



fuze

Yealink W60 Series

Fuze for Yealink

Phone Settings

This module is best viewed as 'fit to page' via Google Chrome or Microsoft Edge.

Click Start to begin.

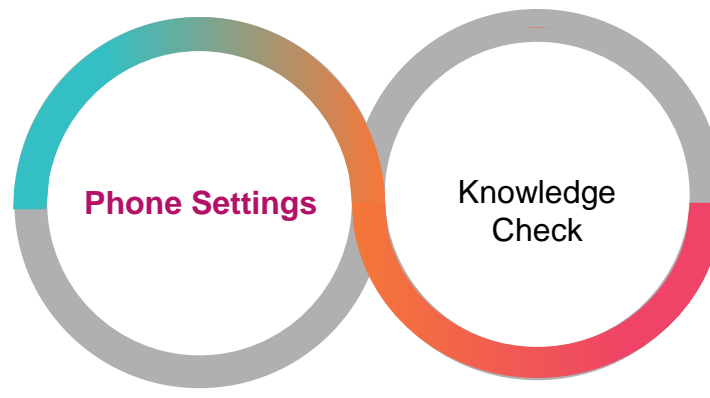
Start

Phone Settings

Phone Options






In this module we will cover the different settings and options of the Yealink W60 Series desk phone such as Do Not Disturb, Forwarding Calls, and Voicemail.

Use the 'Next' button to navigate through this interactive guide or click a section title to jump to that portion of the training.

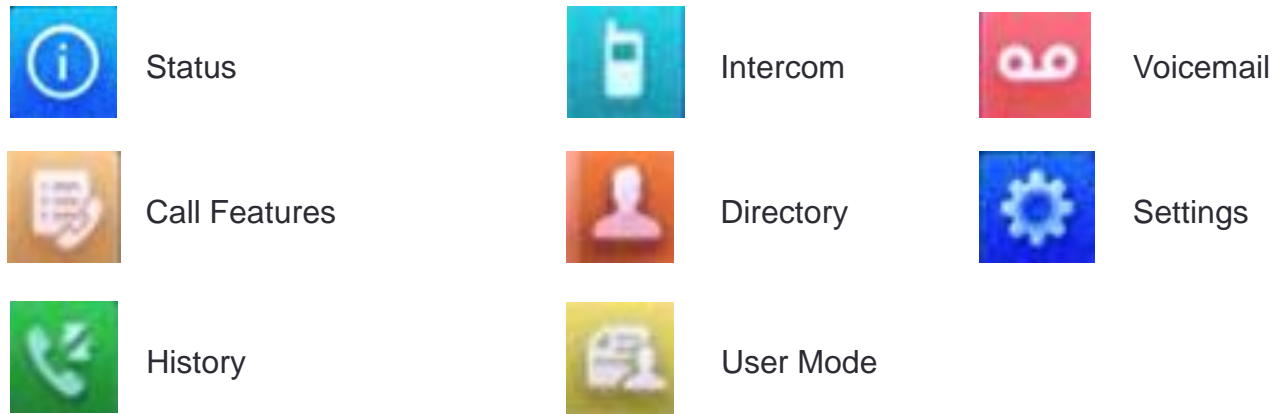


Main Menu Display

To access the main menu:

- Press  when the handset is idle to access the main menu
- Press , , , or  to select an option
- Press the **OK** soft key to select an option



The following options are available within the main menu:

