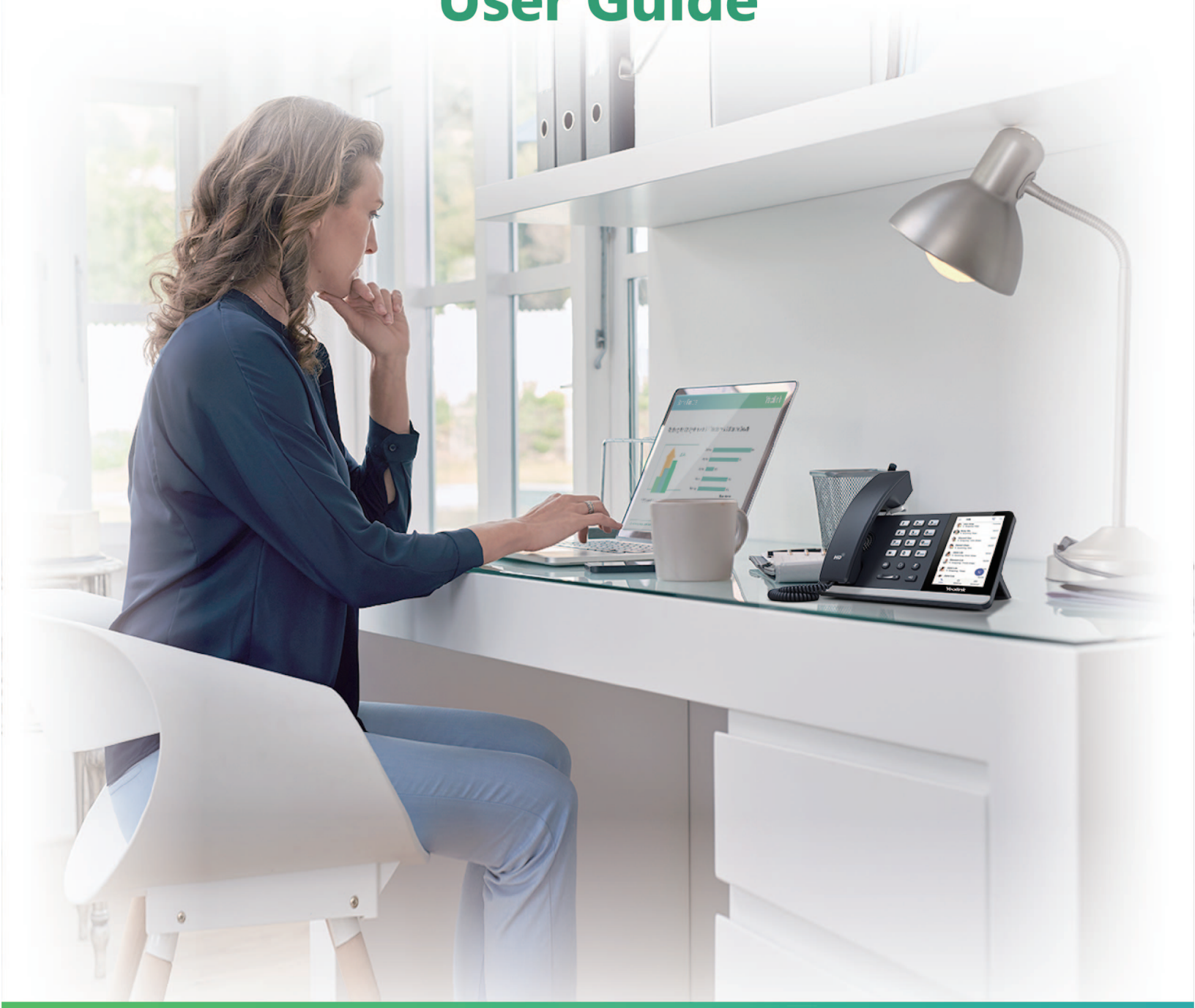
Yealink

MP54&T55A Teams ® Edition User Guide



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About This Guide

Thank you for choosing Yealink MP54/T55A Teams phone, which is mainly designed to work with the Microsoft Teams client. This guide provides everything you need to quickly use your new device. Firstly, verify with your system administrator that the IP network is ready for device configuration. Also, be sure to read the Quick Start Guide in the product package.

