Yealink MP56 Phone User Training

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To sign in for the first time:

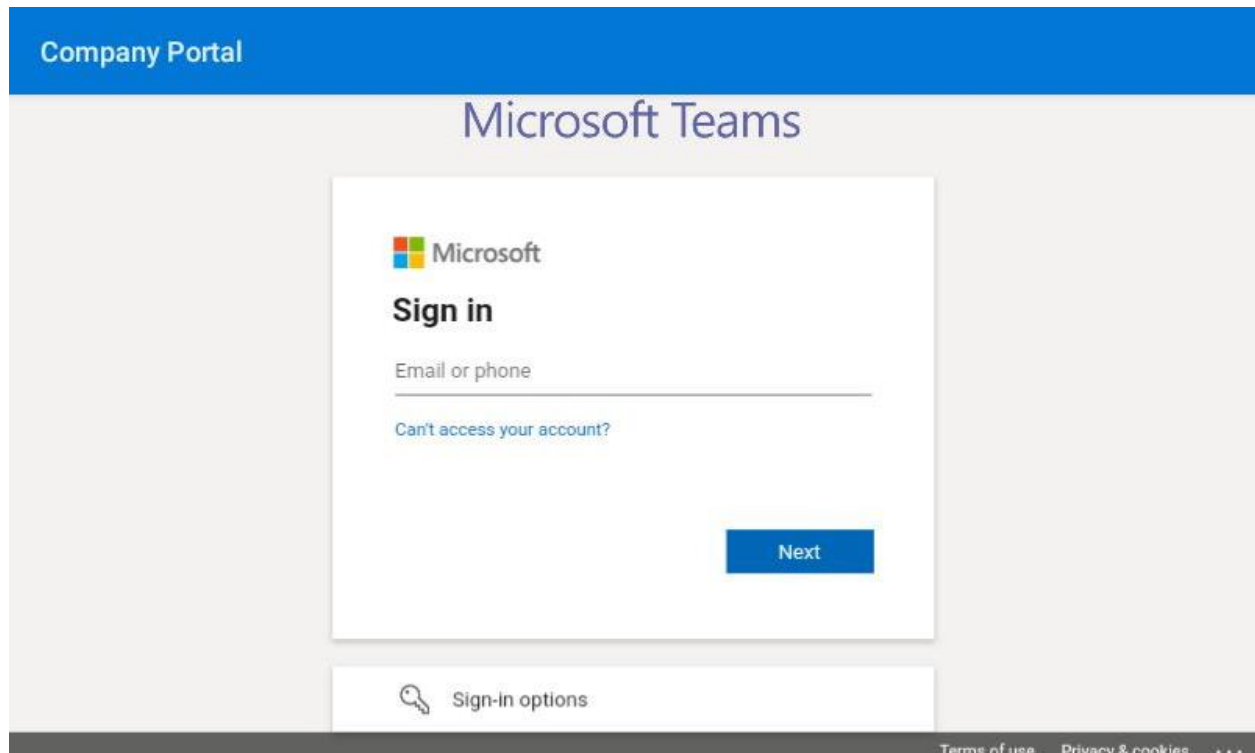Select Language

Tap "Sign in"

Mon Jun 13 11:54 PM

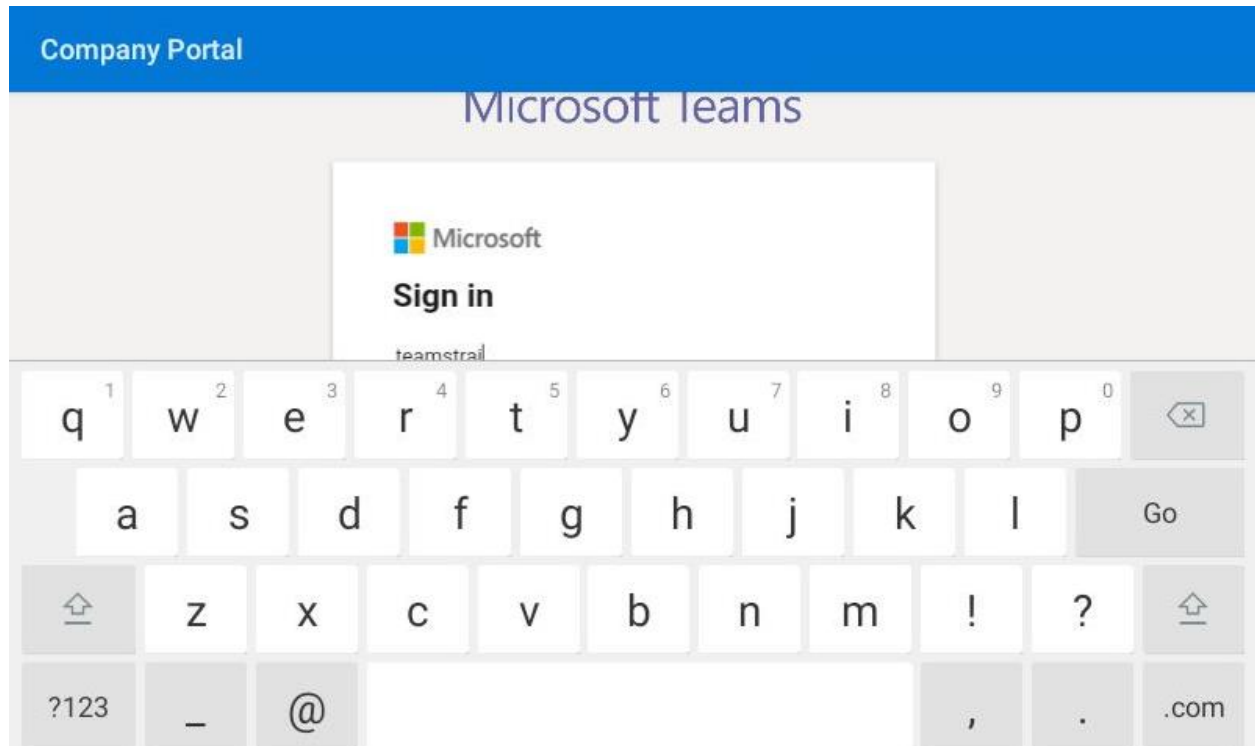Sign in to make an emergency call.

Microsoft Teams

Welcome to Microsoft Teams! A happier place for teams to work together.