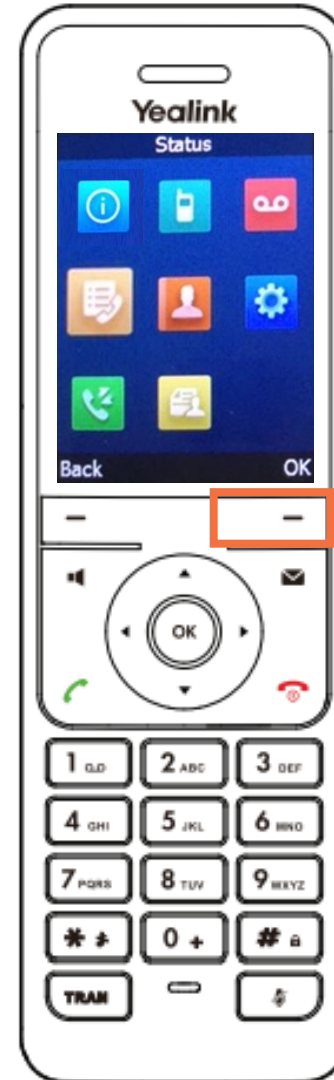


Utilizing Do Not Disturb (DND)



Throughout the day, there are times in which work must be completed without being interrupted by phone calls. The Do Not Disturb function will allow this to be accomplished.

Do Not Disturb (DND) mutes the ring tone and sends all incoming calls to voicemail.

- Press  to enter the main menu
- Use the control keys to highlight 
- Press the **OK** soft key





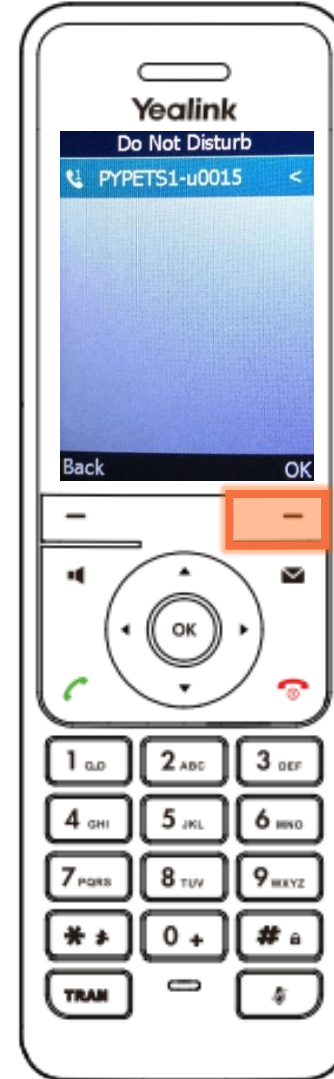
Utilizing Do Not Disturb (DND)

- Highlight **Do Not Disturb** using  and 
- Press the **OK** soft key



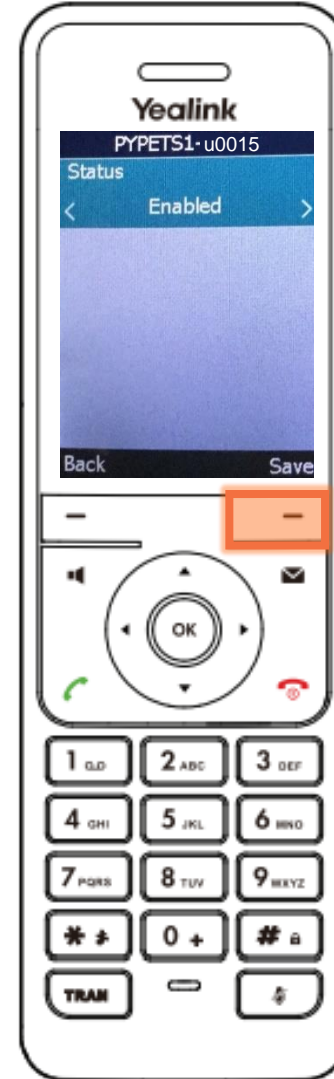
Utilizing Do Not Disturb (DND)

- Highlight the desired line using  and 
- Press the **OK** soft key




Utilizing Do Not Disturb (DND)

- Press ◀ or ▶ on the keypad to enable Do Not Disturb
- Press the **Save** soft key



Utilizing Do Not Disturb (DND)

While in **DND**, there will be no visual indication of an incoming call, other than showing a missed call.

