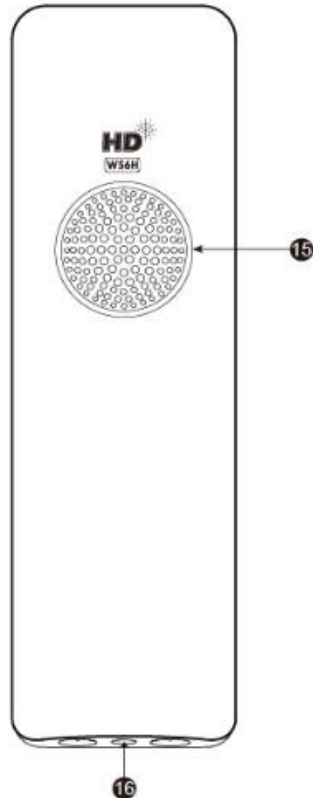
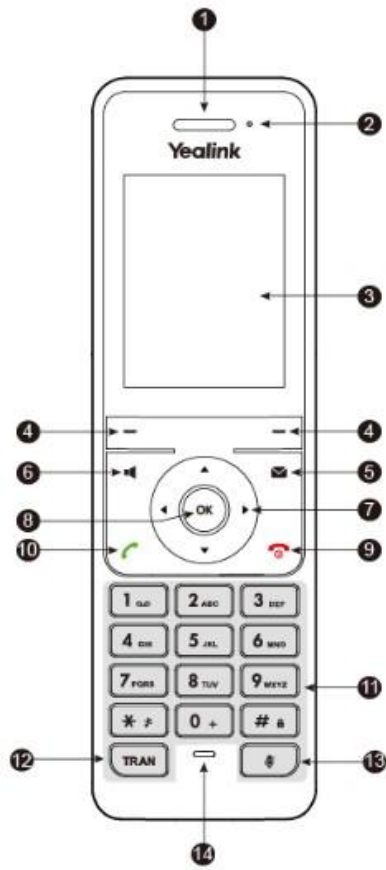






# Yealink W56H










Avatel Cloud Solution  
Quick Guide

















Item	Description
① Earpiece	Outputs audio during the earpiece call.
② Power Indicator LED	Indicates handset power and some feature statuses. <ul style="list-style-type: none"> <li>• Receives an incoming call—Fast flashing red</li> <li>• Receives a voice mail or a missed call—Slow flashing red</li> <li>• Battery charging—solid red</li> </ul>
③ LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none"> <li>• Call information—caller ID, call duration</li> <li>• Icons (for example, )</li> <li>• Prompt text (for example, "saved")</li> <li>• Time and Date</li> </ul>
④ Soft Keys	Label automatically to identify their context-sensitive features.
⑤ Message Key	Accesses the voice mail or missed call.
⑥ Speakerphone Key	<ul style="list-style-type: none"> <li>• Switches between the earpiece, earphone and speakerphone modes.</li> <li>• Answers an incoming call.</li> <li>• Places a call in speakerphone mode.</li> </ul>
⑦ ▲ ▼	<ul style="list-style-type: none"> <li>• Moves the cursor.</li> <li>• Acts as shortcuts.</li> <li>• Scrolls through the displaying information.</li> </ul>
⑦ ◀ ▶	<ul style="list-style-type: none"> <li>• Moves the cursor.</li> <li>• Act as shortcuts.</li> <li>• Adjusts the ringer volume.</li> <li>• Switches among the values.</li> </ul>
⑧ 	Confirms actions or enters the main menu.
⑨ On-hook Key/Power key	<ul style="list-style-type: none"> <li>• Long presses in the menu screen to return to the idle screen.</li> <li>• Long presses to turn the handset on or off when the handset is idle.</li> <li>• Cancels actions or ends a call.</li> <li>• Rejects an incoming call.</li> </ul>

⑩ Off-hook Key	<ul style="list-style-type: none"> <li>• Answers an incoming call.</li> <li>• Enters the redial calls list.</li> <li>• Places a call in earpiece or earphone mode.</li> </ul>
⑪ Alphanumerical Keypad	Provides digits, letters and special characters in context-sensitive applications.
Item	Description
⑫ TRAN Key	Transfers a call to another party.
⑬ Mute Key	Toggles mute feature on or off.
⑭ Microphone	Picks up audio during earpiece and hands-free calls.
⑮ Speaker	Provides hands-free (speakerphone) audio output.
⑯ 3.5mm earphone jack	Allows you to connect a standard 3.5mm earphone.


