



User Guide Yealink T56

Placing a Call

Using the handset:

1. Pick up the handset.
2. Enter the number, and then tap **Send**.

Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then tap **Send**.

Using the headset:

1. With the headset connected, press to activate the headset mode.
2. Enter the number, and then tap **Send**.

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press .

Using the headset:

Press .

Ending a Call

Using the handset:

Hang up the handset or tap the **End Call** soft key.

Using the speakerphone:

Press or tap the **End Call** soft key.

Using the headset:

Tap the **End Call** soft key.

Redial

- Press to enter the **Placed Calls** list, and then tap the desired entry.
- Press twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute

- Press to mute the microphone during a call.
- Press again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press or tap the **Hold** soft key during an active call.

To resume the call, do one of the following:

- If there is only one call on hold, press or tap the **Resume** soft key.
- If there is more than one call on hold, tap the call you want to resume, and press or tap the **Resume** soft key.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press or tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press .

Semi-Attended Transfer

1. Press or tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press or tap the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1. Press or tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press or tap the **Transfer** soft key when the second party answers.

Call Forward

To enable call forward:

1. Swipe down from the top of the screen to enter the control center.
2. Tap **Settings->Features->Call Forward**.
3. Select the desired forward type:
 - Always Forward**----Incoming calls are forwarded unconditionally.
 - Busy Forward**----Incoming calls are forwarded when the phone is busy.
 - No Answer Forward**----Incoming calls are forwarded if not answered after a period of time.
4. Enter the number you want to forward to. For **No Answer Forward**, tap the **After Ring Time** field, and then tap the desired ring time to wait before forwarding.
5. Tap to accept the change.

Call Conference

1. Tap the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press or tap **Conference**.
3. Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Tap the **End Call** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by tapping the **Split** soft key.

Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages: (Ensure the voice mail code is already configured on the phone.)

1. Do one of the following:
 - Press .
 - Swipe down from the top of the screen to enter the notification center, tap **Voice Mail** and then select the desired item.
2. Follow the voice prompts to listen to your voice messages.