- The  icon on the status bar indicates that **DND** is enabled





To begin receiving calls again, press the **Exit** soft key to end DND mode.

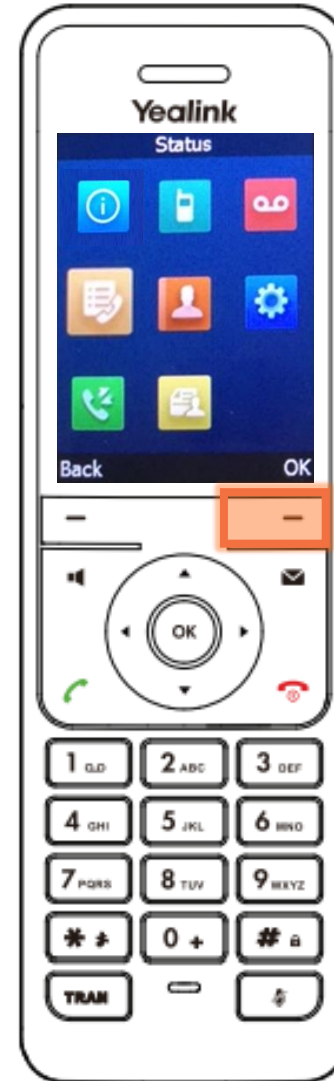


Forwarding Calls



Whether sending calls to a mobile device, or sending calls to a co-worker, the Yealink W60 Series allows for forwarding of incoming calls to a device.

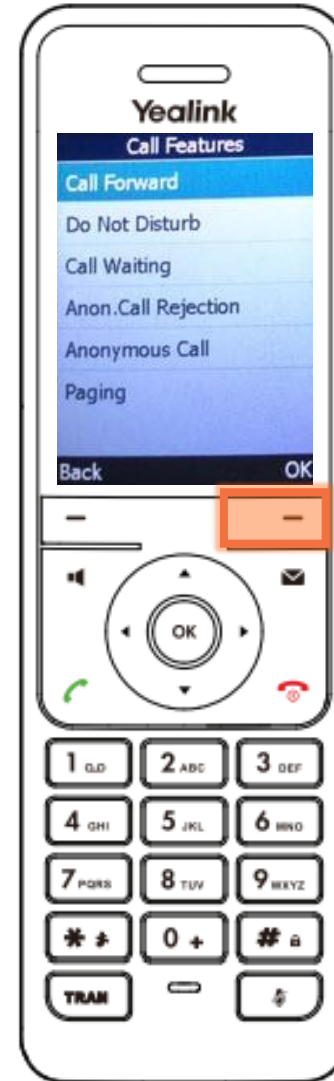
To enable call forwarding:

- Press  to enter the main menu
- Use the control keys to highlight 
- Press the **OK** soft key





