Voicemail Features

1	2		
Review Messages	Send a Message		
1 Voicemail	Enter phone number or extension		
3 Faxes	number, then #		
9 Future Delivery Messages	1 Review Message		
during playback of message	2 Mark as Urgent		
1 Repeat	3 Mark as Private		
11 Play Previous Message	4 Re-Record Message		
2 Save (or mark as new)	5 Report on Send		
3 Erase	6 Report on Read		
4 Reply	7 Add Recipient		
5 Send a Copy	9 Schedule for Future Delivery		
6 Increase Volume	# Send as is		
66 Hear Message Details			
7 Slow Playback			
77 Rewind 5 Seconds			
8 Pause			
9 Speed Up Playback			
99 Fast Forward 5 Seconds			
0 Help			
* Exit			
# Skip to Next Message			
3	4		
Work with Greetings	Mailbox Settings		
1 Personal Greeting	1 Group Lists		
2 Extended Absence Greeting	2 Handsfree & Time Saver		
3 System-Generated Greetings &	3 Security Options		
Name Recording	4 Group Mailbox Settings		
4 Group Mailbox Greetings	5 Notification Settings		
5 Busy Greeting	6 Additional Settings		
6 Out-of-office Hours Greeting	7 Advanced Call Features		
7 Shared Greetings	9 Live Message Screening		
9 Fwd All Calls to VM Greeting	* Exit Menu		
* Exit Menu			
5	6		
Reminders	Review Erased Messages		
1 Reminders Settings	1 Voicemail		
2 Add New Reminder	3 Faxes		
3 Recurring Reminders Settings	during playback of message		
4 One-Off Reminders Settings			
. One on nemination because	l i kenear		
	1 Repeat 11 Play Previous Message		
	11 Play Previous Message		
	11 Play Previous Message2 Restore		
	11 Play Previous Message2 Restore3 Permanently Erase		
	11 Play Previous Message2 Restore3 Permanently Erase4 Reply		
	11 Play Previous Message2 Restore3 Permanently Erase4 Reply5 Send a Copy		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 		
	 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Sec 		
	11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Sec 0 Help		
7	11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Sec 0 Help * Exit		
7 Switch Account	11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Sec 0 Help * Exit # Skip to Next Message		
7 Switch Account	11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Sec 0 Help * Exit # Skip to Next Message		
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7 Switch Account	11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Sec 0 Help * Exit # Skip to Next Message •• •• •• •• •• •• •• •• ••		
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Telephone Feature Access Codes

Feature	Code
Voicemail	*98
Transfer Caller to User's Voicemail	Transfer + 8 + extension number + Transfer
Group Call Pickup	*11 + #
Directed Call Pickup	*12 + ext number + #
Manually Park Call	Transfer + *00 + #, hear orbit number, Transfer
Retrieve Parked Call	*01 ~ *XX + #
Block Caller ID	*67 + number
Unblock Caller ID	*82 + number

	Feature	Activate	Deactivate	
plo	Immediate Call Fwd	*72 + number	*73	
here	Busy Call Forward	*90 + number	*91	
·e -	No Answer Call Fwd	*92 + number	*93	
	Do Not Disturb	*78	*79	
1	Hunt Group Log In/Out	*96#+grp num	*96#+0	

Customer Support:	602.445.7777 ext 1 or 611	
Web User Portal:	www.azphoneware.com	
CommPortal Password:		
Default Voicemail PIN:		
Phone Options Password:	Same as Voicemail PIN	
Remote Voicemail Access:	602.445.7770	
Remote Feature Access:	602.445.7771	
Conference Bridge:	999	

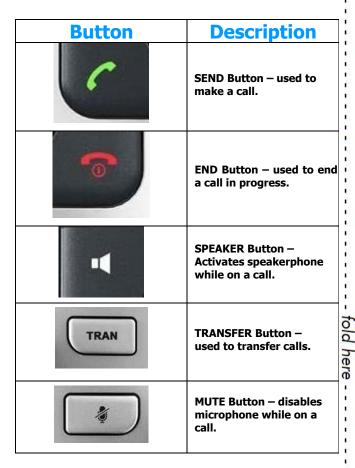


Yealink W60B/W56H Cordless VoIP Telephone



Quick Reference User Guide

Version 2020.05.09

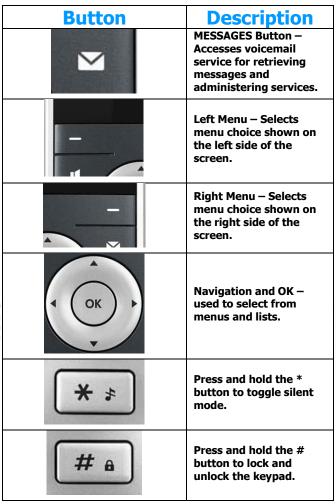


Make a Call – Enter digits and press SEND, OK, #, or SPEAKER button. To dial an extension number, simply dial the three or four-digit extension and press SEND/OK/#/SPKR.

SCA (shared call appearances) – Your cordless phone handset may have access to multiple VoIP subscriber lines. Use the SCA or LINE button (if configured) to select a line for making a call.

Redial – Press SEND button without entering digits to view a list of previously dialed numbers. Use navigation keys to scroll through list and press SEND to place call.

ICOM – Call another handset on the same line. Press OK, INTERCOM, choose handset, press OK. Selected phone will ring, or if configured for AUTO INTERCOM, you will be connected to the select phone's speaker and microphone.



Answering a Call – Press SEND, ACCEPT, OK, or SPEAKER button.

Pickup – To answer a call ringing at another phone in your pickup group, enter *11 and press SEND, OK, #, or SPEAKER button.

<u>Page All</u> – Press OK, CALL FEATURES, PAGING to make a voice announcement through all phones in the paging group.

Ending a Call – While on a call, press END button.

<u>Call Hold</u> – While on a call, press OPTIONS, then press HOLD. Call may ONLY be retrieved from this handset. To place a call on hold so that it may be retrieved from other phones or handsets, use PARK feature (see below).

Parking a Call – While on a call, press TRAN then dial *00#. System will announce park orbit call where call will be parked. Press END or TRAN to complete the process. Call can be retrieved from any other phone by pressing the flashing PARK button or by dialing park code.

Retrieving a Parked Call – Enter * followed by the park orbit number and press SEND, OK, or #. Example: *01.

Attended Transfer (announce call)

While on a call, press TRAN, enter the desired transfer destination (extension number or full ten-digit number); press OK; Wait for answer to announce the call; press TRAN again to connect call. To cancel the transfer, press END while connected to the transfer destination party, you will then be returned to the calling party.

Blind Transfer (do not announce call)

While on a call, press TRAN, enter the desired transfer destination (extension number or full ten-digit number); press TRAN again to complete the blind transfer.

<u>Transfer to Voicemail</u> – Press TRAN; press 8; enter desired extension number; press TRAN.

3-Way Conferencing – While on a call, press OPTIONS, CONFERENCE; enter second telephone number and press SEND or OK; wait for answer; press CONF again.

Do Not Disturb – Sends calls directly to your voicemail without ringing your phone. To activate/deactivate: OK, CALL FEATURES, DO NOT DISTURB.

Voicemail – Press MESSAGES button; enter your voicemail PIN if prompted (see reverse of this document).

Comm Portal – Using your internet browser on your computer, visit www.azphoneware.com and select Login/User Commportal Login. Use your phone's diorect telephone number and portal password (see reverse of this document). Gives access to missed calls, voicemail messages, setup, and much more.