- Related Documentations

Related Documentations

You can find the following types of documents from each product support page on *Yealink Support*:

- Release Notes: This guide describes what's new for a new device firmware.
- Quick Start Guide: This guide describes the contents of your package, how to assemble the device or accessory. This guide is also included in your device package.
- Administrator Guide: This guide provides detailed information about setting up your network and configuring features.
- Regulatory Notice: This guide provides information for all regulatory and safety guidance.

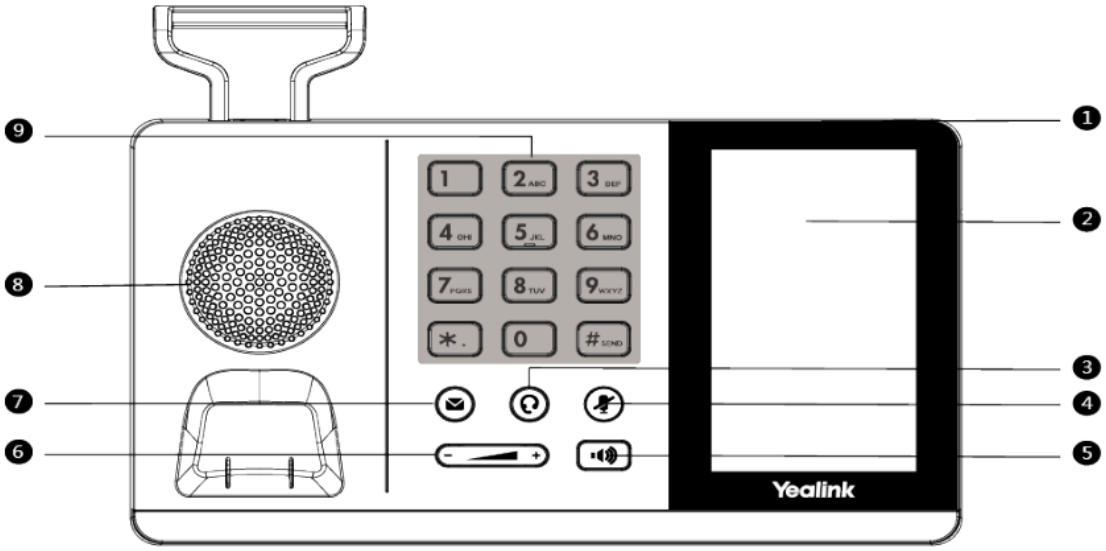
Getting Started

This chapter aims to make you familiar with the phone user interface.

Note: As you read this guide, keep in mind that some features are configurable by your system administrator or determined by your device environment. As a result, some features may not be enabled or may be operated differently on your device. Additionally, the examples and graphics in this guide may not directly reflect what is displayed or is available on your device.

