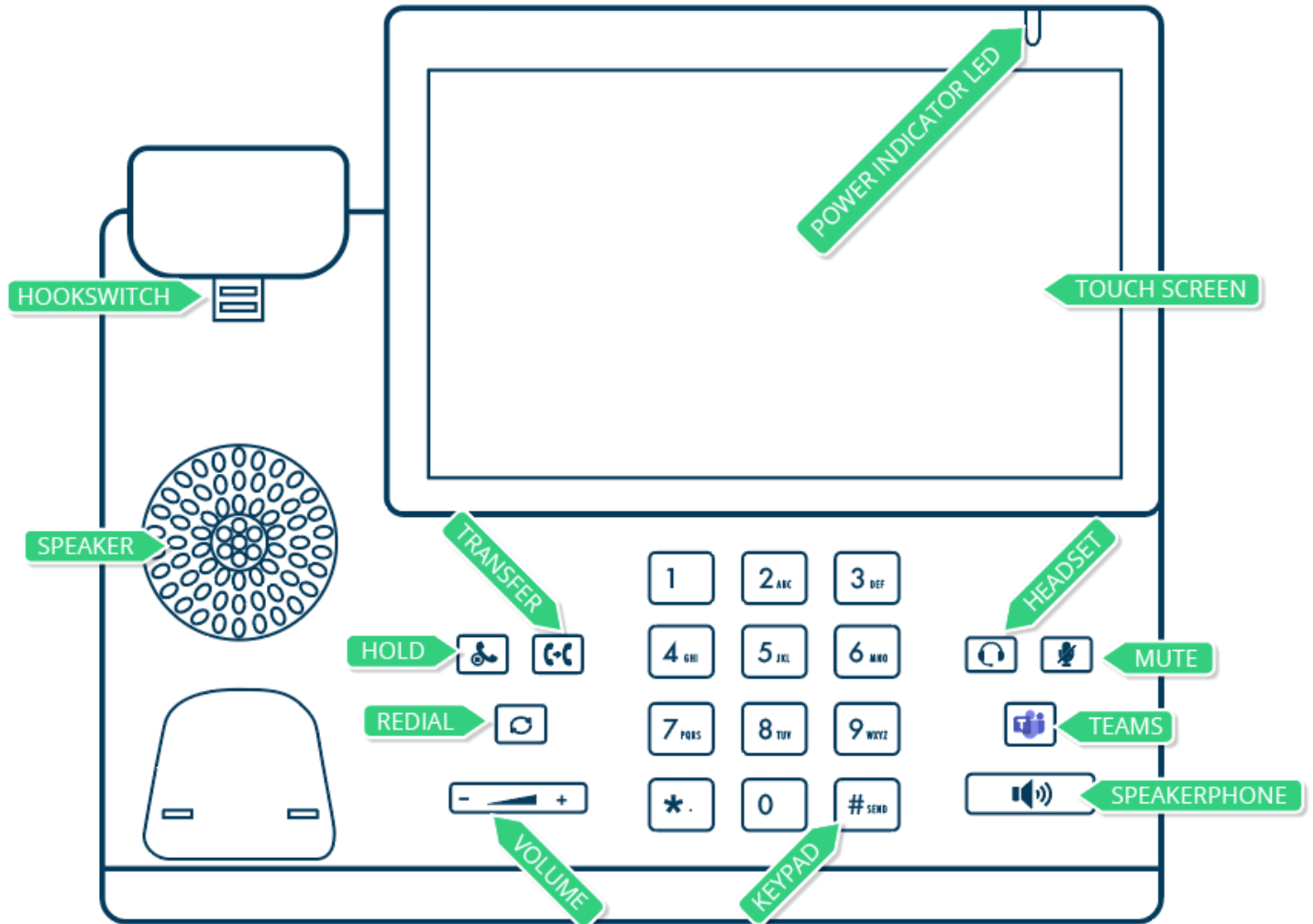


Yealink MP56 Quick Start Guide

Get to know your Phone



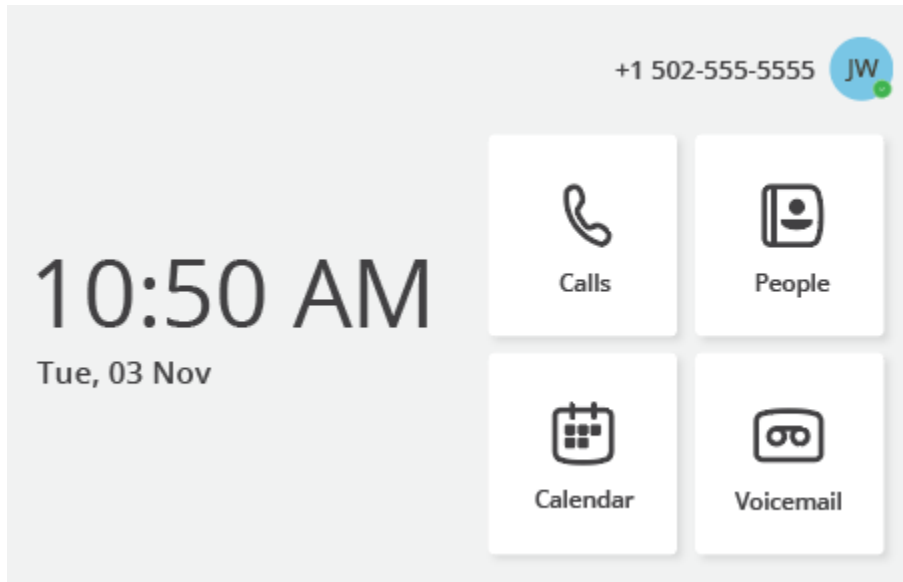
Sign in

You will be connected to the company portal automatically. Refer to the "Sign-In Guide and Basic Settings document found on the Teams Calling Training page.

Home screen


You can easily navigate to Calls, People, Calendar, and Voicemail from the home screen.

Press the Teams button  anytime to bring up the home screen.



TEAMS BASIC CALL HANDLING

Making a call to a number or contact

1. From the **Calls** screen, dial a number on the keypad, tap a favorite or recent number or tap the **phone icon**  to search for a person within your organization.
2. From the **People** screen, tap a contact. Tap the **phone icon** underneath the contact to place an audio call.

Answering a call

Pick up the handset, press the **Speakerphone** key, press the **Headset** key, or tap **Accept** on the screen.

Muting and unmuting audio

1. During a call, press the **mute key** on the phone or tap it on the touch screen. The mute key glows red.
2. To unmute audio, press the **mute key** on the phone or tap it on the touch screen.

Placing a call on hold

During a call, press the **hold key** or tap **⋮** to put a call on hold.

Transferring calls

1. During a call, press the **transfer key** or tap **⋮** Transfer > Transfer now or Consult first. The call is placed on hold.
2. Enter the contact information to search and then select the desired contact. Then the call is connected to the number which you are transferring to.

TEAMS MEETINGS

Schedule a Teams meeting from your phone



1. From the **Calendar** screen, tap the **calendar icon** in the bottom right.
2. Enter the title, add the participants, and select start time and end time.
