > Base** on the handset when the handset is idle. Enter the IP address (e.g., <http://192.168.0.10> or 192.168.0.10) in the address bar of a web browser on your PC. The default administrator user name and password are both “admin” (case-sensitive).

Basic Operations

This chapter provides you with the basic operating instructions of the DECT IP phone. Topics include:

- Menu Guidance
- Entering Data and Editing Fields
- Handset Registration
- Basic Network Settings
- Checking System Status
- Registering Account
- Turning Handset On/Off
- Adjusting Volume
- Locking/Unlocking Keypad
- Switching Silent Mode to On/Off
- Locating a Handset

If you require additional information or assistance with your new phone, contact your system administrator.

2.1 Menu Guidance

The handset provides a variety of features that are grouped into menu. This section provides you with some basic guidance of accessing and navigating the menu.








Basic Operations

2.2 Main Menu


The handset menu has a number of levels. The main menu is the top-level menu, which consists of seven menu items: Status, Intercom, Voice Mail, Call Features, Directory, Settings and History.



Main Menu screen description:

| No. | Description |
|-----|--|
| 1 | Displays the selected menu item name. |
| 2 | Displays the main menu icon: <ul style="list-style-type: none">  Status – To display the base, handset, line status.  Intercom – To make an internal call.  Voice Mail – To set and view voice mail(s).  Call Features – To access the features of, Anon.Call Rejection, Anonymous Call.  Directory – To access the directory and manage the contacts.  Settings – To configure the handset settings.  History – To access the history list. |
| 3 | Displays the two soft key labels. |

To enter the main menu via the handset:

1. Press  when the handset is idle. The seven menus appear as a list of icons on the LCD screen.

To access a main menu feature via the handset:

1. Press , ,  or  to scroll through the seven menus.

The name of the selected menu item appears on the top of the LCD screen.

2. Press  or the **OK** soft key to enter the corresponding menu.

Note: You can only access Status and Settings menu if the handset does not register to a base station.

2.3 Submenu

The submenus are displayed on the LCD screen and they are shown as a list.

You can access features by entering the submenu.


The submenu display takes the Settings as an example:



To access features of a submenu via the handset:

1. Press  or  to highlight the desired submenu.

2. Press  or the **OK** soft key to access features of the submenu.

You can press  or the **Back** soft key to return to the previous screen.

Basic Operations

2.4 Returning to Idle Screen

To return to the idle screen via the handset:

1. Long press  to quickly exit the menu and return to the idle screen.

If you do not press any key in a period of time, the LCD screen will automatically exit the menu and return to the idle screen.

Note: When you are navigating the menu, the LCD screen will automatically exit the menu if an incoming call arrives. The incoming call can be handled as usual. When the call is terminated, the LCD screen will return to the idle screen.

2.5 Entering Data and Editing Fields




You can enter and edit data in the corresponding field using the handset keypad.

2.6 Configuring the Input Modes

The handset provides you with 12 different input modes. Keypad on the handset provides different characters (or numbers) when using different input modes.

To configure the input mode via the handset:

The handset provides you with 12 different input modes. You can disable the infrequently used input mode. Then you can only switch among the enabled input modes when entering or editing.

1. Press  to enter the main menu.
2. Select **Settings > Display > Input Method**.
3. The LCD screen displays all available input modes.
4. Press  or  highlight the desired input mode.
5. Press the Change soft key to check or uncheck the checkbox.

2.7 Editing Fields

There are limitations for certain types of the fields on handset as follow:









- Name and Password field: enter any characters that the handset provided.
- Number field: only enter the numeric characters, dot or #.
- IP Address field: only enter the IP address (numeric characters, dot and #).

2.8 Entering Data

In corresponding input mode, you can press the keypad repeatedly to view the character (or numbers) options and press more times to highlight the desired character (or numbers), the available character under each key appears on the bottom left-hand corner of the LCD screen. Wait one second, and enter the next character (or numbers).

The default input methods are Abc, 123, ABC and abc.