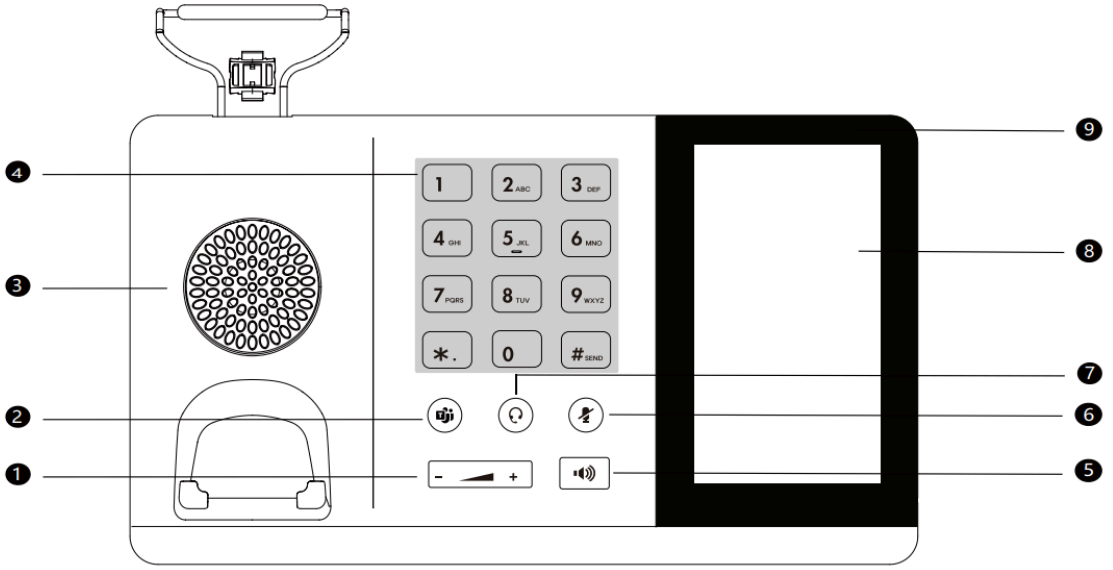
- Hardware of T55A
- Hardware of MP54
- Power LED Indicator
- Accessing Screens on Yealink Teams Phones
- Entering Data and Editing Fields

Hardware of T55A



No.	Item	Description
1	Power LED Indicator	Indicates call statuses: • When receiving an incoming call, it fast flashes. • When receiving a voice message, it slowly flashes.
2	Touch Screen	4.3 inches (480 x 272) capacitive touch screen, tap to select items and navigate menus.
3	HEADSET Key	Toggles the headset on or off. The LED indicator glows green when the headset is activated.
4	MUTE Key	Toggles the microphone on or off. The LED indicator glows red when the mute feature is activated.
5	Speakerphone Key	Toggles the speakerphone (hands-free) mode or not. The LED indicator glows green when the speakerphone is activated.
6	Volume Key	Adjust the volume of the handset, headset, speaker, ringer, or media.
7	MESSAGE Key	Accesses your voice messages.
8	Speaker	Provides audio output during hands-free.
9	Keypad Keys	Enable you to enter numbers, letters, and special characters.

Hardware of MP54



No.	Item	Description
1	Volume Key	Adjusts the volume of the handset, the speakerphone, the earphone, ringer, or the media.
2	Teams Key	Initiates a Teams conference call by meet now.
3	Speaker	Provides audio output during hands-free.
4	Keypad	Enable you to enter numbers, letters, and special characters.
5	Speakerphone	Toggles the speakerphone (hands-free) mode or not. The LED indicator glows green when the speakerphone is activated.
6	Mute Key	Toggles the microphone on or off. The LED indicator glows red when the mute feature is activated.
7	Headset Key	Toggles the headset on or off. The LED indicator glows green when the headset is activated.
8	Touch Screen	4 inches (480 x 800) capacitive touch screen, tap to select items and navigate menus.
9	Power LED Indicator	Indicates phone statuses: • When receiving an incoming call, it fast flashes. • When receiving a voice message, it slowly flashes.

Power LED Indicator

LED Status	Description
Red	The phone is initializing.

LED Status	Description
Fast-flashing red (300ms)	The phone is ringing.
Slowly-flashing red (1s)	The phone receives a voicemail or misses a call.
Red for 500ms and off for 3s alternately	The phone enters power-saving mode.

Note: The above introduces the default LED status. Your system administrator can configure the status of the power LED indicator.

Accessing Screens on Yealink Teams Phones

You can navigate the menu bar at the bottom of the touch screen to access the following screens easily.

