

Yealink W56P/W60P Quick Guide

Desk Phone Features



Feature Description

1. **Base station**—shows the registration LED, network status LED, and power indicator LED.
2. **Paging key**—allows you to locate a misplaced handset.
3. **Soft keys**—enables you to select context-sensitive keys that display along the bottom of the screen.
4. **Speakerphone key**—enables you to place and receive calls using the speakerphone.
5. **Off-hook key**—enables you to place a call, answer an incoming call, or access the redial call list.
6. **On-hook key**—enables you to end a call, reject a call, or cancel actions.
7. **Message key**—enables you to access the voicemail or missed call list.
8. **Hold key**—holds an active call or resumes a held call.
9. **Navigation keys**—scrolls through information and options displayed on the phone screen.
10. **TRAN key**—transfer an active call to a contact.
11. **Mute/Unmute key**—mutes audio during calls and conferences.
12. **Charger cradle**—charges the handset.


Placing a call

Dial the number and do one of the following:

- Press .
- Press .
- Press  to use the speakerphone.

Answering a call

Options:

- Lift the handset.
- Press  to answer a call via speakerphone.

Placing a call on hold

Text boxes use the following Wrap
Text settings: **In Front of Text** and

- **Move with Text.** Press the **Options** soft key, then select **Hold**.

Retrieving a held call




- Press the **Resume** soft key to retrieve a held call.

Starting a conference call



1. While on an active call, press the **Options** soft key, then select **Conference**.
2. Dial the extension of the other party that you would like to add to the call.
3. Once the other party answers, press the **Conf** soft key to merge the two calls.

Transferring a call

Warm Transfer:

1. While on an active call, press the **Options** soft key.
2. Use the **Navigation** key to select **Transfer**.
3. Press .
4. Dial the extension or number of the other party and press .
5. When the destination party answers, provide the information, and confirm that they would like to take the call.
6. Press  or the **Transfer** soft key.







Blind Transfer:

1. While on an active call, press the **Options** soft key.
2. Use the **Navigation** key to select **Transfer**.
3. Press .
4. Dial the extension of the other party, then press  or the **Transfer** soft key.

Voicemail Transfer

1. Press .
2. Dial     followed by the extension number.
3. Press  or the **Transfer** soft key.

Parking a call

1. While on an active call, press      .
2. Listen to the prompt indicating that the call has been parked. The prompt will also announce the extension where the call is parked.
3. Note the park location. Example *802.

To retrieve a parked call, press  , followed by the park location.





Paging

- Press   **8** TUV **4** GHI , then follow the prompt.
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

Initiating an Intercom call

- Press   **8** TUV **5** JKL , then follow the prompt.
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Recording a call

- While on an active call, press   **9** WXYZ to start the recording.
 - Press   **9** WXYZ to end the recording.
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Hot Desking

- Press the **Login** soft key then follow the prompt.
 - Enter your extension number, then press .
 - Enter your voicemail pin, then press .
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