Sign in

Tap in the "Email or phone" text field to see the on screen keyboard and enter your email address

Enter your password and tap "Go" or "Sign in"

The phone will sign you in

Click "Next" through the informational pages

Assignments, files, notes, and more—all your classroom basics are here.
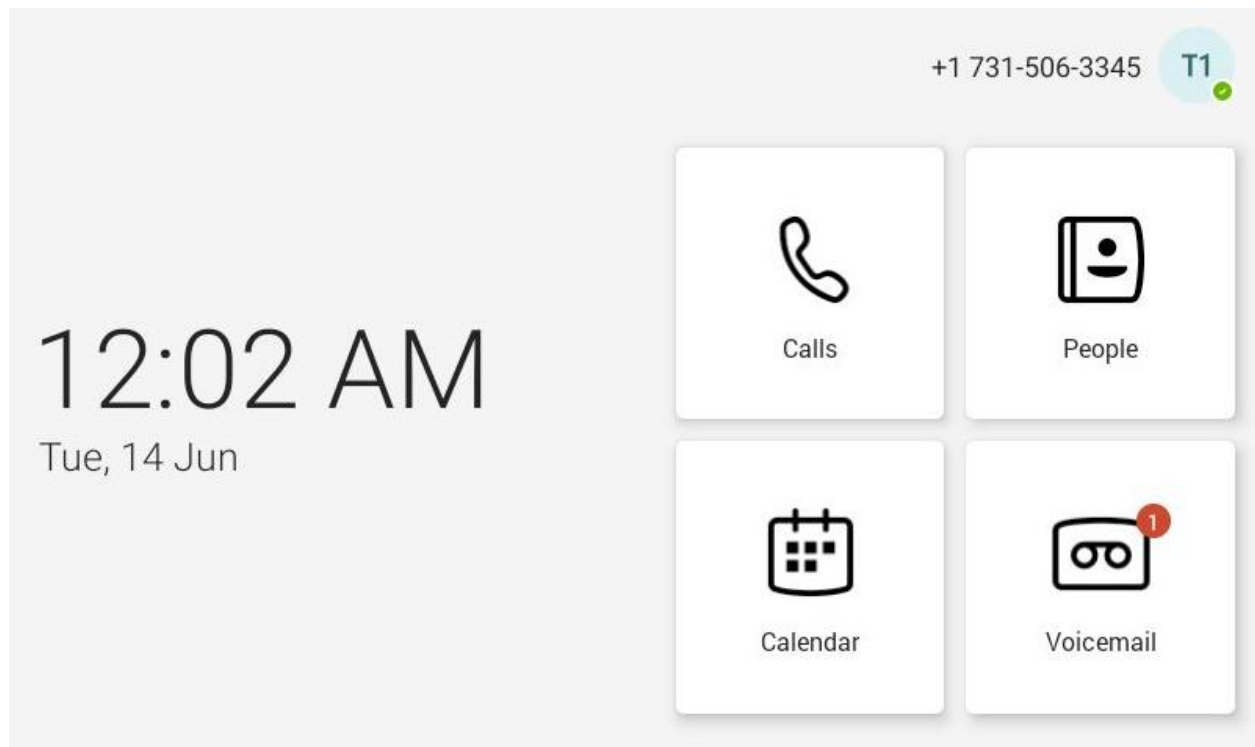
Next

Click "Got it"

Create teams for staff activities and student clubs, too!

Got it

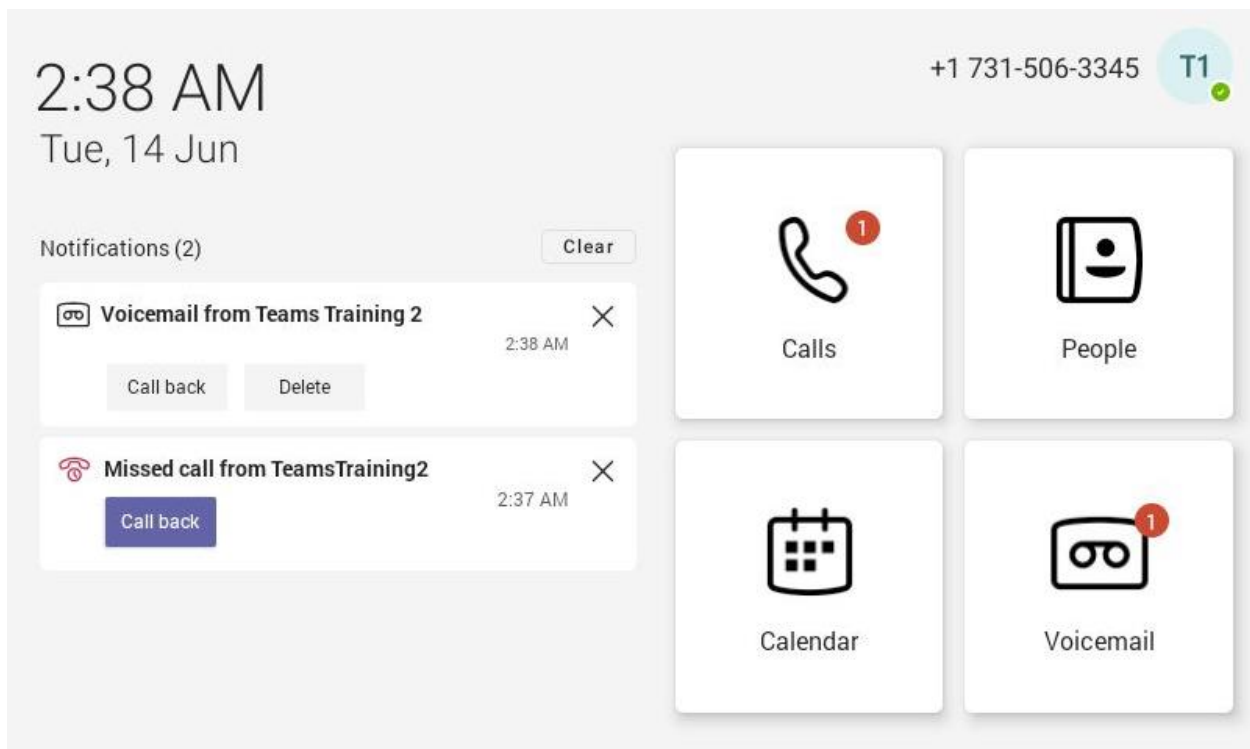You are now signed in and viewing the phone's home screen

To view Voicemails:

You can see missed call and voicemail alerts on your home screen or click on Voicemail to view them.