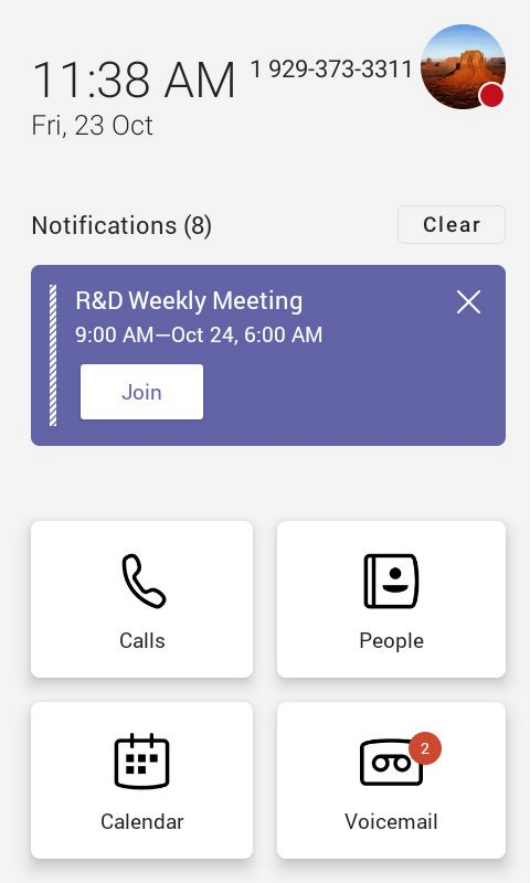
- Home Screen
- Accessing the Calls Screen
- Accessing the Calendar Screen
- Accessing the Voicemail Screen
- Accessing the People Screen

Home Screen

You can enable home screen on your phone.

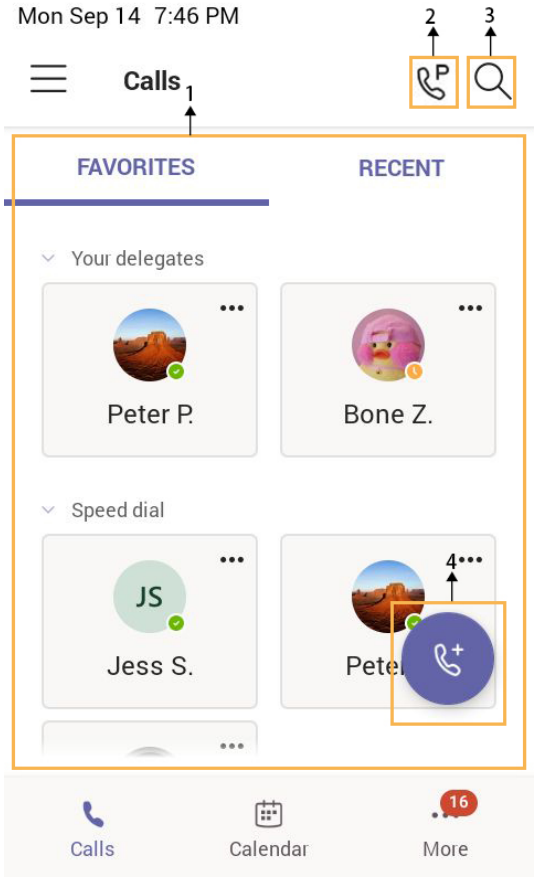
Procedure

Go to ☰ > **Settings** > **Home screen**.



Accessing the Calls Screen

The Calls screen is displayed after the phone startup. You can place a call from the history entry or view the favorites information from the Calls screen.

