REDIAL A NUMBER

To call the last dialled number:

- Press ⟳ twice when the phone is idle to dial the last dialled number.

To call a previously dialled number:

1. Press ⟳ to enter the Placed Calls list.
2. Tap the desired entry in the list to redial the number.

MUTE OR UN-MUTE A CALL

- Press 🔇 to mute a call, or un-mute an active call.

FORWARD A CALL

1. Swipe down from the top of the screen to enter the control centre.
2. Tap **Settings** soft key.
3. Select **Features** and then **Call Forward.**
4. Select the desired forward type: **Always Forward, Busy Forward,** or **No Answer Forward.**
5. Enter the destination number you wish to forward calls to.
- For **No Answer Forward,** tap the **After Ring Time** field and tap the desired ring time to wait before forwarding.
- Tap ✔ to accept the change.

CREATE A CONFERENCE CALL

1. Tap the **Conference** soft key during an active call to place the call on hold.
2. Enter the extension or external number of the second party, then tap **Conference** or #SEND .
3. Tap the **Conference** soft key again when the second party has answered the call.
- All parties are now joined in the conference call.

PLACE A CALL ON HOLD & THEN RESUME THE CALL

To place a call on hold:

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

To resume a call from hold:

- Press 🔘 or tap the **Resume** soft key when a call is on hold.

If there is more than 1 call on hold:

- Tap the desired held call you want to resume, then press 🔘 or tap the **Resume** soft key to retrieve the desired call.
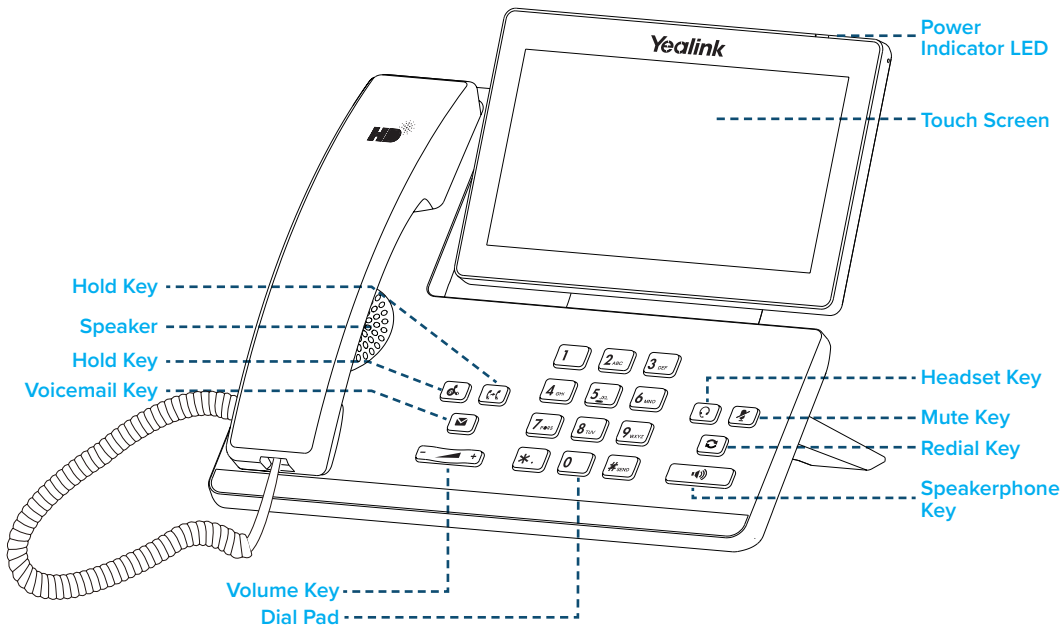
Telair

Yealink SIP-T56A Smart Media Phone

Quick Reference User Guide

Layout & Features:

- Power Indicator LED
- Touch Screen
- Hold Key
- Speaker
- Hold Key
- Voicemail Key
- Headset Key
- Mute Key
- Redial Key
- Speakerphone Key
- Volume Key
- Dial Pad

How to:

PLACE A CALL

Using a handset:

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

Using a headset:

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

Using speakerphone:

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

> ⚠ You can alternate between headset, speakerphone and handset by pressing the corresponding key.

ANSWER/END A CALL

Using a handset:

- Pick up handset / Return handset or tap **End Call**.

Using a headset:

- Press ⊙.

Using speakerphone:

- Press ⏻.

TRANSFER A CALL

Blind Transfer - The call is transferred directly without the need to announce the caller:

1. Press ⤷ or the **Transfer** soft key during the active call to place the call on hold.
2. Enter the receiving number you want the call transferred to and press #SEND.
3. Press ⤷ or the **Transfer** soft key.

Attended Transfer - Allows you to announce the caller prior to releasing the call:

1. Press ⤷ or the **Transfer** soft key during the active call to place the call on hold.
2. Enter the number you want to transfer to and press #SEND.
3. When the second party answers, announce the call and then press ⤷ or the **Transfer** soft key.

ACCESS VOICEMAIL

1. Press ✉ or swipe down from the top of the screen to enter the notification centre, tap Voice Mail and then select the desired item.
2. When prompted, enter **PIN-Code** and press #SEND.
- For new messages, press 1.
- For saved messages, press 2ABC.
- For advanced voicemail settings, press 5JKL.

MANAGE CALL HISTORY

1. Tap 📞 and select the desired call list on the left.
2. Drag up or down to scroll through the list.
3. Tap ⓘ after the desired entry, and you can do the following:
- Tap **Send** to place a call to the highlighted entry.
- Tap **Delete** to delete the highlighted entry from the list.
- Tap **Add** to add the entry to your directory

ADD A NEW CONTACT

1. Tap 👤 and select the desired group on the left.
2. Tap ➕ to add a contact.
3. Select the **Directory** the contact will be added to.
4. Enter the contact's **Name** and **Number.**
5. Tap ✓ to accept the change.