Missed call and associated voicemail on the home screen:

Voicemail on the Voicemail screen:

To view and make calls:

Click "Calls" to view Favorites, Recent calls, type phone numbers to make calls, or search for JMCSS users to make calls
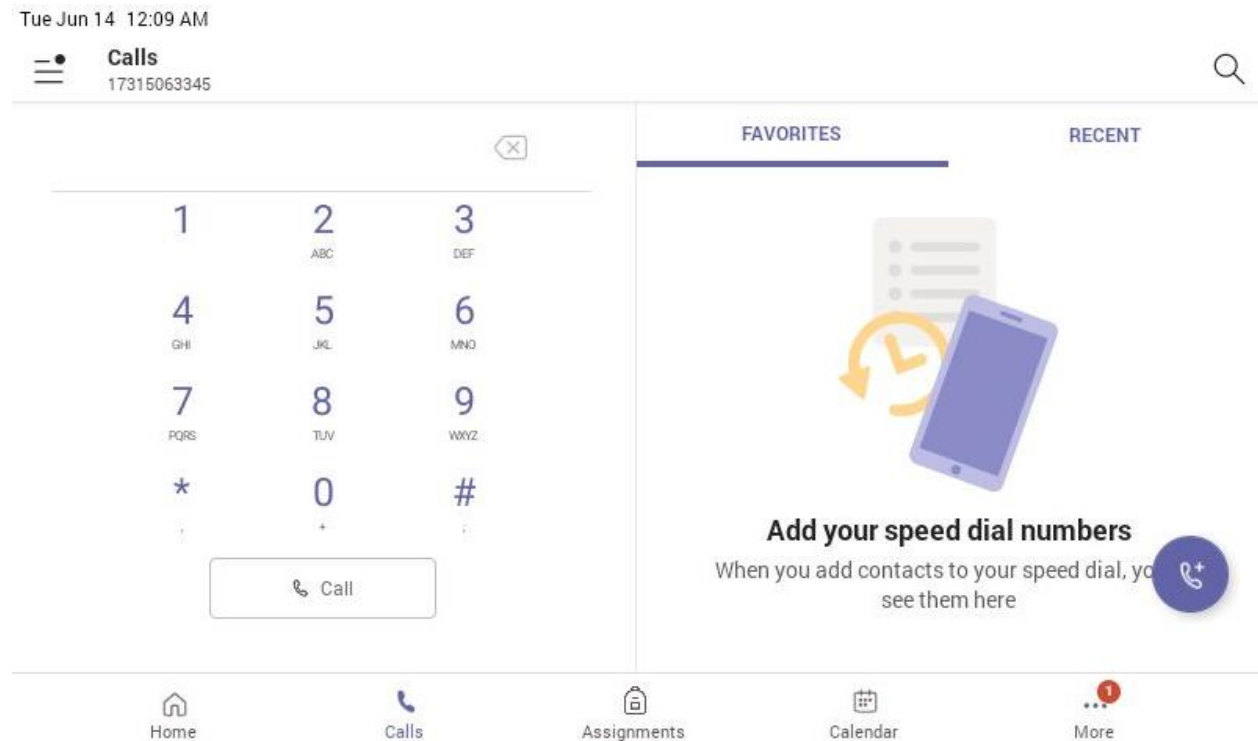
You can search for users in two ways. You can either tap the magnifying glass in the top-right corner to search for JMCSS user information or tap the circular phone button near the button-right corner to search for and call users more quickly.

To transfer calls:

While in a call, tap the three dots

Then tap "Transfer"

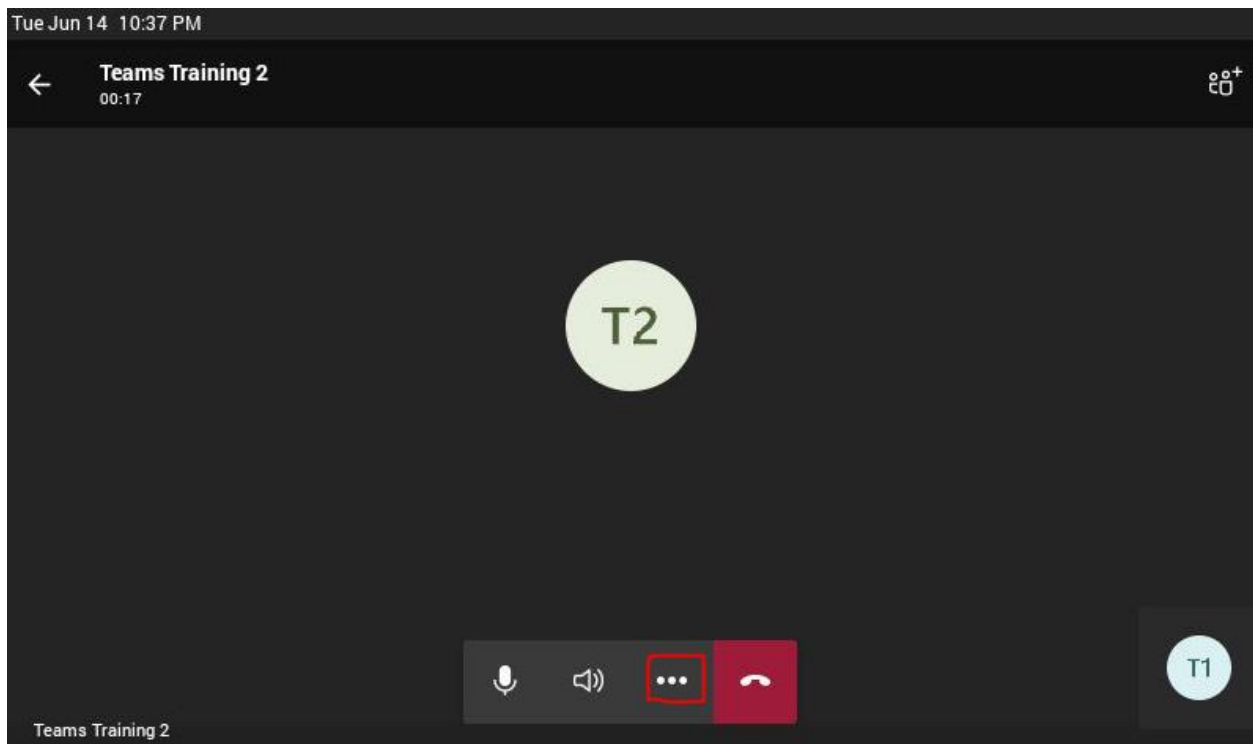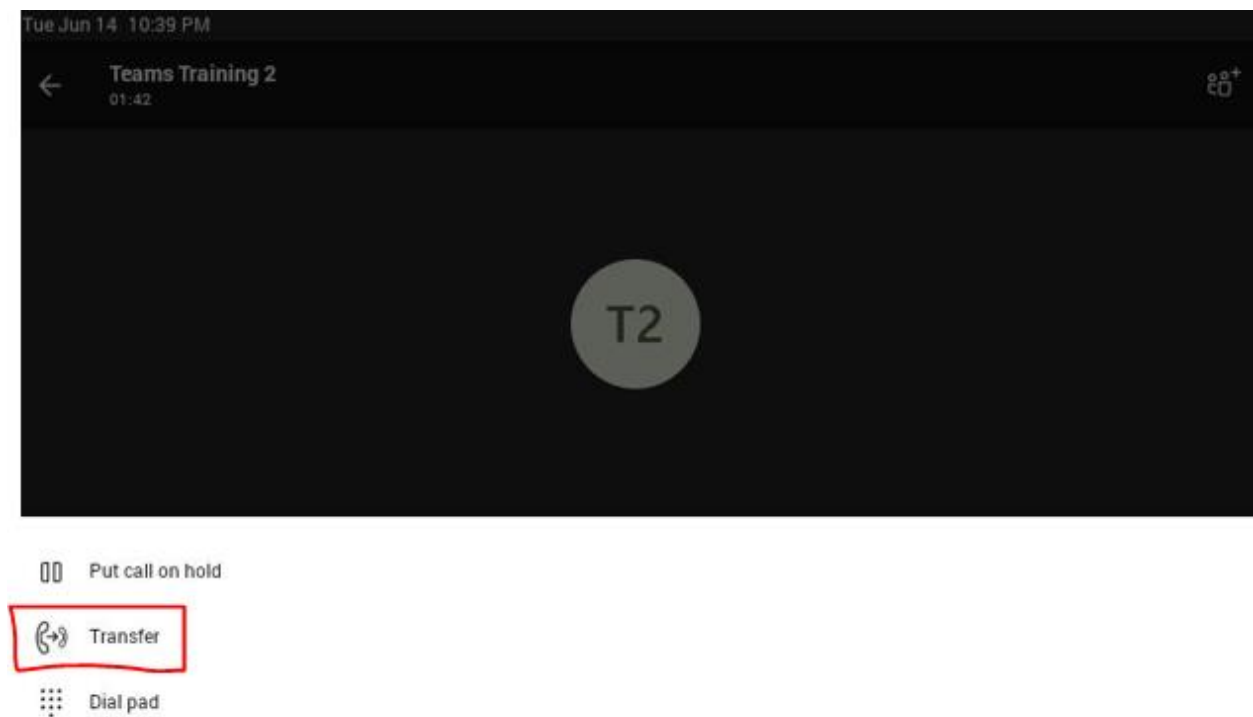You can either choose to transfer the call directly to someone else or consult with them before making the transfer. Note: Selecting "Consult first" will put the call on hold while you communicate with the contact you wish to consult.