# Status Indicator Icons

Icon	Description
	Registered handset icon (e.g., "1" is internal handset number, indicate the handset is register to NO.1)
	Earpiece Mode On
	Earphone mode On
	Speakerphone Mode On
	Keypad Lock
	Voice Mail
	Silent Mode On
	Call Forward
	Contact icon

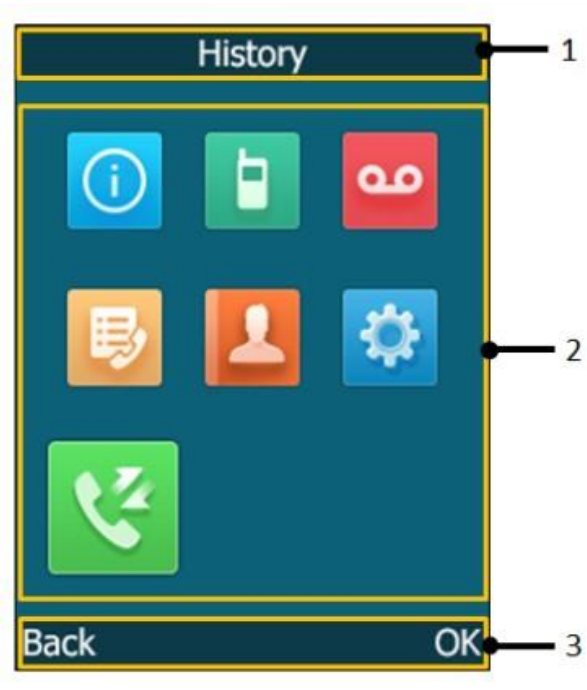
Icon	Description
	Received Calls
	Missed Calls
	Placed Calls
	Call Hold
	Call Mute
	Conference Call
	Do Not Disturb
	Intercom Call
	Shared line is idle.
	Shared line is dialing, in conversation or placed on private hold.
 (flash)	Shared line receives an incoming call or is placed on public hold.
	Unassigned outgoing line
	Anonymous call enabled
	Anonymous rejection enabled








# Main Menu

## To enter the main menu via the handset:

Press  when the handset is idle.

The seven menus appear as a list of icons on the LCD screen.



No.	Description
1	Displays the selected menu item name.
2	Displays the main menu icon:  : Status—To display the base, handset, line status.  : Intercom—To make an internal call.  : Voice Mail—To set and view voice mail(s).  : Call Features—To access the features of Call Forward, DND, Call Waiting, Anon.Call Rejection, Anonymous Call.  : Directory—To access the directory and manage the contacts.  : Settings—To configure the handset settings.  : History—To access the history list.
3	Displays the two soft key labels. <span style="float: right;">DeskPhone Button Functions</span>