To enter or edit data by the default input modes, do one of the following as shown below:


| If you want to | Then you can |
|--|--|
| Switch among input modes | Press  one or more times to switch among input modes (depending on the input mode you've configured, refer to Configuring the Input Modes on page 11). The current input mode is displayed on the bottom right-hand corner of the LCD screen. |
| Enter digits (1) Uppercase characters (A) Lowercase characters (a) | Press a keypad key one or more times (depending on what input mode you're in) to enter the characters that is displayed on the keypad key. For example, if the input mode is ABC: To enter "A", press  once. To enter "B", press  twice quickly. To enter "C", press  three times quickly. |
| Enter special characters. | Press  to select the space character or the following special character list: _ ' " = / \ ^ ; : . , - + * # \$ % @ ? ! ; { } [] < > ¥ \$ ¤ ~ ª For  Key: If it is in the uppercase (ABC soft key), uppercase and lowercase (Abc soft key) or lowercase (abc soft key) input modes, it will provide space character and the following special characters: . , ? , ! , 0. If it is in the numeric (123 soft key) input mode, it will only provide the digit 0. Long press the key to enter the character +. |
| Delete text you entered. | Press  or  to position the cursor to the right of the text you want to delete, and then press the Del soft key to delete one character at a time or long press to delete all characters. |

Basic Operations

2.9 Turning Handset On/Off

To turn the handset on:

1. Do one of the following:

- Press . The LCD screen lights up.
- Place the handset in the charger cradle.

The handset can also be turned on automatically when inserting the battery to the handset.



To turn the handset off:

1. Long press  when the handset is idle.




2.10 Adjusting Volume



You can adjust the handset volume according to the noise level of the surrounding environment. The handset supports 5 different volume levels. The default level is 3.


To adjust the volume when the phone is during a call:

1. Press  to decrease the ringer volume, or press  to increase the ringer volume. The ringer volume can be adjusted using the menu or the predefined shortcuts (left and right navigation keys) on the keypad when the handset is idle.

To adjust ringer volume via the handset:

1. Press  to enter the main menu.
2. **Select Settings > Audio > Ring Tones > Volume.**
3. Press  to decrease the ringer volume, or press  to increase the ringer volume.
4. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.



You can also press  or  to adjust the ringer volume when the handset is idle or ringing.



Note: If the ringer volume is adjusted to the minimum, the  icon will appear on the status bar, and the silent mode will active.

2.11 Locking/Unlocking Keypad

You can lock the handset keypad to prevent all keys from being accidentally pressed.

To lock the keypad via the handset:

1. Long press  when the handset is idle until the LCD screen prompts “Keypad Locked, Press and hold  to unlock!”.

Note: When the keypad is locked the  icon appears on the status bar. You can still answer or reject incoming calls as usual. You can also end the call by pressing .

To unlock the keypad via the handset:

1. Long press  again until the LCD screen prompts “Keypad Unlocked”.

The keypad is unlocked and the  icon disappears from the idle screen.

Note: If the keypad is locked, only the emergency numbers can be dialed out. You must enter the emergency number continuously and completely.

2.12 Switching Silent Mode to On/Off

If the silent mode is switched to **On**, the handset will not ring when receiving an incoming call, but you can still see the incoming call information on the LCD screen. You can switch the silent mode to **On** if you do not want to be disturbed.

To switch the silent mode to On via the handset:

1. Long press  until the LCD screen prompts “All Ring Tones Off”.

The silent mode is on. The  icon appears on the status bar.

To switch the silent mode to Off via the handset:

1. Long press  again until the LCD screen prompts “All Ring Tones On”.

The silent mode is on. The  icon appears on the status bar.



Note: When the silent mode is active the advisory tone will not play regardless of their settings

Basic Operations

2.13 Locating a Handset

You can locate a misplaced handset using the base station to which the handset is registered.

To locate a handset:

- Press  on the base station. All handsets registered to this base station will ring simultaneously (Paging) and display the IP address of the base station on the LCD screen. This helps you locate your handset easily.
- You can press any key on the handset or press  again on the base station to end paging.
- You can also locate handsets via web user interface at the path **Status > Handset&VoIP > Paging Status.**

Call Features

The DECT IP phone is designed to be easily used like a regular phone on a public switched telephone network (PSTN). You can place internal and external calls, answer calls, transfer a call to someone else, or conduct a conference call.

This chapter provides operating instructions of the call features. Topics include:

- Placing Calls
- Answering Calls
- Ending Calls
- Redialing Calls
- Call Mute
- Call Hold/Resume
- Call Transfer

If you require additional information or assistance with your new phone, contact your system administrator.