(→) Transfer now

(=) Consult first

Tapping "**Transfer now**" will allow you to search for the contact you wish to transfer the call to

Call on hold

← **Transfer now**

To: teams train|

⌄ **Directory contacts**   (13)

T6   **Teams Train**ing 6

1		2		3		4		5		6		7		8		9		0		
q		w		e		r		t		y		u		i		o		p		⌫

| a | s | d | f | g | h | j | k | l | Done |

| ⇧ | z | x | c | v | b | n | m | ! | ? | ⇧ |

| ?123 | — | / | | , | . | ?123 |

Simply tap the contact from the search results to transfer the call

Call on hold

← **Transfer now**

To: teams train|

T6   **Teams Train**ing 6

T1   **Teams Train**ing 11

T9   **Teams Train**ing 9

T3   **Teams Train**ing 3

T1   **Teams Train**ing 15

T8   **Teams Train**ing 8

The call will then be transferred to the selected contact

Tue Jun 14 10:49 PM

←   **Teams Training 2**
      12:03

📞 Call transfer succeeded.

Tapping "**Consult first**" will allow you to search for and tap the contact you wish to consult and potentially transfer the call to

Call on hold

← **Consult then transfer**

Consult: teams

T1   **Teams** Training 11

T9   **Teams** Training 9

T3   **Teams** Training 3

T1   **Teams** Training 15

T8   **Teams** Training 8

T4   **Teams** Training 4

Once you tap the contact to consult, you will be calling that person to discuss the call to be transferred