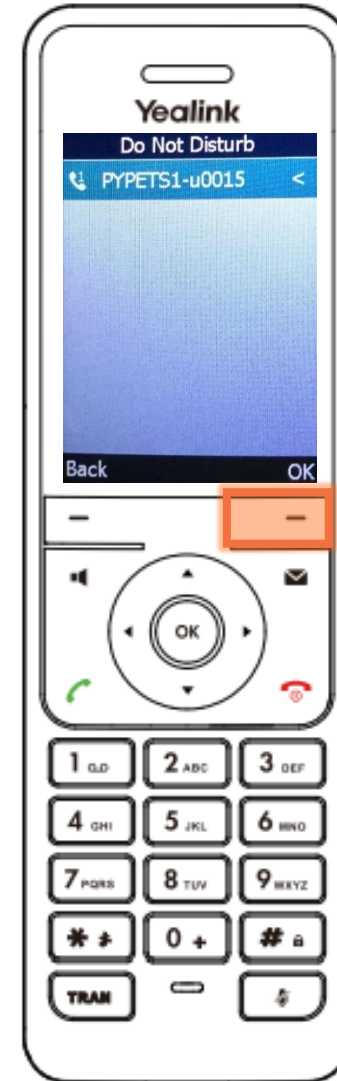
Forwarding Calls

- Highlight **Call Forward** using  and 
- Press the **OK** soft key to select



Forwarding Calls

- Highlight the desired line using  and 
- Press the **OK** soft key

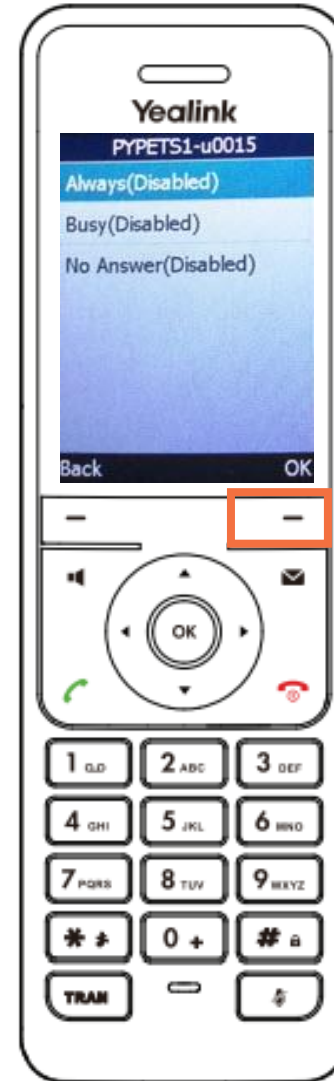


Forwarding Calls

There are three types of call forwarding:



- **Always** forwards all incoming calls
- **Busy** forwards calls that arrive when already in a call
- **No Answer** forwards all unanswered incoming calls

Select the appropriate forwarding type by using  and , then press the **OK** soft key.



Forwarding All Calls

Using **Always Forward** as an example:

- Press  or  on the keypad to enable call forward
- Enter the destination number to forward all incoming calls to in the **Target** field
- Press the **Save** soft key when finished



Setting Up Voicemail

The Message Center will allow for set up and configuration of voicemail at any time. To access the message center:

- Press  or dial ***123** on the keypad



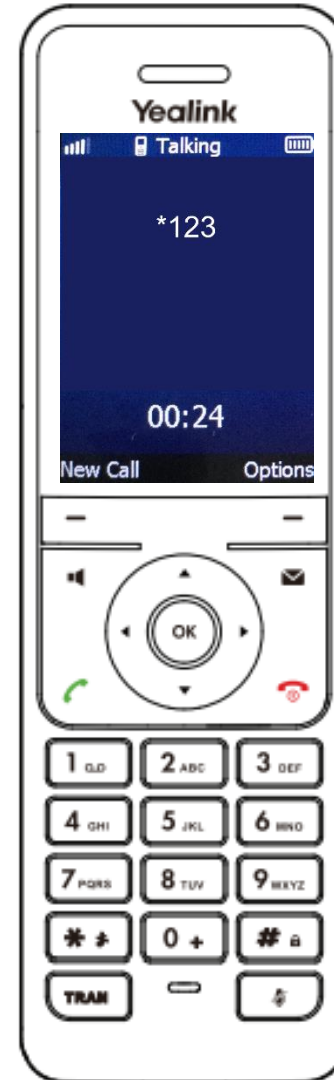
Setting Up Voicemail

After accessing the message center:

- Enter the temporary password when prompted
 - This is your extension
- Follow the prompts to record your name and standard greeting (busy message not supported)
- Create a new permanent password (4-15 digits)
- New password cannot be your extension number, a replicated digit (1111) or a sequential digit (1234)



To record a temporary message, choose option 4.



Accessing Voicemail

When the LCD screen displays **New Voice Mail(s)**:

- Press the **View** soft key

OR

- Press  to access the message center



Voicemail can also be checked from an outside line by dialing the full 10-digit Fuze number. Wait for your voicemail to answer the call, then press * during the greeting. There will be a prompt for your voicemail password (PIN).