3.1 Placing Calls

When the handset is registered to the base successfully, you can use your handset to place an internal or external call. You can place a call using the following call modes:

- Earpiece mode – pressing the **Off-hook** key to dial out.
- Speakerphone mode – pressing the **Speakerphone** key to dial out.
- Earphone mode – connecting a standard 3.5mm earphone.

During the call, you can do the following:

- Switch among the call modes by pressing the corresponding key or connecting an earphone.
- Connect or disconnect the earphone.
- Press ◀ or ▶ to adjust the volume of the currently engaged audio devices (earpiece, earphone or loudspeaker).

You can cancel the dialling operation by pressing the **On-hook** key. The call duration is displayed on the LCD screen while the call is in progress.

Call Features

3.2 Placing Internal Calls

You can make free internal calls between the handsets registered to the same base station. You can place an internal call to one handset or all handsets registered to the same base station. If the auto intercom feature is enabled, the handset will answer the internal call automatically.

Note: The handset must be subscribed and registered to the same base station to place a call. For more information on registration, refer to your administrator.

To place an internal call to one handset via the handset:

1. Press **OK** to enter the main menu.
2. Select **Intercom**.
3. The LCD screen displays all registered handset names and the **All HS** option.
4. Press **▲** or **▼** to highlight the desired handset name.
5. Press **↶**, **🔊**, **OK** or the **OK** soft key to dial out.

To place an internal call to all handsets via the handset:

1. Press **OK** to enter the main menu.
2. Select **Intercom**.
3. The LCD screen displays all registered handset names and the **All HS** option.
4. Press **▲** or **▼** to highlight the **All HS** option.
5. Press **↶**, **🔊**, **OK** or the **OK** soft key to dial out.
6. All other subscribed handsets will ring simultaneously.

3.3 Placing External Calls

You can place external calls on the handset. External calls based on the public telephone network require the use of SIP lines. Your system administrator needs to assign the SIP line to the handset beforehand, and then assign the line to the handset as the outgoing line.

Note: The handset must be subscribed and registered to the same base station to place a call. For more information on registration, refer to your administrator.

To place an external call via the handset:

1. Do one of the following:
 - Enter the desired number using the keypad.
 - Press **🔊** to enter the pre-dialing screen.
2. 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.
3. Press **↶**, **🔊**, **OK** or the **OK** soft key to dial out.

You can also place an internal call during an external call.

To place a new external call during an active call via the handset:

1. Do one of the following:
 - Press the **New Call** soft key.
 - Enter the desired number using the keypad.
 - Press **↶**, **🔊**, **OK** to dial out.
 - Press the **Options** soft Key.
 - Select the **Directory**, and then press the **OK** soft key.
 - Select the desired group, and then press the **Enter** soft key.
 - Select the desired contact.
 - Press **↶**, **🔊**, **OK** or the **Call** soft key.

To place an internal call during an active call via the handset:

1. Press the **Options** soft key.
2. Select the **Intercom**, and then press the **OK** soft key.
3. Select the desired handset, and then press the **OK** soft key.

Call Features

3.4 Answering Calls



When the handset registered to the base successfully, you can answer a call in three ways:

- Using the earpiece
- Using the speakerphone
- Using the earphone

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





Answering When Not in Another Call

In all cases, the active call will appear on the LCD screen showing call duration and destination.

| LED Status | Press the following |
|--------------|---|
| The earpiece |  or the Accept soft key |
| The speaker |  |
| The earphone | The Accept soft key |

Answering When in Another Call

If you are during an active call, an incoming call arrives on the handset, do the following:

1. Press  to select the incoming call.
2. Press  ,  ,  or the **Accept** soft key


The incoming call is answered, and the original call is placed on hold.

3.5 Ending Calls

To end an internal call:

1. Press the **End** soft key.


To end an external call:

2. Do one of the following:
 - Press  .
 - Place the handset in the charger cradle.






3.6 Redialing Calls

The redial list stores the twenty last dialed phone numbers. When the memory of the redial list is full, the handset will automatically erase the oldest dialed number when a new number is dialed. You can redial a call from the redial list.