Tue Jun 14 11:01 PM

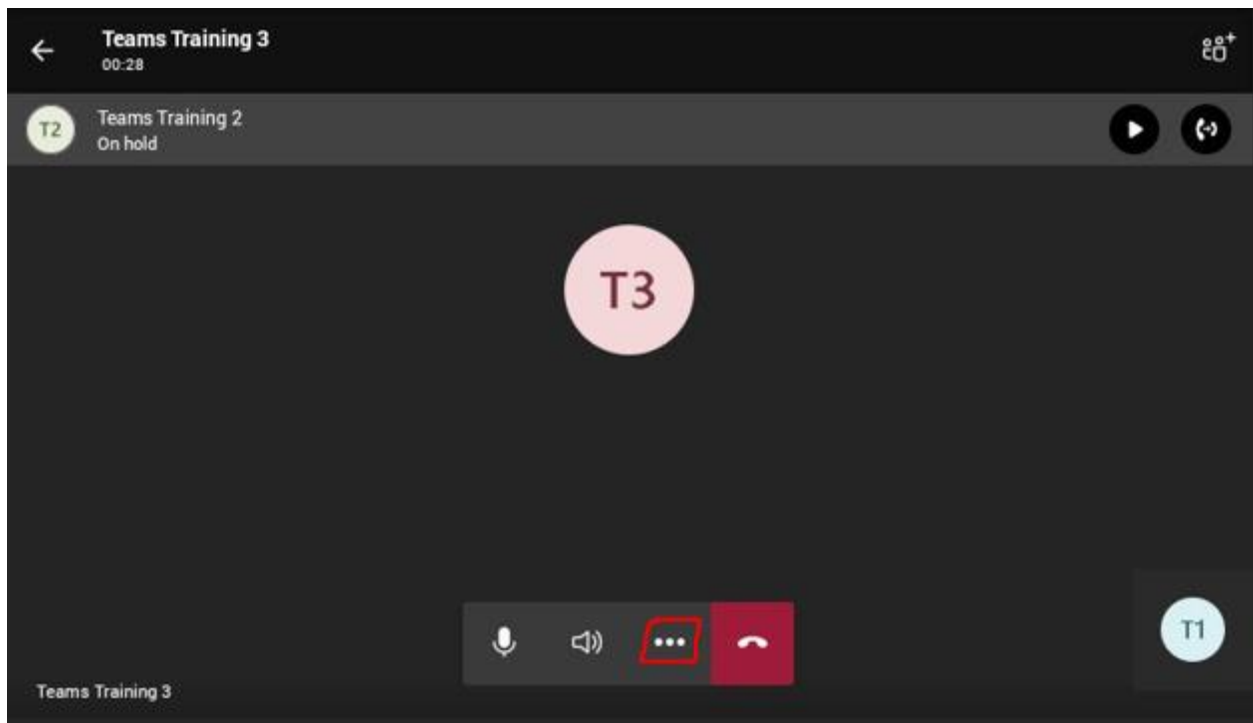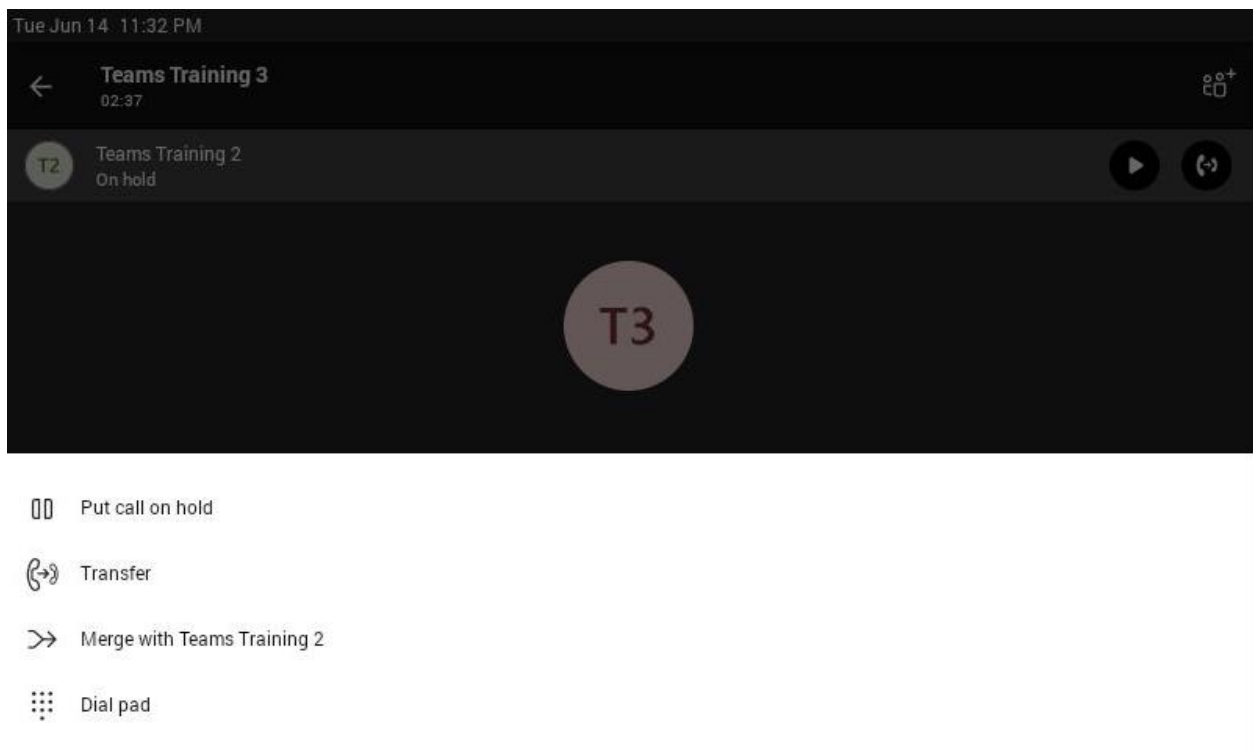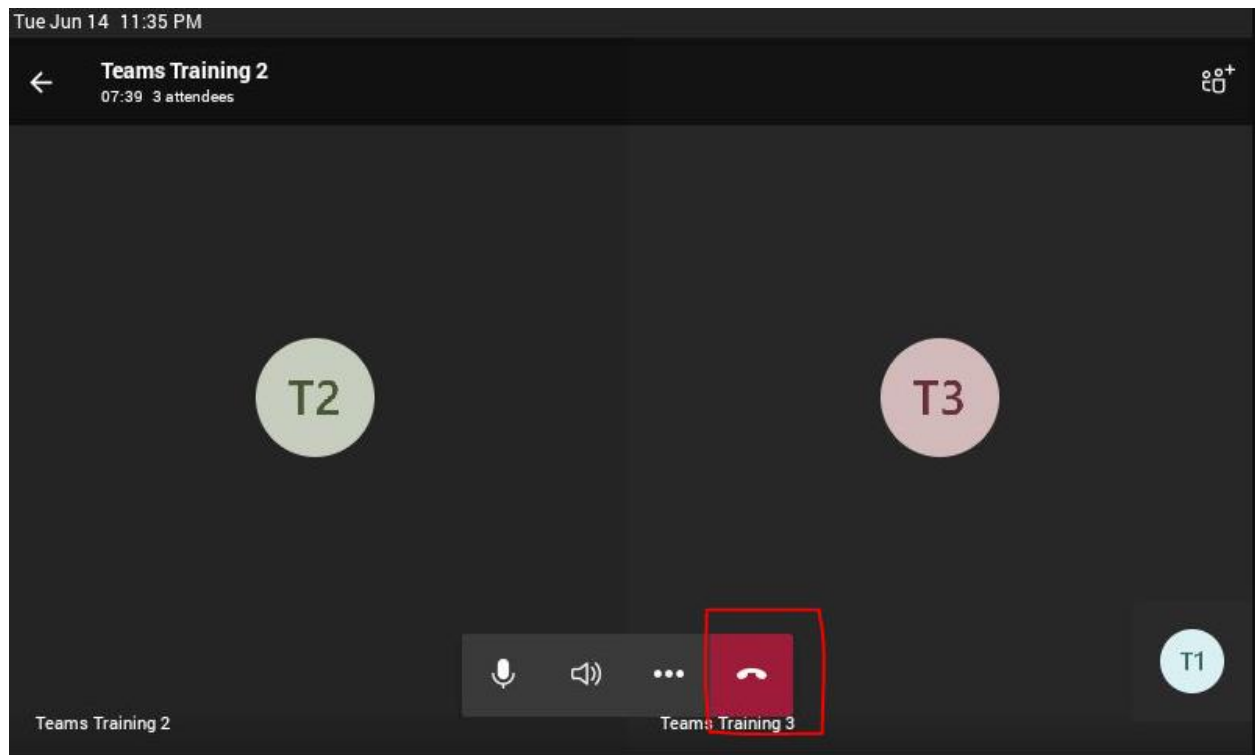Calling
Teams Training 3

