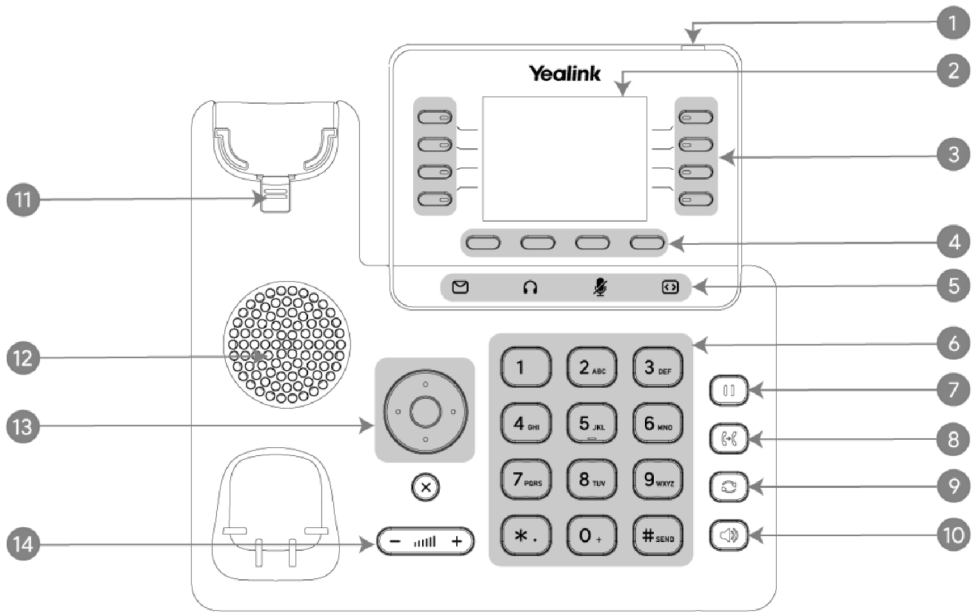
# Yealink T73U/T73W

Quick Reference Guide

Blue Platform

Telesystem IT's About Trust




## Layout & features

Numbered keys on the diagram match the legend below. Page 2 walks through every common task step-by-step.

TWO-PAGE REFERENCE

### KEY LEGEND

1 **Power LED Indicator**
Indicates call, message & system status

2 **Phone Screen**
Calls, messages, soft keys, time & date

3 **Line Keys**
Access your phone lines & features

4 **Soft Keys**
Context-sensitive; labels change with task

5 **Feature Keys**
Message · Headset · Mute · Page

6 **Keypad**
Digits, letters & special characters

7 **Hold Key**
Place a call on hold or resume

8 **Transfer Key**
Transfer a call to another party

9 **Redial Key**
Redials a previously dialled number

10 **Speakerphone Key**
Toggles hands-free operation

11 **Reversible Tab**
Secures handset when wall-mounted

12 **Speaker**
Ringer & speakerphone audio output

13 **Navigation · OK**
Scroll menus; confirm or answer calls

14 **Volume Key**
Adjust handset, headset & speaker volume

# Yealink T73U/T73W
## Quick Reference Guide

Blue Platform | Telesystem IT's About Trust

### A PLACE A CALL

**Using the handset**

1. Pick up the handset.
2. Enter the number, then press the [Send] soft key.

**Using a headset**

1. Press [Headset] to activate headset mode.
2. Enter the number, then press [Send].

**Using the speakerphone**

1. With the handset on-hook, press [Speaker].
2. Enter the number, then press [Send].

### B ANSWER OR END A CALL

**Handset:** lift to answer, replace to end (or press [End Call]).

**Headset:** press [Headset].

**Speakerphone:** press [Speaker].

**Reject an incoming call**

Press the [Reject] soft key to send the caller straight to voicemail.

> Tip: alternate between handset, headset and speaker mid-call by pressing the matching key.

### C HOLD & RESUME

**Place on hold**

Press [Hold] or the [Hold] soft key during an active call.

**Resume**

Press [Hold] again or the [Resume] soft key.

**Multiple calls on hold**

Use [▲▼] to choose the held call, then press [Resume].

### D TRANSFER A CALL

**Attended transfer (announce first)**

1. Press [Transfer] during the call.
2. Enter the number, then press [#].
3. Announce the caller, then press [Transfer] or [Transfer].

**Blind transfer (no announcement)**

1. Press [Transfer] during the call.
2. Enter the destination number.
3. Press [B Transfer].

### E VOICEMAIL

1. Press the [Voicemail] icon or dial [777].
2. When prompted, enter your **PIN** and press [#].

### F DO NOT DISTURB (DND)

**Enable DND**

1. Press the [DND] soft key when the phone is idle.
2. A **DND** indicator appears in the LCD status bar — incoming direct calls go straight to voicemail if configured.

**Disable DND**

Press [DND] again. The status indicator clears.

### G CALL FORWARD

1. Press [Menu].
2. Select **Features**, then **Call Forward**.
3. Choose **Always**, **Busy**, or **No Answer**.
4. Enter the destination number.
5. For **No Answer**, use [▲▼] to set the ring delay.
6. Press [Save].

> **Tip:** This affects direct calls to the user only — not Ring Groups or Call Queues.

### H CALL HISTORY & REDIAL

**Redial last number**

Press [Redial] twice from idle.

**From the placed-calls list**

1. Press [Redial] once.
2. Use [▲▼] to highlight an entry.
3. Press [Redial] or [Send].

**All call history**

Press [History] to see Placed, Received and Missed.

### I VOLUME & MUTE

**Volume**

Use the [– / +] rocker:

- While idle — sets **ringer** volume.
- During a call — sets the active **handset / headset / speaker**.

**Mute**

Press [Mute] to mute or un-mute the active call. The mute key glows red while muted.

### J HEADSET & SPEAKERPHONE

**Headset mode**

With a headset connected, press [Headset]. The key glows green; calls route through the headset.

**Speakerphone**

Press [Speaker] at any point to switch to hands-free.