To redial the last dialed number:

1. Press  twice when the handset is idle. A call to your last dialed number is attempted.

To redial a previously dialed number:

1. Press  when the handset is idle to access the redial list. The handset displays the dialed phone numbers.
2. Press  or  to highlight the desired entry.
3. You can press **Options > Edit Before Call** to edit the phone number and select the desired line by pressing the **Line** soft key.
4. Press  ,  to dial out.


To add the previously dialed number to local directory:

1. Press  when the handset is idle to access the redial list.
2. Press  or  to highlight the desired entry.
3. Press the **Options** soft key, and then select **Add To Local**.
4. Press the **OK** soft key, and then select **New Entry** or **Updating Existing**.


Call Features

3.6 Redialing Calls - continued

To delete an entry from the redial number list:

1. Press  when the handset is idle to access the redial list.
2. Press **▲** or **▼** to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete**.



To delete all entry from the redial number list:

1. Press  when the handset is idle to access the redial list.
2. Press **▲** or **▼** to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete All**.



3.7 Call Mute

You can mute the microphone during an active call. When muting the microphone, you can hear the other party but he or she cannot hear you. For example, if you do not want the other party to listen to the conversation when you talk to someone in the room, you can mute the microphone temporarily.

To mute a call:

1. Press  during an active call. The call is muted, and the  icon is displayed on the LCD screen.


To un-mute a call:

1. Press  again. The  icon disappears from the LCD screen.



3.8 Call Hold/Resume

You can place an active call on hold. At any time, at most one active call can be in progress on your handset. You can answer or make another call while placing the original call on hold.

To place a call on hold:

1. Press the **Options** soft key during a call, and then select **Hold**. The call is placed on hold, and the  icon is displayed on the LCD screen.

To resume a hold call:

1. Do one of the following:
 - Press the Resume soft key.
 - Press .
 - Press .

Two calls on hold:

If two calls are placed on hold on the handset, press the **Resume** soft key to resume the current call. Press **▲**, **▼** or the **Swap** soft key to swap between two calls.

Note: When the call on the handset is placed on hold, placing the handset in the charger cradle will not end the call.

Call Features

3.9 Call Transfer

You can transfer an external incoming call to another party in one of the following ways:

- **Blind Transfer:** Transfer a call directly to another party without consulting.
- **Semi-Attended Transfer:** Transfer a call when receiving the ring-back.
- **Attended Transfer:** Transfer a call with prior consulting.

To perform a blind transfer:







1. Press the **Options** soft key during a call, and then select **Transfer**.
2. You can also press **TRAN** key directly.
3. Enter the number or select the handset you want to transfer the call to.
4. Press **TRAN** key or the **Transfer** soft key.




The call is connected to the number or the handset you specified.

To perform a semi-attended transfer via the handset:

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







You can also press **TRAN** key directly.




2. Do one of the following:
 - Enter the number or select the handset you want to transfer the call to.
Press  ,  or  to dial out.
 - Press the **Directory** soft key, and then select the desired contact.
Press  ,  ,  or the **Call** soft key.

If both the office number and the mobile number of the contact are stored, select the desired number and press  ,  or  to dial out.

3. Press **TRAN** key or the **Transfer** soft key to complete the transfer when receiving the ring-back.

To perform an attended transfer via the handset:

1. Press the Options soft key during a call, and then select Transfer.
2. You can also press TRAN key directly.
3. Do one of the following:
 - Enter the number or select the handset you want to transfer the call to.
Press  ,  or  to dial out.
 - Press the **Directory** soft key, and then select the desired contact.
Press  ,  ,  or the **Call** soft key.

If both the office number and the mobile number of the contact are stored, select the desired number and press  ,  or  to dial out.

4. Press TRAN key or the Transfer soft key to complete the transfer after the party answers the call.

To transfer a call to another party when there are two calls on the handset via the handset:

1. Place a call to user A.
2. Place another call to user B.
Two calls are established on the handset.
3. Select the desired call (e.g., the call with user A) and make sure the call is active.
4. Press the **Options** soft key, and then select **Call Transfer**.
The LCD screen displays the target party (user B) you will transfer the call to.
5. Press the **Transfer** soft key to complete the transfer.
The handset returns to the idle screen. Call is established between user A and User B.

Note: The Internal incoming call cannot be transferred.