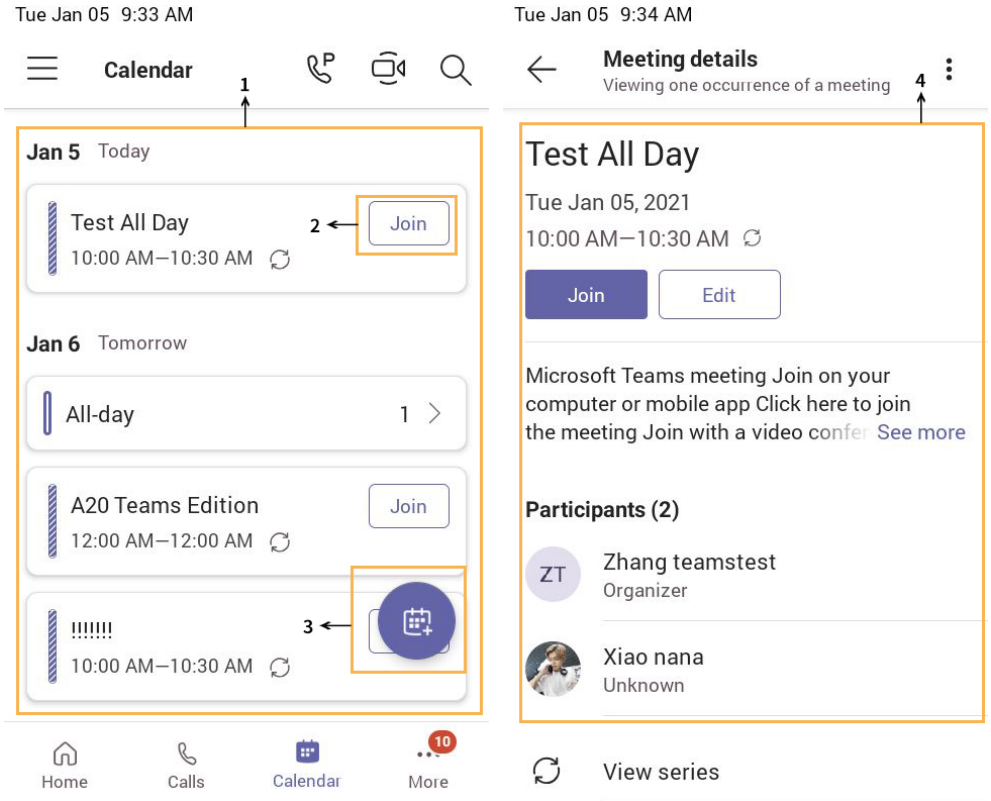


NO.	Name	Description
1	FAVORITES & RECENT	FAVORITES: Displays favorite contacts. RECENT: Displays recent calls.
2		Tap to retrieve a parked call.
3		Tap to search for a contact.
4		Tap to initiate a call.

Accessing the Calendar Screen

You can access the **Calendar** screen to join or schedule meetings.

1. Tap **Calendar**.

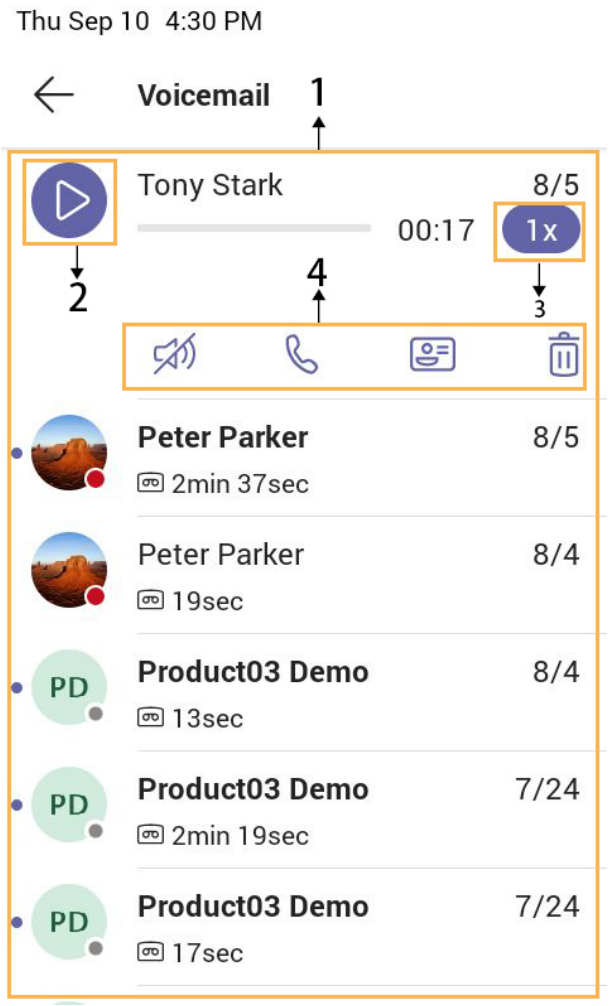


NO.	Name	Description
1	Scheduled meeting list	Displays all the scheduled on the Teams phone, from Teams client or Outlook.
2	Join	Tap to join the corresponding scheduled meeting.
3		Tap to schedule a meeting.
4	Meeting details	Tap the corresponding scheduled meeting to view the meeting details.