Knowledge Check

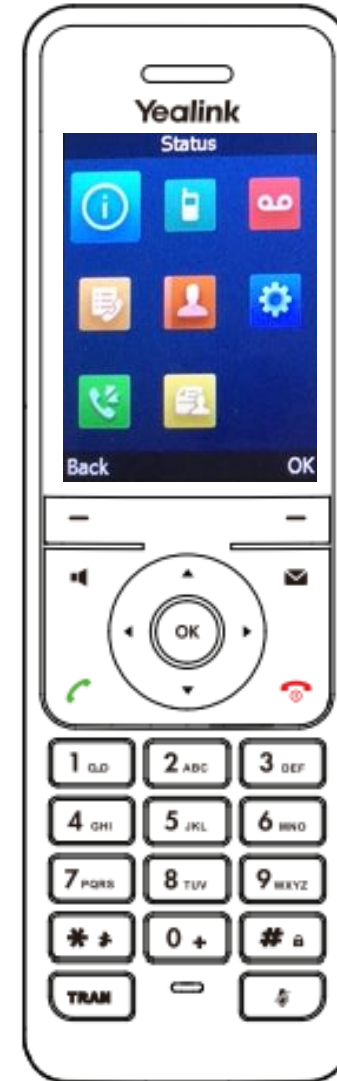
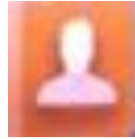
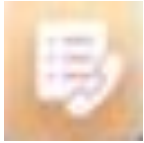
An ungraded knowledge check will be presented to determine understanding of this module.

Click Next to begin the knowledge check.




Knowledge Check 1 of 4

Click the icon that will allow for the enablement of Do Not Disturb.



Knowledge Check 1 of 4


That is correct!

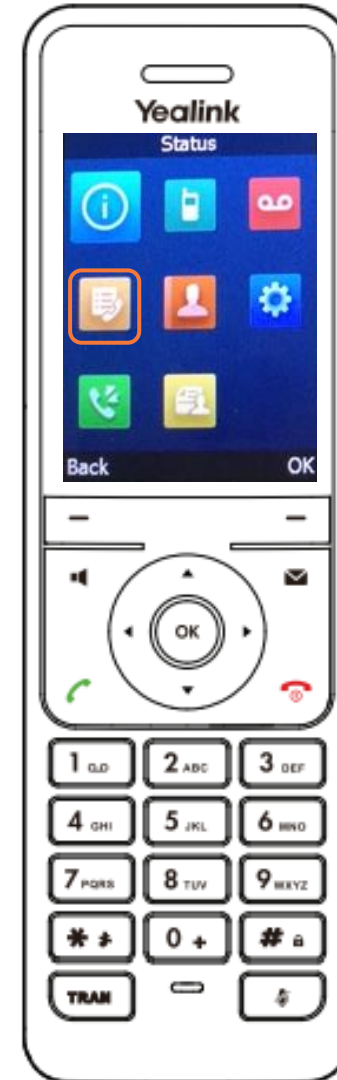
Do Not Disturb can be enabled from the **Call Features**  screen.



Knowledge Check 1 of 4

Sorry, that is incorrect.

Do Not Disturb can be enabled from the **Call Features**  screen.



Knowledge Check 2 of 4

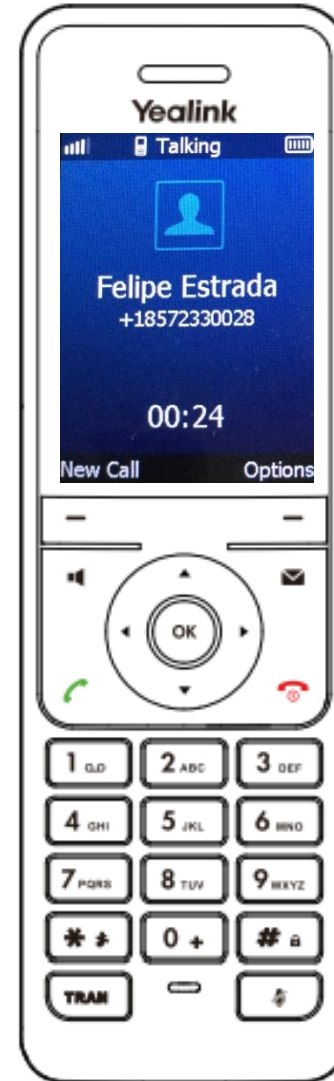
Which answer choice is meant to forward calls that arrive when already in a call?