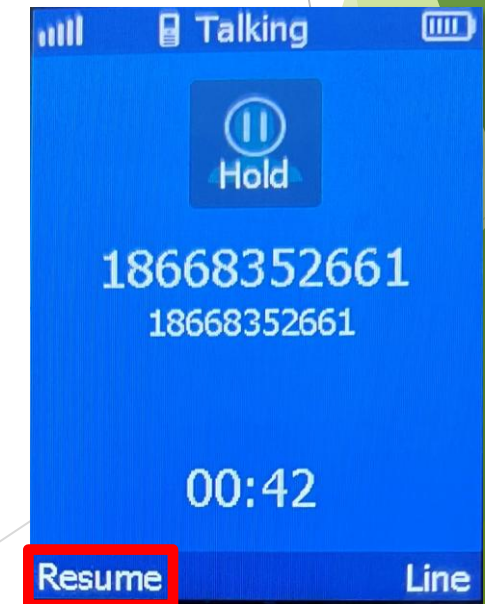
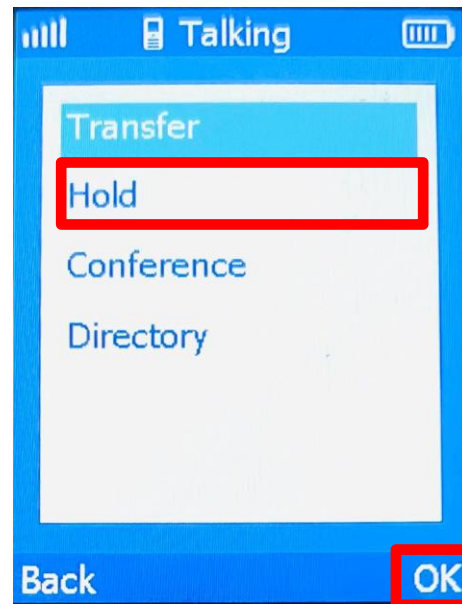
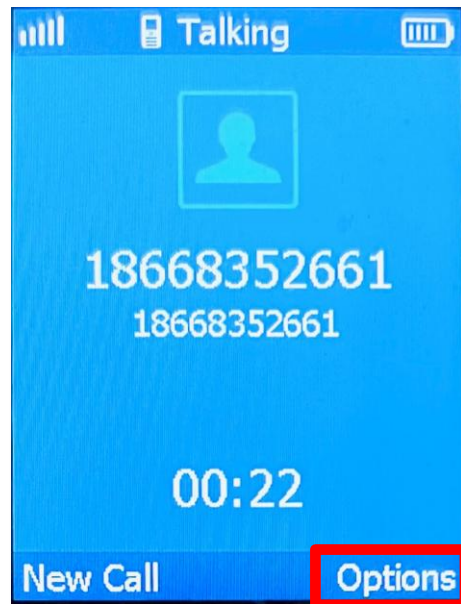
# Call Functions - Making a call

- To make a call, begin to dial the number
- If number entered is incorrect, use the “delete” softkey to backspace
- Press the green “Off Hook” button to send the call.
- To hang up, press the red “On Hook” button




