



<p>Make Internal Call:</p> <ul style="list-style-type: none"> • Dial [4-digit extension] and press [Start Call] button <p>Make External Call:</p> <ul style="list-style-type: none"> • Dial [10-digit phone number] and press [Start Call] button <p>Redial Last Internal or External Number Dialed:</p> <ul style="list-style-type: none"> • Press [Start Call] button to access the redial list • Press [▲] or [▼] to select the desired entry and press [Start Call] <p>Adjust Volume:</p> <ul style="list-style-type: none"> • Speaker Volume: Press the [▶] navigation button to increase the volume. Press the [◀] navigation button to decrease the volume. • Ring Volume: While telephone is idle, press the [▶] navigation button to increase the volume. Press the [◀] navigation button to decrease the volume. <p>Silence Ringer:</p> <ul style="list-style-type: none"> • Press the [◀] navigation button to decrease the volume until the display indicates Ring Volume is Off. The ringer off icon will appear on the display. • Press the [▶] navigation button to increase the volume and enable ringing. The ringer off icon will disappear from the display. <p>Mute Calls:</p> <ul style="list-style-type: none"> • Press the [Mute] button. The mute icon will appear at the top of the display. Press the [Mute] button again to unmute the call. The mute icon will disappear from the top of the display. <p>Holding Calls:</p> <ul style="list-style-type: none"> • Press the [Options] softkey. Press the [▼] navigation button to select Hold. Press the center [OK] button to place the call on hold. The Hold message will appear on the display. • To pick up call on hold, press the [Resume] softkey. The Hold message will disappear from the display. <p>Pick Up a Call Ringing at Another Extension:</p> <ul style="list-style-type: none"> • Dial [*12] + [4-digit extension] and press the [Start Call] button <p>Note: Paging is not available on the Yealink W56H Cordless Phone.</p>	<p>Transfer Call:</p> <ul style="list-style-type: none"> • Press the [Options] softkey. Press the center [OK] button to select Transfer. • Dial the [4-digit extension] to which you would like to transfer the call, wait for the person to whom you are transferring the call to answer, and announce the call • Press the [Transfer] softkey to complete the transfer. <p>Send Caller Directly to Your Voicemail:</p> <ul style="list-style-type: none"> • While telephone is ringing, press [End Call] button. Note: Your Call Forward No Answer number must be set to voicemail. <p>Transfer Call Directly to Another User's Voicemail:</p> <ul style="list-style-type: none"> • Press the [Options] softkey • Press the [OK] softkey to select Transfer • Dial the [*76] + [4-digit extension] • Press the [Transfer] softkey to complete the transfer • A Call Transferred message will appear on the display <p>Make Conference Call (3 party max.):</p> <ul style="list-style-type: none"> • With first caller on the line, press the [Options] softkey. Press the [▼] navigation button to select Conference. Press the center [OK] button. • Dial next party [4-digit extension or 10-digit phone number] • When answered, press the [Conf] softkey to join all parties. When you hang up, the conference call is ended for all parties. <p>Park Call:</p> <ul style="list-style-type: none"> • With caller on the line, press the [Options] softkey. Press the center [OK] button to select Transfer. • Dial [*13]. You will hear, "Your call will be parked on orbit 1XX." • Press the [Transfer] softkey to complete the transfer and park the call. Note the orbit number the call is parked on. <p>Pick Up Call on Park:</p> <ul style="list-style-type: none"> • Dial [*14] + [orbit number] of the parked call and press the [Start Call] button to retrieve the call <p>View Call History:</p> <ul style="list-style-type: none"> • Press the [History] softkey to display the Call History. Or you may press the center [OK] button, select History, and press the center [OK] button again. • Press [▲ or ▼] navigation button to scroll through the list of calls • Press the [Start Call] button to call the phone number, or the [Back] softkey to go Back.
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For Additional Training and Support

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