

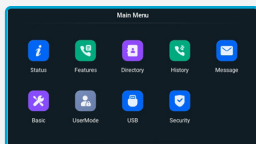


yealink T87W QUICK START



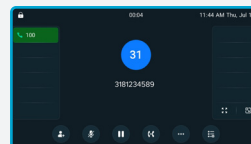
MENU SCREEN

Displays messages, settings & information.



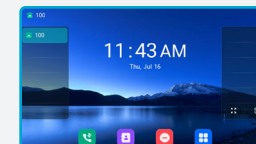
CALLS SCREEN

Displays all active & held calls.



HOME SCREEN

Displays phone lines & conditional soft keys.



PLACE CALLS

You can only have one active call in progress.

Using the handset

1. Pick up the handset.
2. Enter the number and tap .

Using the speakerphone

1. With the handset on-hook, press .
2. Enter the number and tap .

Using the headset

1. With the headset connected, press  to activate the headset mode.
2. Enter the number and tap .

Note During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **SPEAKERPHONE** key or by picking up the handset. Headset mode requires a connected headset.

REDIAL A CALL

Press  to enter the **PLACED CALLS** list, select the desired entry and tap it directly or press .

Press  twice when the phone is idle to dial out the last dialed number.

HOLD & RESUME CALLS

You can have multiple calls on hold at one time.

To hold a call

Press the  or tap **HOLD** during an active call.

To resume a call, do one of the following:

- If there is only one call on hold, press  or **HOLD** again.
- If there is more than one call on hold, select the desired call, and then press  or tap **HOLD**.

TRANSFER CALLS

Perform a blind transfer

1. Press  or **TRANSFER** during an active call.
The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or **TRANSFER**.

Perform a semi-attended transfer

1. Press  or **TRANSFER** during an active call.
The call is placed on hold.
2. Enter the number you want to transfer to and then tap .
3. Press  or **TRANSFER** when you hear the ring-back tone.

Perform an attended transfer

1. Press  or **TRANSFER** during an active call.
The call is placed on hold.
2. Enter the number you want to transfer to and then tap .
3. Press  or **TRANSFER** when you hear the second party answer.

FORWARD CALLS

You can forward an incoming call to a contact or forward all incoming calls to a contact.

To forward an incoming call

1. When the phone is idle, navigate to **MENU > FEATURES > CALL FORWARD**
2. Select the desired forward type:
 - **ALWAYS FORWARD** - Incoming calls are forwarded unconditionally.
 - **BUSY FORWARD** - Incoming calls are forwarded when the phone is busy.
 - **NO ANSWER FORWARD** - Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **NO ANSWER FORWARD**, press the **NAVIGATION CLUSTER** key to select the desired ring time to wait before forwarding from the **AFTER RING TIME** field.
4. Press **SAVE** to accept the change.

To disable call forwarding

- Press the **FORWARD**  button.

INITIATE A CONFERENCE CALL

You can have a conference call with a total of 3 people including yourself.

To initiate a conference call

1. Press **CONF** during an active call. The call will be placed on hold.
2. Enter the number of the third party and then press.
3. Press **CONF** again when the third party answers. Three parties are now joined in the conference.

Note You can split the conference call into two individual calls by pressing **SPLIT**.

LISTEN TO VOICEMAIL

Message waiting indicator on the idle screen indicates that one or more voicemail messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages:

1. Press  or **CONNECT**.
2. Follow the voice prompts to listen to your voicemail messages.

MANAGE CONTACT DIRECTORY

Add a contact

1. Press **DIRECTORY** when the phone is idle.
2. Press  to add a contact.
3. Enter the contact name in the **NAME** field and contact numbers in the corresponding fields.
4. Press  to accept the change.

Edit a contact

1. Press **DIRECTORY** when the phone is idle.
2. Select the desired contact, press  → **EDIT**.
3. Edit the contact information.
4. Press  to accept the change.

Delete a contact

1. Press **DIRECTORY** when the phone is idle.
2. Select the desired contact, press  → **DELETE**.
3. Press **OK** when the LCD screen prompts "Delete Selected Item?".