T3

Device

If they are available to receive the call, then you can transfer the call to them by pressing the three dots
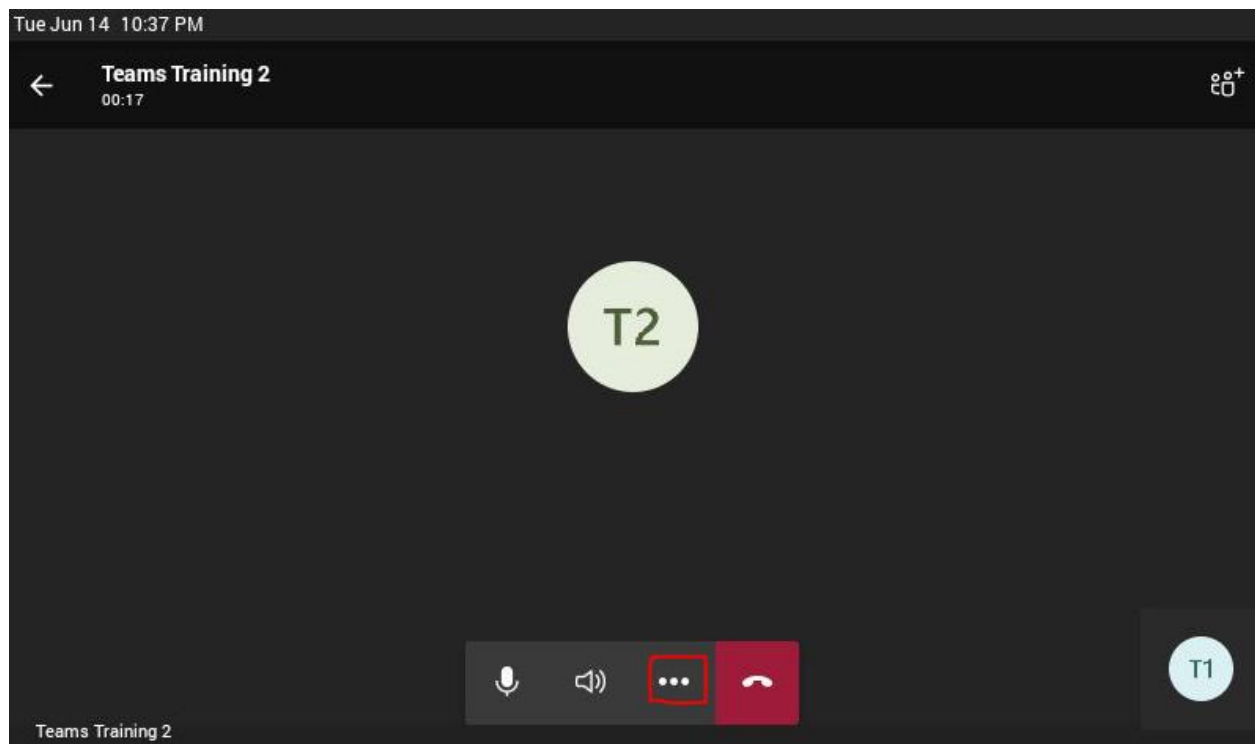
Then tap "Merge with…"

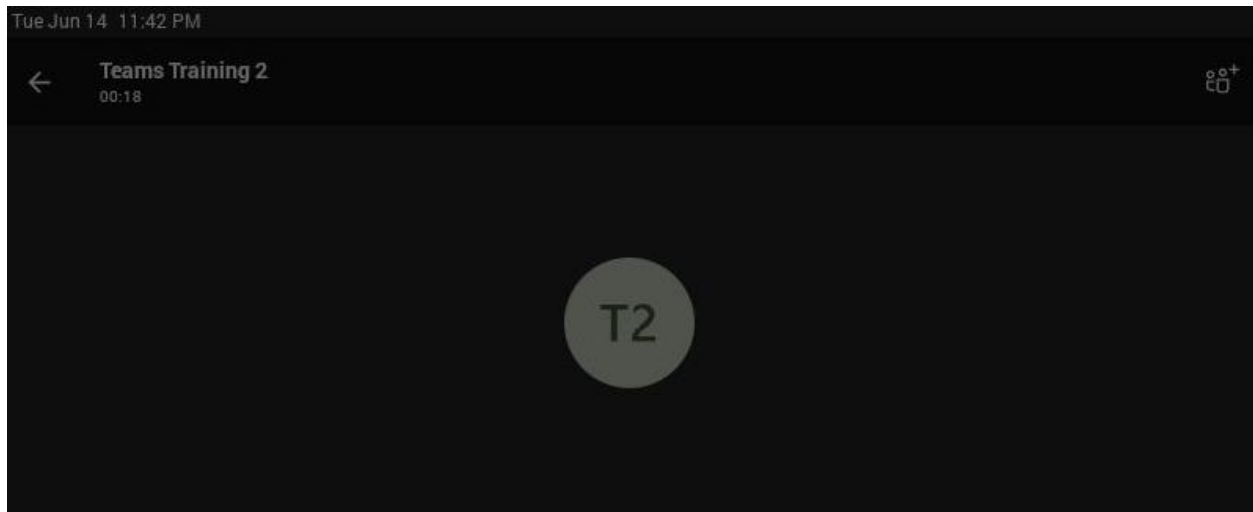Once the call has been merged, you may hang up

To place a call on hold:
While in a call, tap the three dots

Then tap "Put call on hold"

