POPP COMMUNICATIONS

Navigation Buttons and center OK Button

Left Softkey

Right Softkey

Speakerphone

Message Key

Start Call

Headset Port

End Call

Transfer

Mute

Make Internal Call:
- Dial **[4-digit extension]** and press **[Start Call]** button

Make External Call:
- Dial **[10-digit phone number]** and press **[Start Call]** button

Redial Last Internal or External Number Dialed:
- Press **[Start Call]** button to access the redial list
- Press **[▲]** or **[▼]** to select the desired entry and press **[Start Call]**

Adjust Volume:
- 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.

Silence Ringer:
- 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.

Mute Calls:
- 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.

Holding Calls:
- 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.

Pick Up a Call Ringing at Another Extension:
- Dial **[*12] + [4-digit extension]** and press the **[Start Call]** button

Note: Paging is not available on the Yealink W56H Cordless Phone.

Transfer Call:
- 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.

Send Caller Directly to Your Voicemail:
- While telephone is ringing, press **[End Call]** button. **Note:** Your Call Forward No Answer number must be set to voicemail.

Transfer Call Directly to Another User's Voicemail:
- 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

Make Conference Call (3 party max.):
- 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.

Park Call:
- 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.

Pick Up Call on Park:
- Dial **[*14] + [orbit number]** of the parked call and press the **[Start Call]** button to retrieve the call

View Call History:
- 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**.

For Additional Training and Support
- Visit www.popp.com or call POPP Communications at 763-797-7900