Accessing the Voicemail Screen

You can listen to voicemails or place calls to contacts from the **Voicemail** screen.

1. Tap **More** > **Voicemail**.

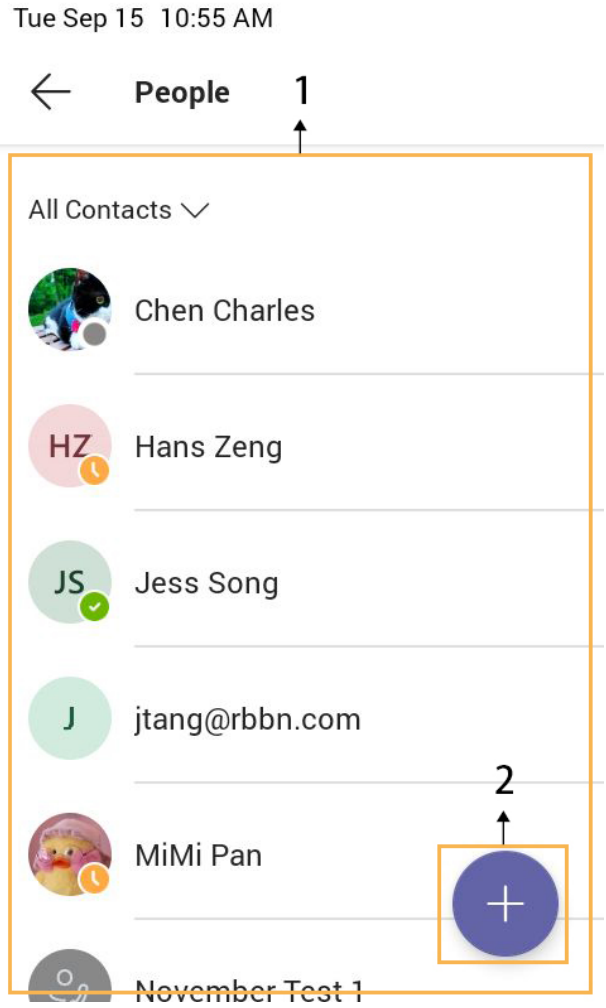


NO.	Name	Description
1	Voicemail list	Displays all the voicemails stored in the voicemail list.
2		Tap to play the voicemail.
3	1x	Tap to change the playback speed of the voicemail.
4	Operation options	• Tap to view information of contact. • Tap to call the contact. • Tap to delete the voicemail.
5	Contact details	Displays the contact details and tap to place a call.

Accessing the People Screen

You can access the **People** screen to manage all your contacts.

1. Tap **More** > **People**.



NO.	Name	Description
1	Contacts list	Displays all the contacts on the phone or contacts in a specific group.
2		Tap to create new group or add contacts from directory.

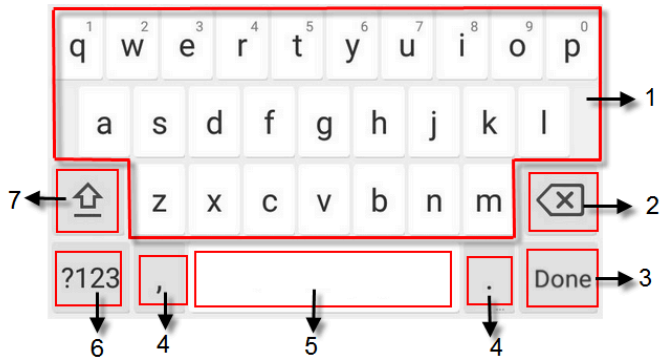
Entering Data and Editing Fields

- Using the On-screen Keyboard
- Using the On-screen Dial Pad
- Using the Phone Keypad

Using the On-screen Keyboard

Before using the on-screen keyboard to enter data, you need to know the function of the keys on the on-screen keyboard. The Teams phone supports the Android Keyboard (AOSP)- English (US) and Japanese IME input methods.

