



SPEAKERPHONE:

Used to toggle between hands-free mode.



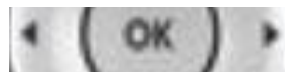
CALL:

Used to answer and initiate calls.



TRANSFER:

Used to Transfer calls.



VOLUME:

Press the left or right arrow to adjust the volume of the ringer, speaker, and handset.



MESSAGES:

Press to access voicemail box.



END CALL/ On-Off:

Ends calls. Also used to turn the handset On/Off.



MUTE:

Mutes and un-mutes an active call.

BASIC PHONE FEATURES

MAKE A CALL: Dial the number from the keypad. To complete the call, press the Call key. Alternatively, press the Speakerphone key after dialing to initiate a hands-free call.

ANSWER A CALL: Press the Accept key or the Call key. Alternatively, press the Speakerphone key to initiate a hands-free call.

CALL HOLD: Press the Options key and select Hold. To resume the call press the Resume key.

DISCONNECT A CALL: Press the End Call key.



HOSTED PBX YEALINK W56H STATIONS

ADVANCED CALL HANDLING

3-WAY CONFERENCE: With a live call established. press the Options key and select Conference. Dial the 3rd party and after they answer, press the Conf key.

TRANSFER: Press the TRAN key, dial a number (or extension) and select Transfer to complete the transfer.

TRANSFER TO VOICEMAIL: Press the TRAN key, dial the number 5, dial the extension, select Transfer to send the call to voicemail.

VOICE MAIL ACCESS

FROM OFFICE PHONE:

1. Press the Messages key or dial *99
2. Enter your **PIN*** (followed by pound #)
3. First time enrolment access will prompt you to change your PIN, name and outbound greeting.
- 4.

FROM ANY OTHER PHONE:

1. Dial 207-699-4000
2. Enter the 10 digit telephone number (followed by pound #)
Example: 2071234567#
3. Enter your **PIN*** (followed by pound #)
4. First time enrolment access will prompt you to change your PIN, name and outbound greeting.

NOTE: The default enrolment PIN is 010203. Your new chosen PIN must contain 6 to 20 digits and no repeating patterns. (no consecutive numbers in groups of 3 or more in a row)

BUSINESS TECHNICAL SUPPORT: 866-287-0234 help@gwisupport.net

VOICE MAIL SYSTEM NAVIGATION

GENERAL

- Press "1" to play messages
- Press "2" to send a message
- Press "3" to manage your greetings
- Press "4" to change your mailbox settings
- Press "6" to manage your deleted messages
- Press "7" to log on as another user
- Press "0" to access additional assistance
- Press "*" to exit voicemail

WHILE PLAYING

- Press "1" to repeat
- Press "2" to save
- Press "3" to delete
- Press "4" to reply
- Press "5" to forward copy
- Press "#" to leave as new