Always

Busy

No Answer

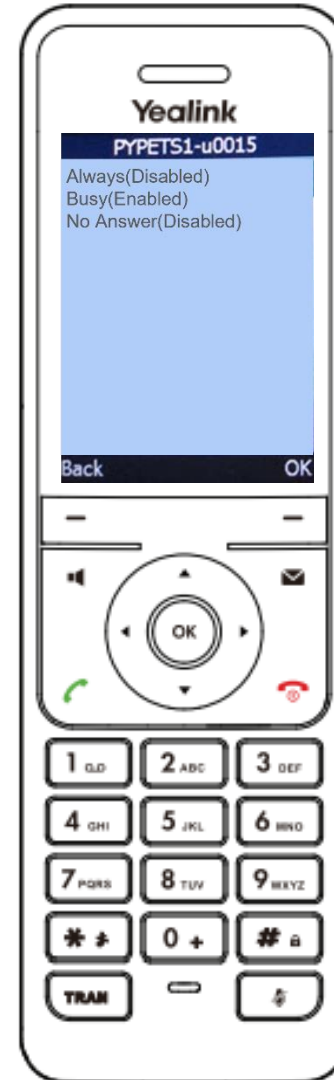
Attended



Knowledge Check 2 of 4

That is correct!

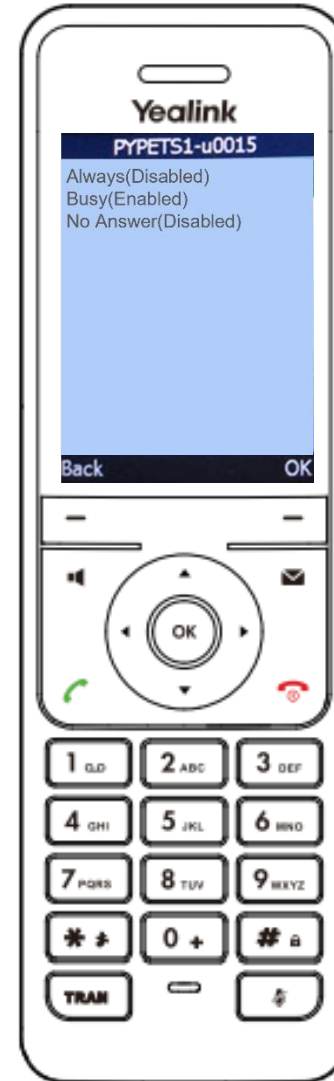
To forward all incoming calls while on an active call, enable **Busy** forward.



Knowledge Check 2 of 4

Sorry, that is incorrect.

To forward all incoming calls while on an active call, enable **Busy** forward.



Knowledge Check 3 of 4


There are multiple ways to access the message center to view voicemails.

Click one of the ways on-screen to access the message center with the tap of a key.



Knowledge Check 3 of 4


That is correct!

Push the **View** soft key or the  key to access the message center.