English input method as an example:



NO.	Item	Description	
1	26 English Letters	• Tap to enter letters. • Long tap a key then slide to choose one of the options to enter an alternate character.	
2	Delete Key	• Tap to delete the entered characters one by one. • Long tap to delete two or more characters.	
3	Label automatically to identify the context-sensitive features.	Next Key	Tap to go to the next field.
		Done Key	Tap to confirm the settings.
		Go Key	Tap to search for the contact.
		↵	Tap to start a new line.
4	Two Special Characters	• Tap to enter special characters. • Long tap point key (.) then slide to choose one of the options to enter an alternate character.	
5	Space Key	• Tap to enter spaces. • Long tap to switch to Japanese input method.	
6	Input Mode	Tap to switch among input modes: character/number/letter.	
7	⇧	Tap to switch between the uppercase input mode and lower case.	

Using the On-screen Dial Pad

Instead of using the on-screen keyboard, you can also use the dial pad on the dialing screen to enter data. The on-screen dial pad only provides digit keys and the following special characters: * # , + ;.

Procedure

1. Do one of the following:
   - Pick up the handset.
   - Press the Speakerphone key.
   - Press the HEADSET key.
   - Tap on the Calls screen.
2. Use the on-screen dial pad to enter numbers.

Using the Phone Keypad

Instead of using the on-screen keyboard, you can also use the phone keypad to enter data. The phone keypad only provides digit keys and the following special characters: * # , + ;.

Procedure

Press digit keys, pound key, and star key on the phone or long press the pound key or star key to provide more characters.

Signing into Microsoft Teams and Locking Your Phone

You can sign into the device with your Microsoft online account and use phone lock feature when necessary.

- Signing into Your Device
- Signing out of Your Device
- Phone Lock
- Using a Teams Phone as a Common Area Phone
- Signing into a Teams Phone as a Guest User

Signing into Your Device

You can sign into your Microsoft online account directly on your device or sign into your device via a web sign-in, which includes your sign-in address and password.

About this task

Contact your system administrator to get your sign-in account.

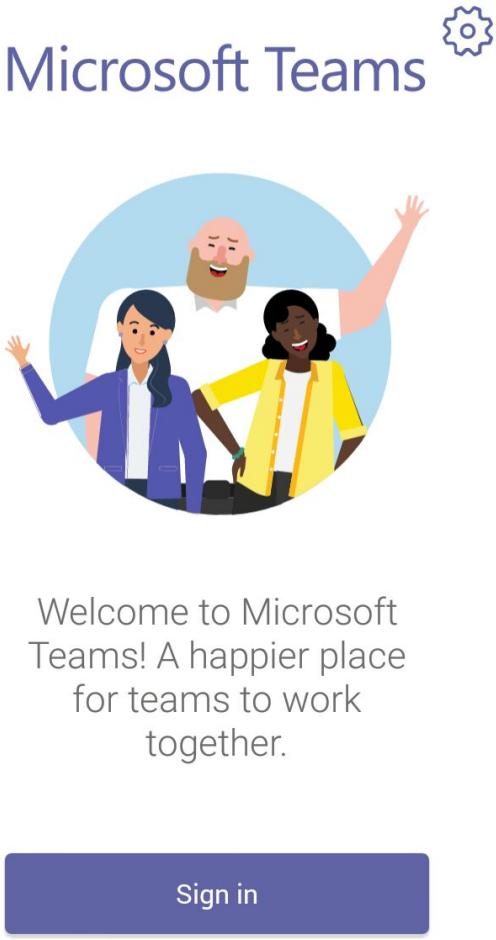
Note: If your system administrator enables the device management feature, the phone supports synchronizing account registration status to YDMP/YMCS.

