Yealink

DECT IP Phone
W60B & W56H
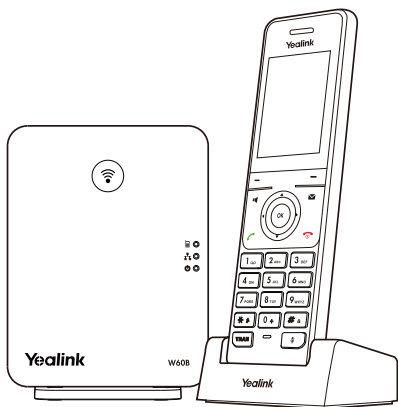
Quick Start Guide(V81.30)
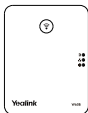
W60P Package Contents

W56H Handset | W60B Base Station | Base Stand | USB Charger Cradle | 2 Power Adapters

Ethernet Cable | Belt Clip | Rechargeable Battery | Quick Start Guide | Handset Protective Case (Optional)

Note: Yealink W60P DECT IP phone consists of one W60B base station and one W56H handset.

W56H Package Contents

W56H Handset | USB Charger Cradle | Belt Clip | Power Adapter

Rechargeable Battery | Handset Protective Case (Optional)

Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

W60B Package Contents

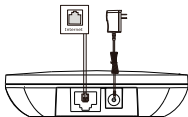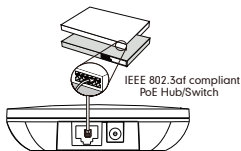W60B Base Station   Base Stand   Power Adapter   Ethernet Cable   Quick Start Guide

Assembling the DECT Phone

1. Connect the base station power and the network using Method a or Method b.

   a. AC Power Option

   b. PoE (Power over Ethernet) Option

IEEE 802.3af compliant
PoE Hub/Switch

Note: • If you choose Method a, use Yealink supplied power adapter (5V/600mA).
       A third-party power adapter may damage the base station.
     • If you choose Method b, you do not need to connect the power adapter.
       Make sure the hub/switch is PoE-compliant.

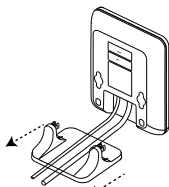**2a. (Desktop Installation) Attach and remove the base stand.**

Attach the Base Stand

Remove the Base Stand
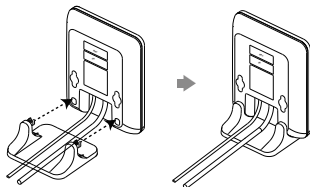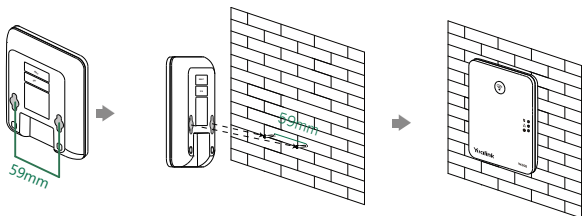

Align the snap-fits with the corresponding holes
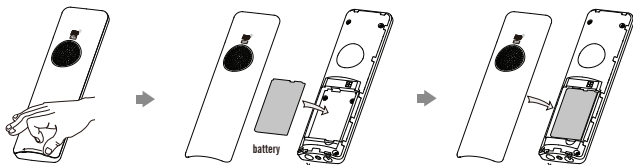and push forward, snapping them into the holes.

Remove the snap-fits from the
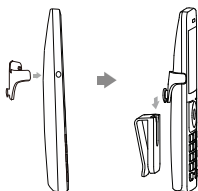holes horizontally.

2b. (Wall-Mount Installation) Attach the base station.
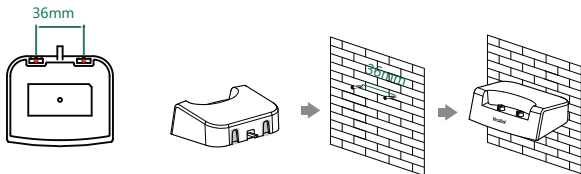

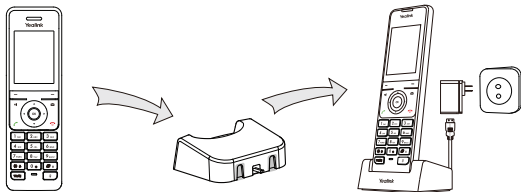**3. Insert the battery into the handset.**

4. Attach the Belt Clip.

5. (Optional) Mount the charger cradle to the wall.