 - You can enable the **All day** feature to set up whole-day meetings.
 - You can enable the **Share to channel** feature to schedule a channel meeting.
3. Enter the location and select the repetition period.
4. To show others your status during this time, tap the Show as field and then select Busy, Free, Tentative, or Out of office.
5. Optional: Enter the description of the meeting.
6. Tap the check mark to set up the meeting.

View meeting details

1. From the **Calendar** screen, tap the desired meeting.
2. Tap **See more** on the right of the screen.

Join a scheduled Teams meeting

From the **Calendar** screen, tap **Join** beside the desired meeting.

Responding to the meeting invitation

1. From the **Calendar** screen, tap the desired meeting.
2. Tap **RSVP** on the right of the screen.
3. Select the desired response: Accept, Tentative, or Decline

TEAMS VOICEMAIL

NOTE: If your company uses ring groups, please be sure to talk to HelloSpoke support staff before setting up your voicemail. When a user in a Ring Group declines a call, Teams will send the call to their voicemail, NOT move the call to the next person in the Ring Group.

Setting up and editing voicemail settings

1. Tap your initials in the upper right corner of the screen.
2. Tap **Settings**.
3. Tap **Calling**.
4. Tap **Change voicemail greetings** and follow the prompts.

Accessing your voicemail

1. Tap **Voicemail** on the home screen.
2. From the Voicemail screen, tap the desired voicemail.
3. Tap to play the voicemail.
 - You can drag the slider to skip forward the playing or rewind the playing.
 - You can adjust the playback speed or pause.
4. Voicemails will also be emailed to you with a transcription and audio file attachment.