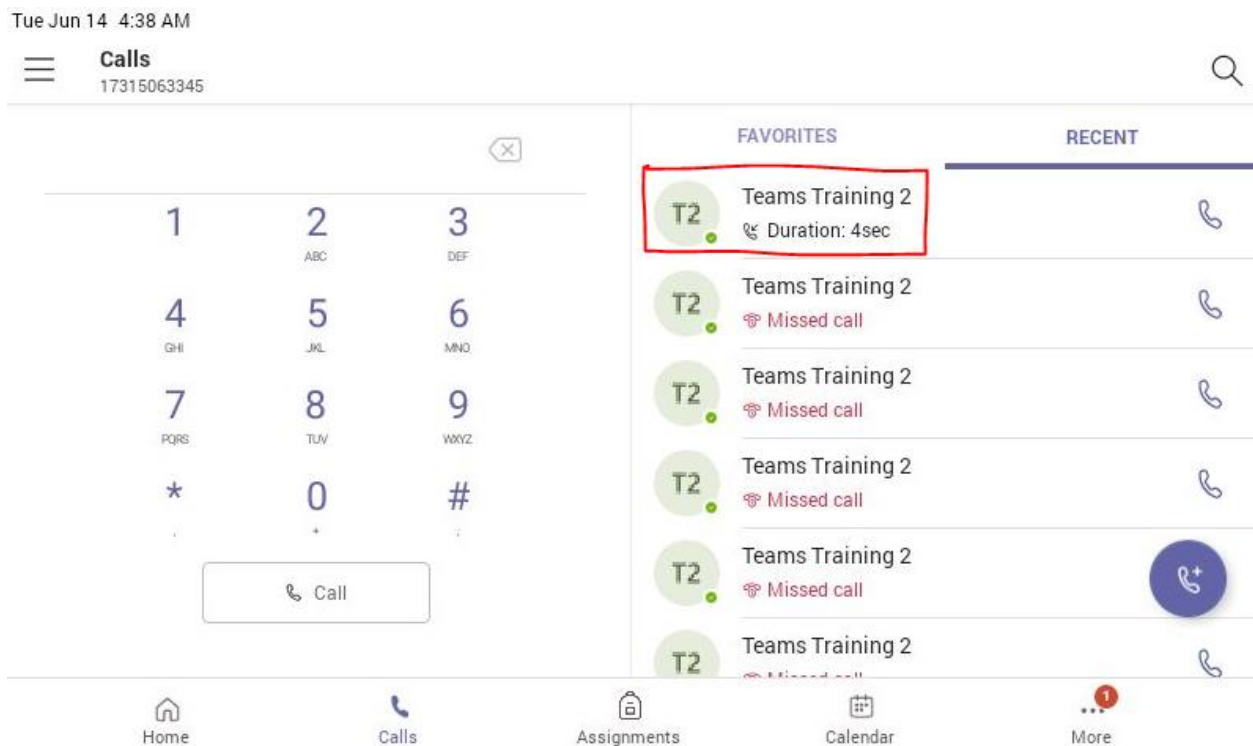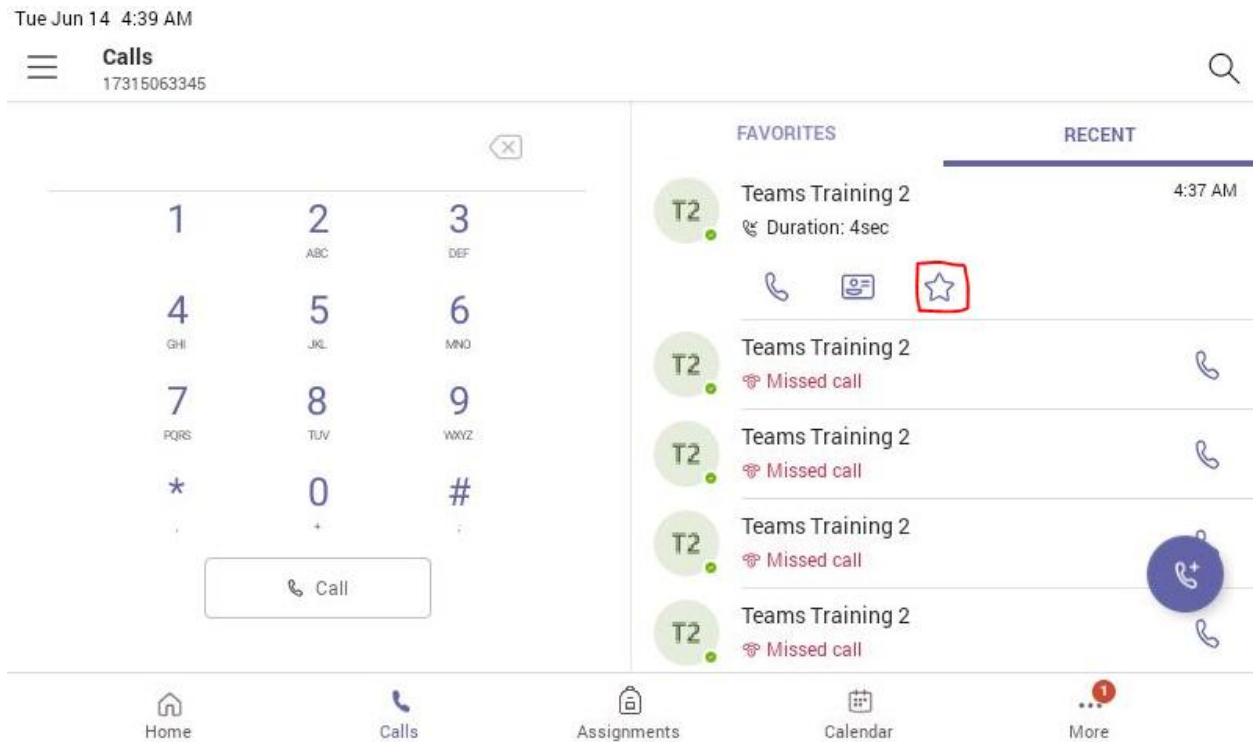## To add Favorites:

For contacts in "Recent":

From the "Calls" screen, tap the "Recent" tab and tap the contact you wish to add

Tap the Star from the drop-down menu

For contacts not in "Recent":
From the "Calls" screen, tap the magnifying glass icon in the top-right corner and search for the contact by name

← teams   ✕

⌄ **Directory contacts**   (15+)

T2   **Teams** Training 2

T6   **Teams** Training 6

	1	2	3	4	5	6	7	8	9	0	
q	w	e	r	t	y	u	i	o	p		⌫

| a | s | d | f | g | h | j | k | l | Go |

| ⇧ | z | x | c | v | b | n | m | ! | ? | ⇧ |

| ?123 | _ | / | | | | , | . | ?123 |

Tap on the contact name from the search results to view the contact card, then tap the three dots in the top-right corner