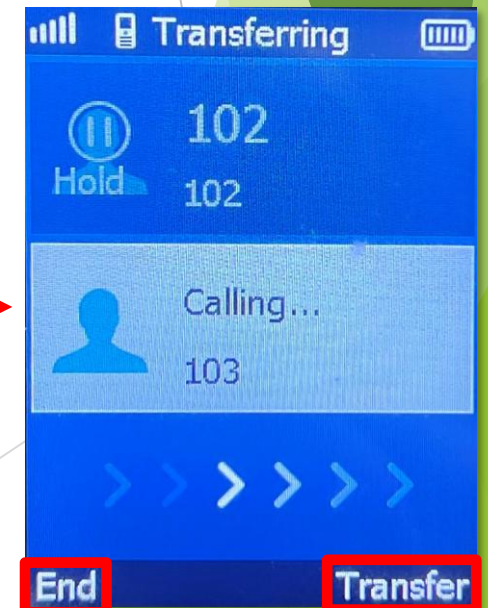
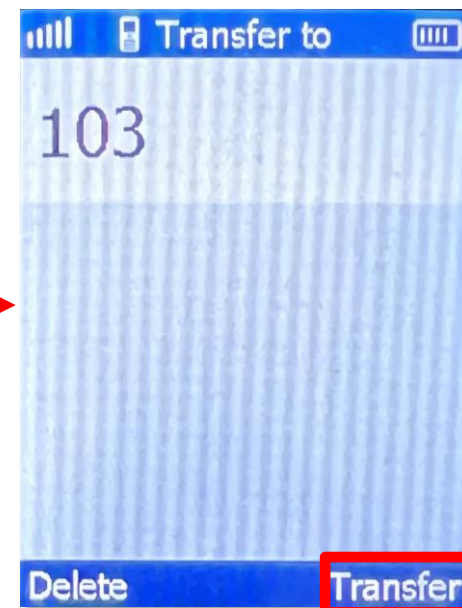
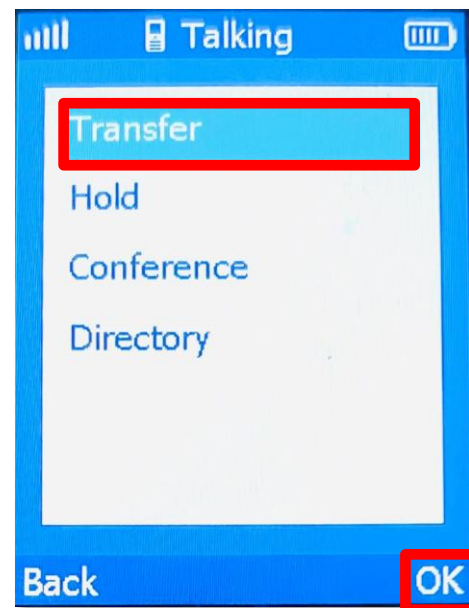
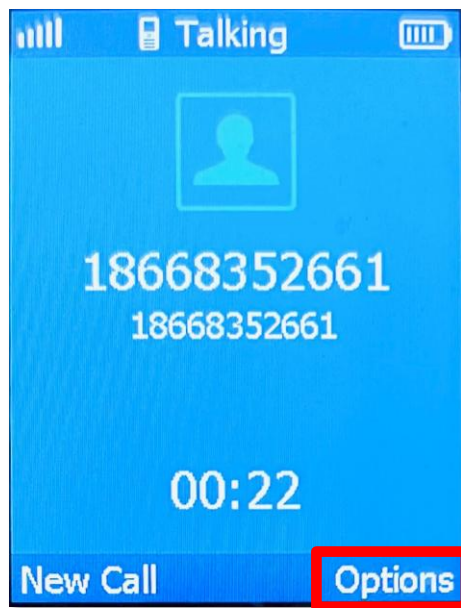
# Call Functions – Hold

- To place a call on hold, press the “**Options**” softkey.
- Select “**Hold**” from the list and press the “**OK**” button or softkey.
- Calls can be resumed by pressing the “**Resume**” softkey.



