TPG BizPhone

IP DECT W60P
Quick Startup Guide

NOTE: Not all features mentioned in this Yealink User Guide are available on BizPhone services.

Package Contents

The following contents are included in your W60P package:

W56H Handset · Base for W52P/W56P · Belt Clip · USB Charger Cradle · Two Power Adapters · Ethernet Cable · Rechargeable Battery · Quick Start Guide
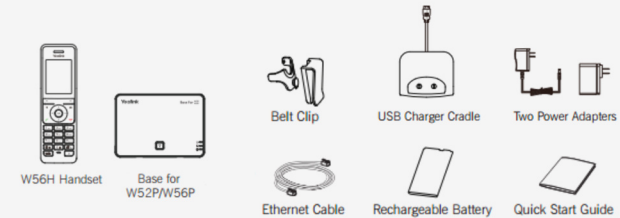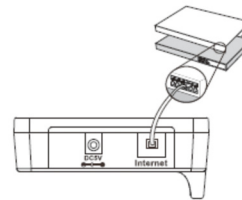
Assembling the Phone

1. Connect the network and power for the base station in one of the following ways, as shown below.
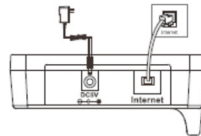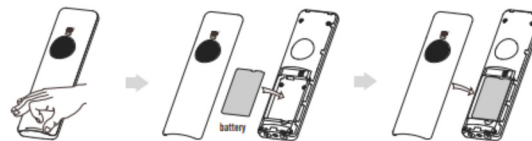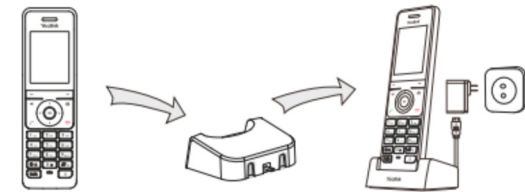
a. AC Power Option   b. PoE (Power over Ethernet) Option

2. Insert the battery into the handset, as shown below:

3. Connect the charger cradle and charge the handset, as shown below:

Note: The handset should be used with original power adapter (5V/500Ma) only. The user of the third-party power adapter may cause damage to the handset. The charging status of the handset is indicated in the top right-hand corner of the LCD screen.

Startup the Phone

The IP Phone is pre-registered to the base station. After the IP Phone is connected to the network and the power, it will automatically start the initialization process by connecting to TPG BizPhone's servers to obtain the configuration and updates (maximum 10 minutes).

The LCD screen will indicate the current status of the process (initializing or configuration updating). The phone may reboot few time during this process. After the final reboot, the phone is ready to use.

TPG BizPhone

Turning Handsets On

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

Turning Handsets Off

Long press ☎ to turn the handset off.

Add a Contact

- Press the **OK** key to enter the main menu and then select **Directory**.
- Press the **Options** soft key, and then select **New Contact**.
- Enter the desired values in the **Name, Number** and **Mobile** fields.
- Press the **Save** soft key to accept the change.

Delete a Contact

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

Assign a Speed Dial Number

- Press the **OK** key to enter the main menu and then select **Settings -> Telephony -> Speed Dial.**
- Press ▲ or ▼ to highlight the desired digit key and then press the **Assign** soft key.
- Press ▲ or ▼ to highlight the desired entry and then press the **OK** soft key.

If both the office and mobile numbers are stored, Press ▲ or ▼ to highlight the desired number and then press the **OK** soft key again.

Volume Adjustment

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

Placing Calls

- Enter the desired number when the handset is idle.
- Press 📞, 🔊 or ⊙ to dial out.

Placing Calls from Local Directory

- Press ▼ when the handset is idle.
- Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔊 to dial out.

If both multiple numbers for the contact are stored, press ▲ or ▼ to highlight the desired number, press ▲ or ▼ to highlight the desired number, and then press 📞 or 🔊 again to dial out.

Placing Calls using the Speed Dial Key

Long press the Speed Dial key to place a call to preset number directly.

Placing Calls from Call History

- Press ▼ when the handset is idle.
- Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔊 to dial out.

Answering Calls

Press the Accept soft key or press 🔊 or press 📞 or press ⊙.

Ending Calls

Press ☎.

Call Hold

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

Call Resume

- 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 - Blind Transfer

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

Call Transfer - Attended Transfer

- Press the **Options** soft key during a call, and then select **Transfer**.
- Enter the number you want to transfer the call to.
- Press 📞, 🔊 or ⊙ to dial out.
- Press the **Transfer** soft key after the call is answered

Call Forward

- Press **OK** key to enter the main menu, and then select **Call Features -> Call Forward**.
- Press ▲ or ▼ to highlight the desired line, and then press the OK soft key.
- Press ▲ or ▼ to highlight the desired forwarding type (Always/Busy/No Answer), and then press the **OK** soft key.
- Select **Enabled** from the **Status** field.
- 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.
- Press the **Save** soft key to accept the change.