← **Teams Training 2**   ⋮
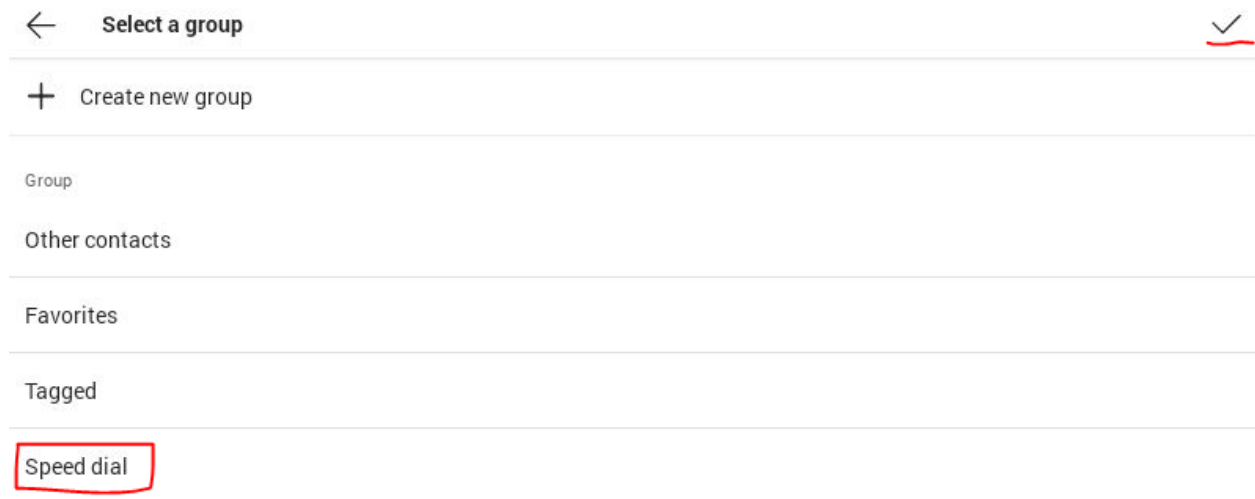
T2 ✓

Teams Training 2

☎

Email
TeamsTraining2@jmcss.org

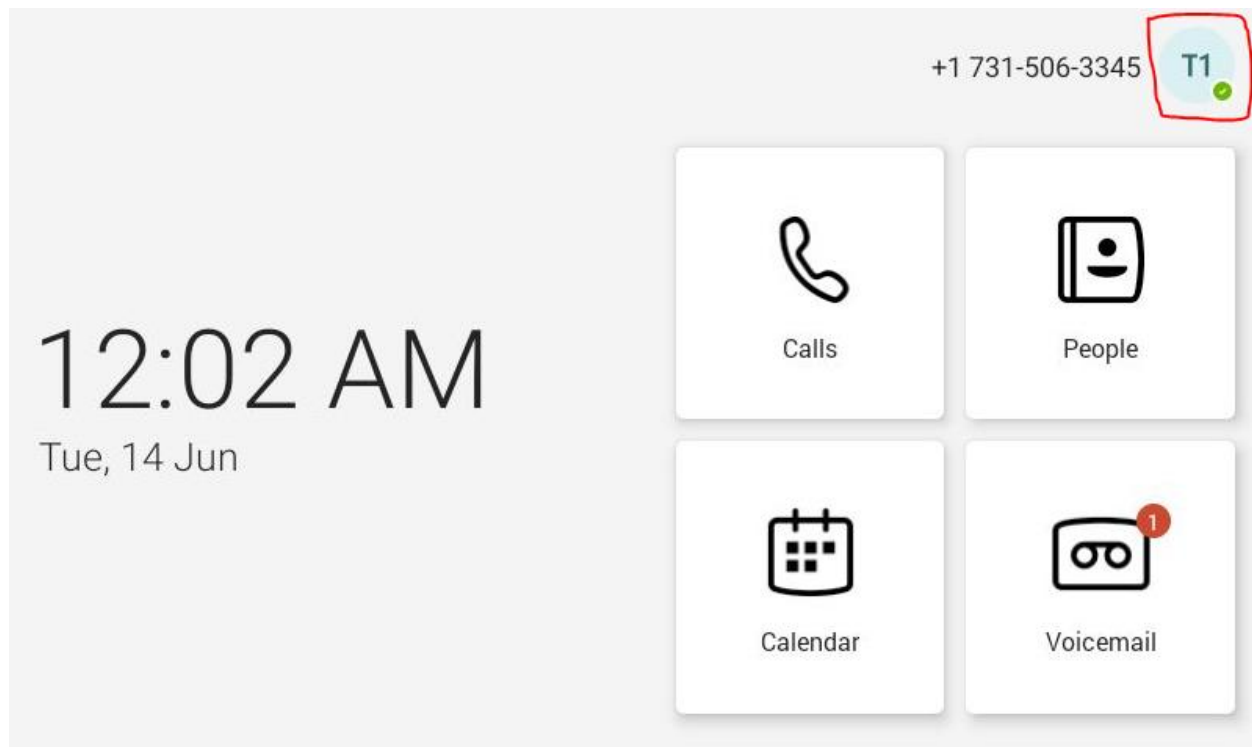After tapping the three dots, select "Add to contacts"

Add to contacts

Tap the "Speed dial" group, then tap the checkmark at the top-right
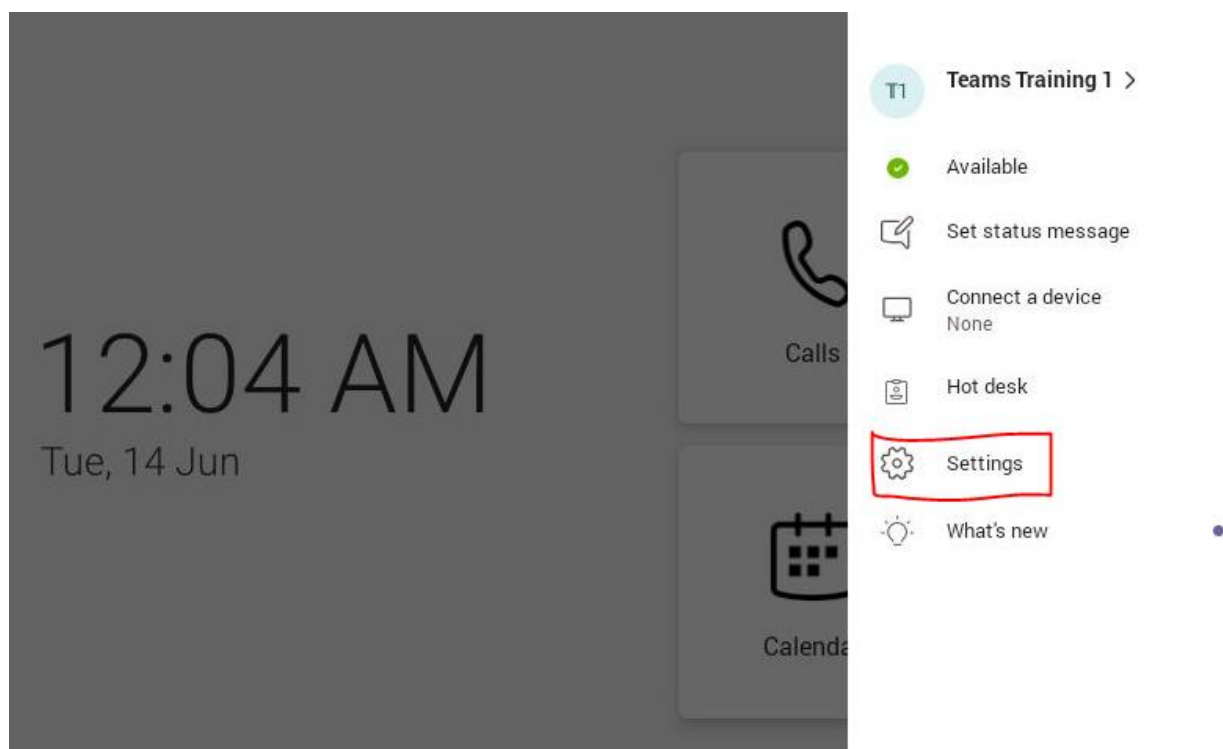
Tue Jun 14 4:09 AM

← **Select a group**   ✓

+   Create new group

Group

Other contacts

Favorites

Tagged

Speed dial

To sign out:
Tap your user icon in the top-right corner

Tap "Settings" and scroll down to the bottom of the Settings menu

Tap "Sign out"

Yealink MP56 User Guide:

For additional information, you can view Yealink's User Guide [here](#).

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