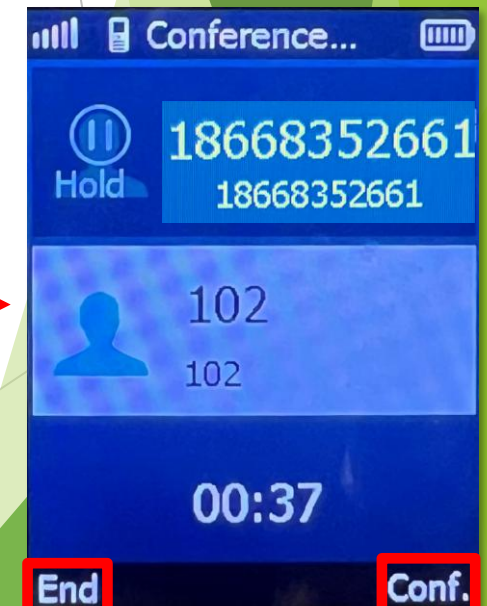
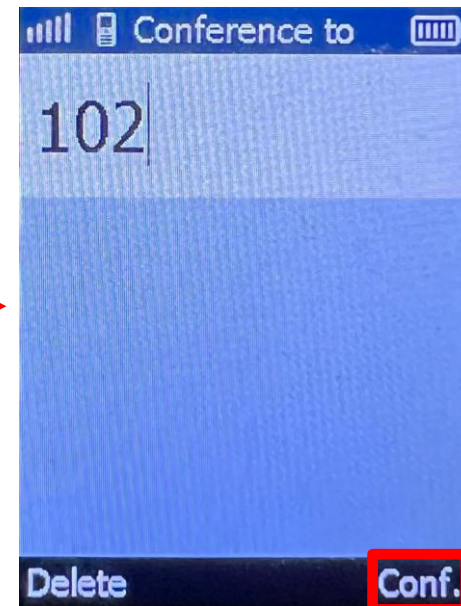
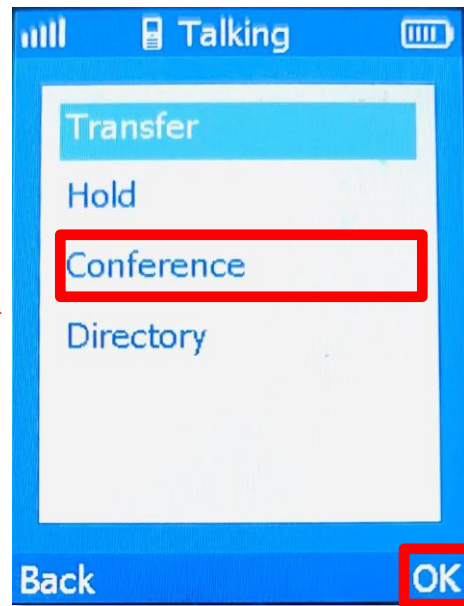
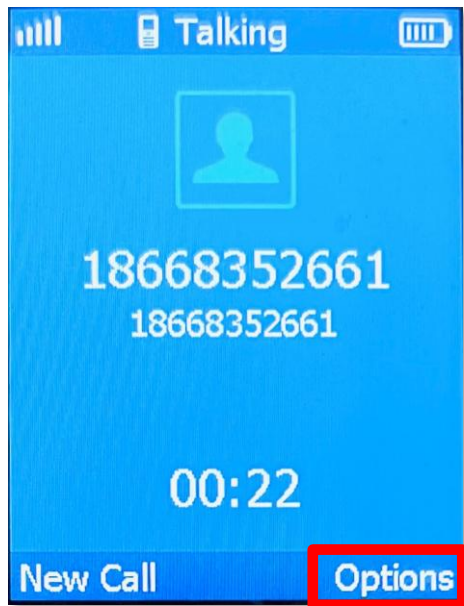
# Call Functions – Transfer

- To perform a **BLIND** transfer, press the “**Options**” softkey and select “**Transfer**” and “**OK**” *or* press the dedicated “**TRAN**” button
- Enter the extension number and press the “**Transfer**” softkey to complete.
- To perform an **ATTENDED** transfer, press the “**Talk**” button . If the user accepts the call, press the “**Transfer**” softkey to complete. If the user does not accept the call, press the “**End**” softkey to return to the caller.



# Call Functions – Conference Call

- To perform a conference call while you're on a call, press the "Options" softkey, select "Conference" and press the "OK" button or softkey.
- Enter the extension number or telephone number you wish to dial and press the "Conf." softkey.
- If the 3<sup>rd</sup> party is not available press the "End" soft key to cancel the conference. Press the "Conf." to merge the calls together.



# Other Functions - Voicemail

- To access voicemail dial the **voicemail access code** listed below or press the “Envelope” → button. If you have voicemail, the system will begin playing your messages automatically. You can control and access different parameters of the voicemail system by pressing the following digits at any time:

***NOTE: The voicemail system will prompt additional options once you select a section. Please follow the prompts after selection.***

- Press \* to play messages →
- Press 1 to change profile status
- Press 4 to delete all read messages
- Press 5 to record name for the mailbox
- Press 6 to play mailbox information
- Press 7 to change mailbox pin
- Press 8 to record your greeting →
- Press 9 to replay menu prompts
- Press # to exit voicemail

## Greetings

- “0” Save
- “1” Re-Record
- “2” Verify

## Play Sub-Menu

- “0” Plays next message
- “1” Plays previous message
- “2” Repeats message
- “3” Deletes message
- “4” Calls back the number
- “5” Forwards the message
- “9” Back to voicemail options
- “#” Exit Voicemail



***Voicemail Access Code:*** Dial the appropriate code that matches your system extension setup.  
**2 digit ext. “99”    3 digit ext. “999”    4 digit ext. “9999”**