

# Yealink W56H Wireless Phone



## Yealink Quick Start Guide

---



When the phone is idle, you will see the time and date on the screen display.



Press The off-hook key to Redial



Use the navigation arrows to scroll and dial highlighted number by pressing OK or press Options softkey



### **Status**



### Status Options

- Base
- Handset
- Line Status



### Intercom



**Voicemail**



**Voicemail Options**

- Play Message
- Set Voice Mail



**Call Features**



**Call Feature Options**

- Call Forward
- Do Not Disturb
- Call Waiting
- Anonymous Call Rejection
- Paging



### Directory

Local Directory Yealink phones maintain a local directory that you can use to store contacts. You can store up to 100 contacts per handset, each with a name, a mobile number, and an office number. Contacts and groups can be added either one by one or in batch using a local contact file. Yealink phones support both \*.xml and \*.csv format contact files, but you can only customize the \*.xml format contact file.



Search for a contact by using the navigation arrows to scroll

Press Options softkey



### Directory Options

- Detail
- New Contact
- Edit
- Delete
- Delete All



### Settings





## Settings 11 Options

1. Date & Time
2. Audio
3. Display
4. Shortcut
5. Language
6. Registration
7. Telephony
8. System Settings
9. Phone Lock
10. Handset Name
11. Upgrade Firmware



## History



You will see All Calls. Use the navigation arrows to scroll and to get to that specific call type. Press Options softkey for more options



## Making An Outbound Call

To make an outbound call, dial the 10-digit number or extension, and press the off-hook button or wait 3 seconds and it will automatically send the call for you



### **Answering An Incoming Call**

Press Accept softkey or OK and If the handset is in its cradle picking up the device will answer the ringing call.



### **Transferring A Call**

**Blind Transfer** – On an active call, press the Options softkey



Select Transfer  
Press Ok or the Tran key



Type in the target number or extension number and press Transfer Softkey or TRAN key and call is transferred immediately

\*Transferring straight to voicemail – add a "7" in front of the extension number and press Transfer Softkey or TRAN key



You will see Call Transferred on display screen indicating transfer is successful



**Attended Transfer**– On an active call, press the Options softkey



Select Transfer  
Press Ok or the TRAN key



Type in the target number  
or extension number and  
press the Off-Hook button



Wait for the call to connect  
Announce the call and  
press Transfer softkey or the  
TRAN button again



You will see Call Transferred  
on display screen indicating  
transfer is successful





### Conference Calling

On an active call, press the Options softkey



Select Conference

Press Ok or the Tran key





Type in the extension number you're adding to the conference



Wait for it to connect



Advise that you are ready  
to bring them in the  
conference  
And then Press Conf softkey



Advise that you are ready  
to bring them in the  
conference  
And then Press Conf softkey



When the phone is idle, and you have new voicemail messages, press View to listen to voicemail messages or you can also press the envelope key



You will hear please enter your PIN followed by the pound key



Using the navigation arrows, scroll to select message