Knowledge Check 3 of 4

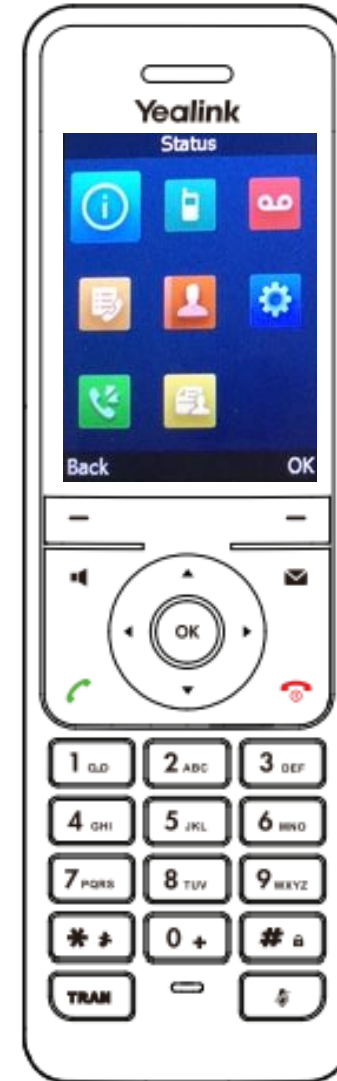
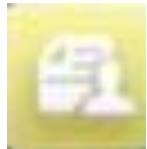
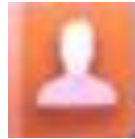
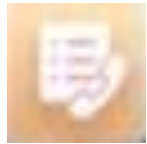
Sorry, that is incorrect.

Push the **View** soft key or the  key to access the message center.




Knowledge Check 4 of 4

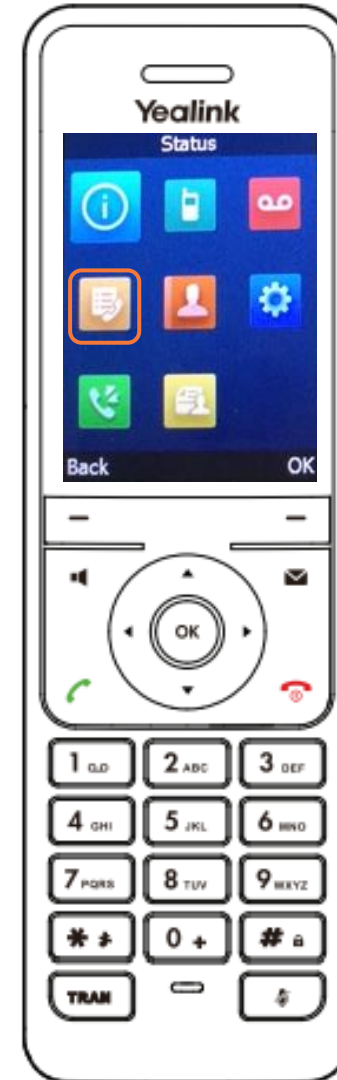
Click the icon that will allow for the enablement of call forwarding.



Knowledge Check 4 of 4


That is correct!

Forwarding calls can be set up and accessed from the devices **Call Features**  screen.



Knowledge Check 4 of 4

Sorry, that is incorrect.

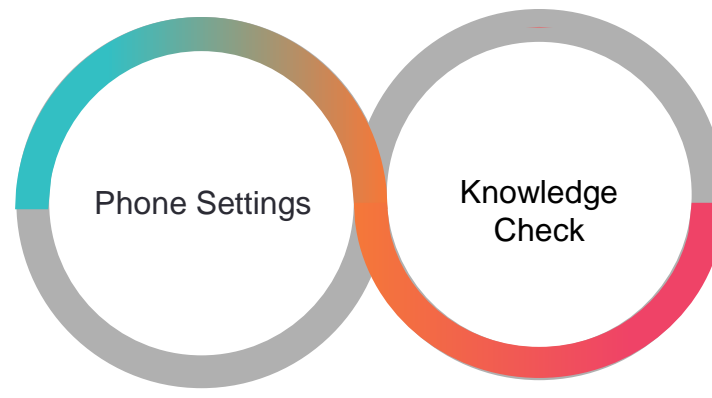
Forwarding calls can be set up and accessed from the devices **Call Features**  screen.



Phone Settings Complete

This module on Yealink W60 model settings is now complete.

Click a section title to review that section or click Restart to review this module.



Restart