



Yealink Cordless Phones (W60 with 56 or 59 Handset)

Quick Reference Guide

Blue Platform



Available features may vary. Particular feature set is based on the original order and the system administrator's requests for each deployment. Please contact your system administrator or Telesystem directly to discuss any additions to the system.



Soft Keys: select a menu item displayed above the key

Speaker button: turn speaker audio on or off

Send button: use to place or answer a call.

Transfer: use to send a live call elsewhere.

VoiceMail: accesses voicemail box.

Navigational buttons: arrows and OK buttons assist in navigating menus and features as well as change ringer volume.

End button: hangs up call or cancels current operation. Press and hold to power handset on/off.

Mute: mute or unmute

Basic Call Handling

Place a call

Input the phone number or extension then press the green **Send** button or **Speakerphone** button.

End a call

Press the red **End** button or soft key.

Answer a call

When phone is idle:

Press the green **Send** button, **Accept** soft key, or **Speakerphone** button.

While already on a phone call:

Use the navigational arrows to select the ringing call then press the green **Send** button, **Accept** soft key, or **Speakerphone** button. The first call will go on hold automatically.

Speaker

Press the **Speaker** button to switch from handset to speaker phone audio.

Mute

Press the **Mute** button to turn mute on or off during a call.

Hold

To place a call on hold: Press **Options** soft key then use navigational buttons to select **Hold**.

To resume a held call: Press the **Resume** soft key.

To resume a held call if one held and one active call are on the phone: Press the **Swap** soft key. Alternately, use navigational buttons to select the held call then press **OK**. This will place the formerly active call on hold and resume the other.

Advanced Call Handling

Blind Transfer (Unannounced)

Blind transfers pass through the caller ID of the originating caller to the third party.

- Press the **TRAN** button
- Input the destination extension or phone number
- Press the **TRAN** button

Transfer directly to an extension's voicemail box by dialing *90 plus the extension as the destination number.

Announced Transfer

- Press the **TRAN** button
- Input the destination extension or phone number
- **Wait** for the third party to answer while the first party waits on hold.
 - **To complete the transfer**, press the **TRAN** button.
 - **To cancel the transfer** and go back to the first caller, press the **Cancel** soft key.

Conference (Three Way) Call

After the first call is already on the line:

- Press **Options** soft key then use navigational buttons to select **Conference**.
- Input the destination extension or phone number
- **Wait** for the third party to answer while the first party waits on hold.
 - To join the conference together, press **Options** soft key then use navigational buttons to select **Conference**.
 - To cancel the conference and go back to the first caller alone, press the **End** soft key.

To join two separate calls together that are already on the line:

- Press **Options** soft key then use navigational buttons to select **Conference**.

*While on a conference call, pressing the **End** button causes all parties to hang up.*

Advanced Features

Recent Calls

Press the **History** soft key then use navigational buttons to select All, Missed, Placed, or Received calls.

To exit the logs, press the **End** button or **Back** soft key.

Voicemail Access

- Press the **Voicemail** button
- Use navigational buttons to select the intended line.
- Press the **Select** soft key to enter the voicemail system. Follow prompts.

Call Park

Park is a 'shared' hold. A parked call can be accessed by all desk phones at the site. This feature must be set up by Telesystem in advance.

To park a call:

- Press the **Options** button
- Select Call Park
- Follow the prompt to enter the extension where you wish to park the call, then press # (or part the call on your own extension by simply pressing #).