

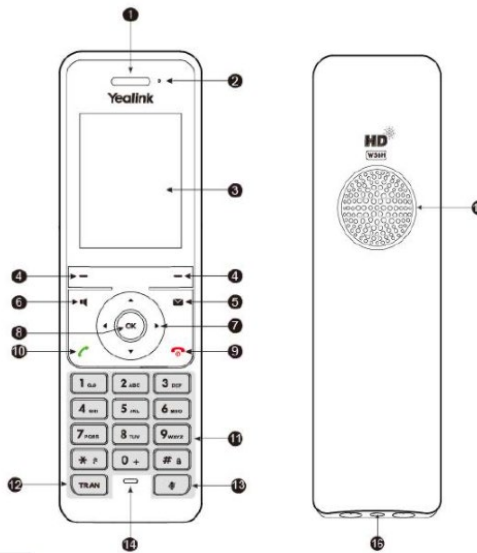


Yealink® W56H, W60B

Quick User Guide

For use with Yealink® UC Software
W60B-77.85.0.20.rom or later and the W56H
Handset and the W60B Base.

Handset Layout




- 1: Receiver
- 2: Power LED Indicator
- 3: LCD Screen
- 4: Soft Keys
- 5: Message Key
- 6: Speakerphone Key
- 7: Navigation Keys
- 8: OK Key
- 9: On Hook/Power Key
- 10: Off Hook Key
- 11: Keypad
- 12: Transfer Key
- 13: Mute Key
- 14: Microphone
- 15: Speaker
- 16: 3.5mm Headset Jack

Handset Registration

You can register up to 8 handsets to one W60B base station.

When the handset LCD screen prompts

“Unregistered!”, long press  on the base station till the registration LED flashes. There are two methods to register a new handset.

Easy Registration:


- Press the Reg soft key on the handset to register quickly.

Normal Registration:


- Press the OK soft key on the handset, and then select Register Handset.
- Select the desired base station and then press the OK soft key. The handset begins searching the base station.
- Press the OK soft key after searching a base station successfully.
- Enter the base station PIN (default: 0000), and then press the Done soft key to complete registration.

Basic Operations

Turning Handset On

- Press  button until phone lights up.
- Place phone in charging cradle and phone will turn on.

Turning Handset Off

- Long press  key until phone turns off.

Volume Adjustment

- Press left and right arrow keys on the directional pad when phone is idle to adjust ring volume.
- Press left and right arrow keys on the directional pad when phone is in a call to adjust call volume.

Local Directory

To add a contact:

- Press the OK key to enter the main menu, and then select Directory.
- Press the Options soft key, and then select New Contact.
- Enter the desired value in the Name, Office, Mobile and Other field.
- Press the Save soft key to accept the change.

To edit a contact:

- Press the OK key to enter the main menu, and then select Directory.
- Press up or down arrow keys to highlight the desired entry.
- Press the Options soft key, and then select Edit.
- Edit the desired value in the number field.
- Press the Save soft key to accept the change.

To delete a contact:

- Press the OK key to enter the main menu, and then select Directory.
- Press up or down arrow keys to highlight the desired entry.
- Press the Options soft key, and then select Delete to delete the selected entry.

Basic Call Features

Place a Call:

To place a call using a direct dialed number:

- Enter the Number into the handset using the number pad.

Press  or  to place the call.

To place a call from the local directory:

- Press down arrow to access directory.
- Press up and down arrows to highlight desired entry.


- Press  or  to place the call.

To place a call from the call history:

- Press the History soft key when the handset is idle, and then select the desired number from history list using up and down arrows.

- Press  or  to place the call.

To place a call from the redial list:

- Press  when the handset is idle.
- select the desired number from history list using up and down arrows.

- Press  or  to place the call.

Answering Calls

To answer a call, do one of the following:

- Press the Accept soft key.

- Press  .

- Press  .

Ending Calls

- Press  .

Call Mute

- Press Mute key during a call to mute the call.
- Press Mute key again to un-mute the call.

**Mute key is located on lower right-hand side of handset.*

Call Hold

To place a call on hold:

- Press the Options soft key during a call, and then select Hold.

To resume a call.

Do one of the following:



- If there is only one call on hold, press the Resume soft key.
- If there are two calls on hold, press the Resume soft key to resume the current call. Press the Swap soft key to swap between calls.

Call Transfer



Blind Transfer

- Press the Options soft key during a call, and then select Transfer.
- Enter the number you want to transfer the call to.
- Press the Transfer soft key.

Semi-Attended Transfer

- Press the Options soft key during a call, and then select Transfer.
- Enter the number you want to transfer the call to.
- Press  or  to dial out.
- Press the Transfer soft key when you hear the ring-back tone.

Attended Transfer

- Press the Options soft key during a call, and then select Transfer.
- Enter the number you want to transfer the call to.
- Press  or  to dial out.
- Press the Transfer soft key after the call is answered.