6. Connect the charger cradle and charge the handset.

Note:
- Use Yealink supplied power adapter (5V/600mA). A third-party power adapter may damage the handset.
- Check the charging status on the top right corner of the LCD screen.

Getting Started

Shortcuts

Shortcut keys help you quickly access to frequently used phone features. Check the default shortcut keys below:

❶ Press the left soft key to access the call history.
❷ Press the right soft key to check the line status.
❸ Press ▲ to place an internal call.
❹ Press ◀ to decrease the ringer volume.
❺ Press ▶ to increase the ringer volume.
❻ Press ▼ to access the directory.

Entering and Editing Data

- Press $\boxed{\text{\# a}}$ one or more times to switch among different input modes or enter "#".
- Press $\boxed{\text{* +}}$ to select the special characters or enter "*".
- Press a digit key one or more times to enter the desired character or digit.
- Press the **Del** soft key to delete entered characters.
- Press the **Save** soft key to accept the change or $\boxed{\text{\textcolor{red}{☎}}}$ to cancel.

Note: The W60B must work with the W56H handset running the firmware version 61.81.0.30 or later. We recommend you first upgrade the older handset before using on the W60B. When you upgrade the older handset via W60B, the number of the handsets registered on the W60B should be no more than 5. If it is more than 5, deregister the newer handset first and then upgrade the remaining handsets. Repeat the step to upgrade all the older handsets. Once all handsets are on the right version, you can register up to 8 handsets on the W60B.

Handset Registration

You can register up to 8 handsets to one W60B base station. Each handset can be registered to 4 different base stations.

When the handset LCD screen prompts "Unregistered!", long press $\widehat{\widehat{\cdot}}$ on the base station till the registration LED flashes. There are two methods to register a new handset:

Easy Registration:

1. Press the **Reg** soft key on the handset to register quickly.

Normal Registration:

1. Press the **OK** soft key on the handset, and then select **Register Handset**.
2. Select the desired base station and then press the **OK** soft key. The handset begins searching the base station.
3. Press the **OK** soft key after searching a base station successfully.
4. Enter the base station PIN (default: 0000), and then press the **Done** soft key to complete registration.

To register to multiple base stations, press the **OK** to enter the main menu, and select **Settings**->**Registration**->**Register Handset**, then repeat steps 2-4.

Note: • If the handset is registered to the base station successfully, the handset LCD screen prompts "Handset Subscribed" and "Base NO."(last 4 characters indicate the base station's MAC address).
• If the handset LCD screen prompts "Searching for Base", check if your base station is powered on or not.

Network Settings

You can configure the base station to obtain network settings in one of the following ways:

DHCP

By default, the base station attempts to contact a DHCP server in your network to obtain the valid network settings, e.g., IP address, subnet mask, gateway address and DNS address.

Static

If the base station cannot contact a DHCP server for any reason, you need to configure the IP address, subnet mask, gateway address, primary DNS address and secondary DNS address for the base station manually.

To configure the network parameters for the base station manually:

1. Press the **OK** key to enter the main menu, and then select **Settings**->**System Settings**->**Network** (default PIN: 0000)->**Basic**.
2. Select the desired IP address mode from the **IP Mode** field.
3. Press ▼ to select the corresponding IP address mode.
4. Make the desired changes.
5. Press the **Save** soft key to accept the change.

Note: • The IP DECT phone supports either or both IPv4 and IPv6 addresses modes, but IPv6 is disabled by default.
  • Wrong network settings may result in inaccessibility of your DECT phone may affect the network performance. Contact your system administrator for the network parameters.

Basic Operations

Turning Handset On/Off

To turn the handset on, do one of the following:

- Press 📞 , then the LCD screen lights up.
- Place the handset in the charger cradle. The handset will be turned on automatically.

To turn the handset off:

Long press 📞 to turn the handset off.

Locking/Unlocking Keypad

- Long press 🔢 when the handset is idle to lock the keypad.
- Long press 🔢 again to unlock the keypad.

Silent Mode

- Long press ✱ when the handset is idle to switch the silent mode to On.
- Long press ✱ again to switch the silent mode to Off.

Handset Settings

Handset Name

To rename the handset:

1. Press the **OK** key to enter the main menu, and then select **Settings**->**Handset Name**.
2. Edit the value in the **Rename** field.
3. Press the **Save** soft key to accept the change.

