



YEALINK T87W QUICK START GUIDE

Let's get you up and running with your new phone.



1 - Power LED Indicator

- Solid Red: The phone is initializing or booting up.
- Fast Flashing Red: The phone is ringing (incoming call) or the network is disconnected.
- Slowly Flashing Red: You have a new voice mail or a missed call.
- Slowly Flashing Red (every 3 seconds): The phone has entered power-saving mode.
- Off: No power, or the LED is disabled.

2 - Line Key Indicators

- Solid Green: A call is active on that line.
- Fast Flashing Green: Incoming call (ringing).
- Slow Flashing Green: A call is on hold.
- Solid Red: The line is busy.

No.	Item	Description
1	Power LED Indicator	
2	Line Keys (touch screen)	Show the status of each phone line - idle, ringing, active, on hold, or disconnected. 28 line keys expandable to 84.
3	Soft Key Buttons	These touch-screen buttons change based on what you're doing. Example: During a conference call, soft keys display conference-related options.
4	Fixed Function Keys	Headset: Activates or deactivates the connected headset. Light turns on when active. Mute: Silences your microphone during a call. Redial: Dials the last number called.
5	Speaker Phone	Hands-Free Mode: Turns the speakers on or off.
6	Fixed Function Keys	Hold: Places the current call on hold. Transfer: Sends the call to another extension or number. Message: Opens your voicemail inbox. LED indicator blinks when new messages are waiting.
7	Volume Controls	Adjust the volume for the handset, headset, speakerphone, and ringer.

Placing a Call

Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the Call soft key.

Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the Call soft key.

Using the headset:

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

Answering a Call

Using the handset: Pick up the handset.

Using the speakerphone: Press .

Using the headset: Press .

Call Hold and Resume

To place a call on hold:

Press the Hold  soft key during an active call.

To resume the call, press the Hold  button or resume soft key.

CALL TRANSFER

You can transfer calls in the following ways:

Blind Transfer

1. Press the Transfer soft key  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the B Transfer soft key.

Semi-Attended Transfer

1. Press the Transfer soft key  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Call soft key.
3. Press the Transfer soft key  when you hear the ring-back tone.

Attended Transfer

1. Press the Transfer soft key  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Call soft key.
3. Press the Transfer soft key  when the second party answers.

Call Forward

To enable call forward:

1. Press the Menu soft key  when the phone is idle.
2. Enter the PIN number (voicemail pin).
3. Follow voice prompt instructions.

Call Conference

1. Press the Conf. soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the Call soft key.
3. Press the Conf. soft key again when the second party answers. All parties are now joined in the conference.
4. Press the End Call soft key to disconnect all parties.

Voice Message

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

To listen to voice messages:

1. Press the  button.
2. Enter your PIN number.
3. Follow the voice prompts to listen to your voice messages or setup your mailbox.

Call History

1. Press the History soft key when the phone is idle to scroll through the call list.
2. Select an entry from the list, you can do the following:
 - a. Press the Call soft key to call the entry.
 - b. Press the Delete soft key to delete the entry from the list.

Volume Adjustment

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