



Yealink T77U

Quick Reference Guide

Green Platform

Telesystem
IT's About Trust

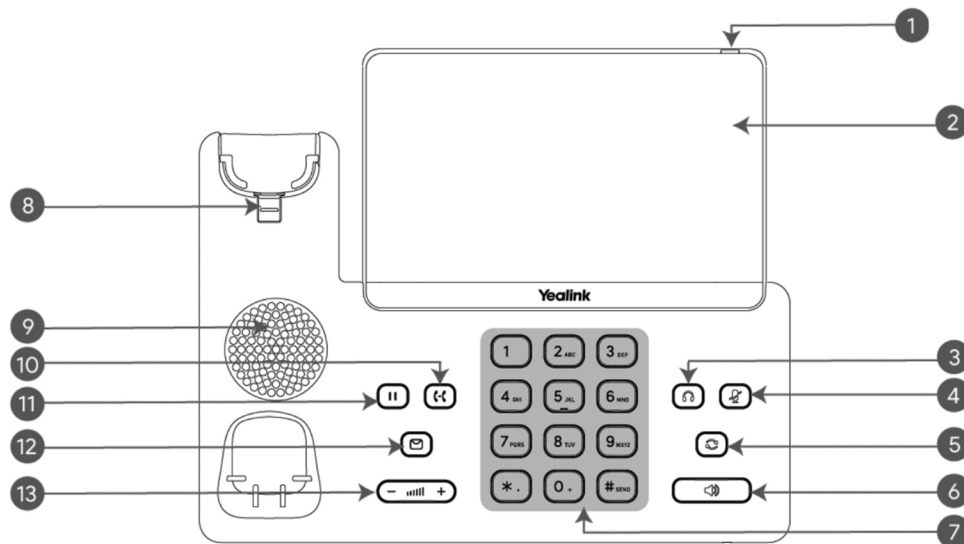
Layout & features

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 | 8 Reversible Tab
Secures handset when wall-mounted |
| 2 Phone Screen
Calls, messages, soft keys, time & date | 9 Speaker
Ringer & speakerphone audio output |
| 3 Headset Key
Toggle the headset mode on or off | 10 Transfer Key
Transfer a call to another party |
| 4 Mute Key
Toggle the microphone on or off | 11 Hold Key
Place a call on hold or resume |
| 5 Redial Key
Redial a previously dialed number | 12 Message Key
Access your voice messages |
| 6 Speakerphone Key
Toggles hands-free operation | 13 Volume Key
Adjust handset, headset & speaker volume |
| 7 Keypad
Digits, letters & special characters | |



LED Status	Description
Solid red	The phone is initializing.
Fast-flashing red (0.3s)	The phone is ringing.
Slowly-flashing red (1s)	The phone received a voice mail or a text message.
Solid red for 0.5s and off for 3s alternately	The phone enters the power-saving mode.



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A PLACE A CALL

Using the handset:

1. Pick up the handset.

2. Enter the number, and then tap

Using the speakerphone:

1. With the handset on-hook, press

2. Enter the number, and then tap

Using the headset:

1. With the headset connected, tap to activate the headset mode.

2. Enter the number, and then tap

B ANSWER OR END A CALL

Using the handset:

1. Pick up the handset.

Using the speakerphone:

- Press

Using the headset:

- Tap

Note: You can reject an incoming call by pressing the **Reject**.

Ending a Call

Using the handset:

- Hang up the handset or tap **End Call**.

Using the speakerphone:

- Press or tap **End Call**.

Using the headset:

- Tap **End Call**.

C HOLD & RESUME

To place a call on hold:

- Press or tap **Hold** during an active call.

To resume the call, do one of the following:

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

- or tap **Hold**.

D TRANSFER A CALL

Blind Transfer

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

3. Tap **B Transfer** or

Semi-Attended Transfer

1. Press or tap **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 tap **Transfer** when you hear the ring-back tone.

Attended Transfer

1. Press or tap **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 tap **Transfer** when the second party answers.

E VOICEMAIL

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

To listen to voice messages:

1. Tap or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.

F CALL FORWARD

To enable call forward:

1. When the phone is idle, go 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. Tap **Save** soft key to accept the change.

G CALL CONFERENCE

1. Tap **Invite** during an active call. The call is placed on hold.
2. Enter the number of the second party, and then tap .
3. When the second party answers, all parties are now joined in the conference.
4. Tap **End Call** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by tapping **Manage->Split**.

H SPEED DIAL

To configure a speed dial key:

1. When the phone is idle, go to **Menu->Features->Dsskey**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **SpeedDial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Tap **Save** soft key to accept the change.

To use the speed dial key:

Press the speed dial key to dial out the preset number.

I CALL HISTORY

1. Tap **History** when the phone is idle and scroll through the list.
2. Select an entry from the list, you can do the following:

If you tap , you can also do the following:

- Select **Edit** to edit detailed information about the entry.
- Select **Add to Local** to add the entry to the local directory.
- Select **Blocklist** to add the entry to the blocklist.
- Select **Delete** to delete the entry from the list.

J CONTACT DIRECTORY

To add a contact:

1. Tap **Directory** when the phone is idle, and then select **All Contacts**.
2. Tap to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Tap to accept the change.

To edit a contact:

1. Tap **Directory** when the phone is idle, and then select **All Contacts**.
2. Select the desired contact, tap -> **Edit**.
3. Edit the contact information.
4. Tap to accept the change.

To delete a contact:

1. Tap **Directory** when the phone is idle, and then select **All Contacts**.
2. Select the desired contact, tap -> **Delete**.
3. Tap **OK** when the LCD screen prompts "Delete selected item?".

K VOLUME

- Press during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press when the phone is idle or ringing to adjust the ringer volume.
- Press to adjust the media volume in the corresponding screen.

L RING TONES

1. When the phone is idle, go to **Menu->Basic->Sound->Ring Tones**.
2. Select **Common** or the desired account.
3. Select the desired ring tone.
4. Tap to accept the change.