Volume Adjustment

- Press ◄ or ► when the handset is idle or ringing to adjust the ringer volume.
- Press ◄ or ► during a call to adjust the receiver volume of speakerphone/earpiece /earphone.

Ring Tones

1. Press the **OK** key to enter the main menu, and then select **Settings**->**Audio**->**Ring Tones**->**Melodies**.
2. Press ▲ or ▼ to highlight the **Intercom Call** option or the desired line.
3. Press ◄ or ► to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

Local Directory

To add a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press the **Options** soft key, and then select **New Contact**.
3. Enter the desired value in the **Name**, **Office**, **Mobile** and **Other** field respectively.
4. Press the **Save** soft key to accept the change.

To edit a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press ▲ or ▼ to highlight the desired entry.
3. Press the **Options** soft key, and then select **Edit**.
4. Edit the desired value in the **Name**, **Office**, **Mobile** and **Other** field respectively.
5. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press ▲ or ▼ to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete** to delete the selected entry.

To assign a speed dial number:

1. Press the **OK** key to enter the main menu, and then select **Settings**->**Telephony**->**Speed Dial**.
2. Press ▲ or ▼ to highlight the desired digit key, and then press the **Assign** soft key.
3. Press ▲ or ▼ to highlight the desired entry, and then press the **OK** soft key.
   If both the office number and mobile number are stored, press ▲ or ▼ to highlight the desired number, and then press the **OK** soft key again.

Basic Call Features

Placing Calls

To place a call directly:

1. Do one of the following:
   - Enter the desired number when the handset is idle.
   - Press 🔊 to enter the pre-dialing screen.
     Enter the desired number using the keypad.

   If there are multiple lines assigned to your handset as outgoing lines, press the **Line** soft key to select the desired line. If you do not select a line, the handset uses the default outgoing line to dial out.

2. Press 📞, 🔊 or ⊙ to dial out.

To place a call from the local directory:

1. Press ▼ when the handset is idle.
2. Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔊 to dial out using the default line.
   If multiple numbers for the contact are stored, press ▲ or ▼ to highlight the desired number, and then press 📞 or 🔊 again to dial out using the default line.

To place a call from the call history:

1. Press the **History** soft key when the handset is idle, and then select the desired call history list.
2. Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔊 to dial out using the default line.

To place a call from the redial list:

1. Press 📞 when the handset is idle.
2. Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔊 .

To place a call using the speed dial key:

Long press the speed dial key to call the preset number directly.

Answering Calls

To answer a call, do one of the following:

- Press the **Accept** soft key.
- Press ◀ .
- Press 📞 .
- Press (ᴏᴋ) .

Note: You can ignore an incoming call by pressing the **Silence** soft key or reject an incoming call by pressing 📞.

Ending Calls

Press 📞 .

Call Mute

- Press 🔘 during a call to mute the call.
- Press 🔘 again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press the **Options** soft key during a call, and then select **Hold**.

To resume a call, do one of the following:

- If there is only a call on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call. Press the **Swap** soft key to swap between calls.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key.

Semi-Attended Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press 📞 , 🔊 or Ⓞⓚ to dial out.
4. Press the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press 📞 , 🔊 or Ⓞⓚ to dial out.
4. Press the **Transfer** soft key after the call is answered.

Call Forward

To enable the call forward feature on a specific line:

1. Press the **OK** key to enter the main menu, and then select **Call Features**->**Call Forward**.
2. Press ▲ or ▼ to highlight the desired line, and then press the **OK** soft key.
3. Press ▲ or ▼ to highlight the desired forwarding type, and then press the **OK** soft key.

   Always----Incoming calls are forwarded immediately.

   Busy----Incoming calls are forwarded when the line is busy.

   No Answer----Incoming calls are forwarded if not answered after a period of time.
4. Select **Enabled** from the **Status** field.
5. Enter the number you want to forward the incoming calls to in the **Target** field.

   For **No Answer Forward**, press ◄ or ► to select the desired ring time to wait before forwarding in the **After Ring Time** field.
6. Press the **Save** soft key to accept the change.

About Yealink

Yealink (Stock Code: 300628) is a global leading unified communication (UC) terminal solution provider that primarily offers video conferencing systems and voice communication solutions. Founded in 2001, Yealink leverages its independent research and development and innovation to pursue its core mission: "Easy collaboration, high productivity." The company's high-quality UC terminal solutions enhance the work efficiency and competitive advantages of its customers in over 100 countries. Yealink is the world's second-largest SIP phone provider and is number one in the China market.

Technical Support

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