- Signing into Microsoft Teams on Your Device
- Signing into Microsoft Teams via Web Sign-in

Signing into Microsoft Teams on Your Device

Procedure

1. Tap **Sign in**.

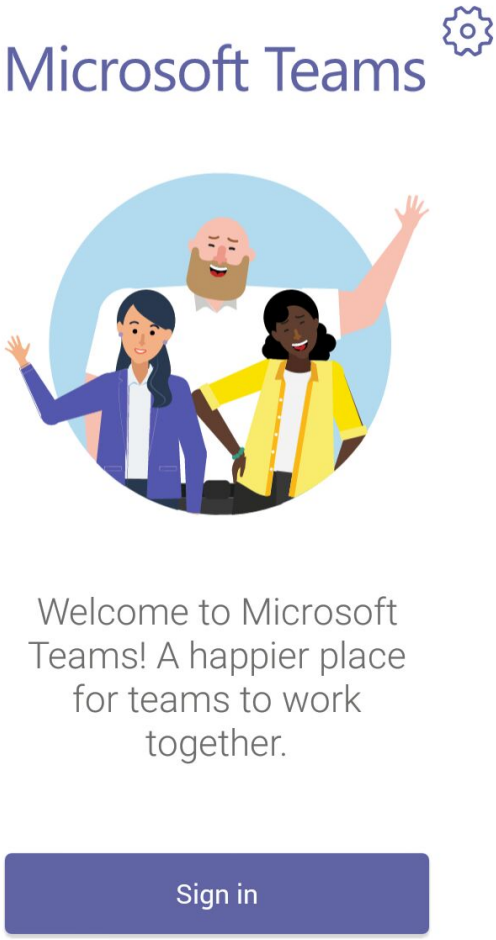


   You will be connected to the Company Portal automatically.
2. Enter your user credentials.
3. After the device signs in successfully, tap **Got it**.

Signing into Microsoft Teams via Web Sign-in

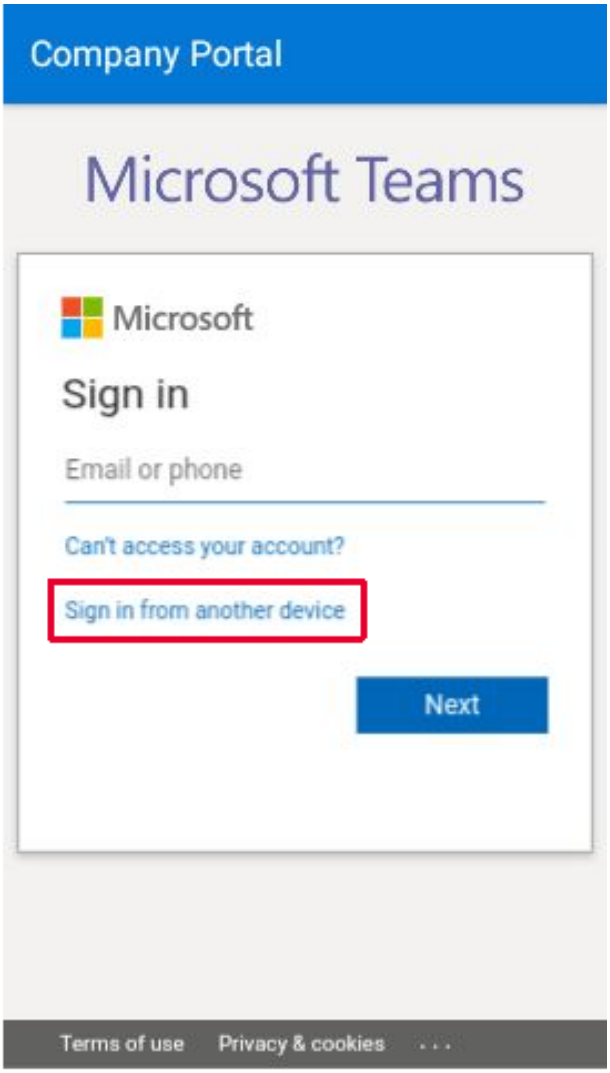
Procedure

1. Tap **Sign in**.



You will be connected to the Company Portal automatically.

2. Tap **Sign in from another device** from the **Sign in** screen.



3. Go to https://microsoft.com/devicelogin on your computer.
4. Enter the code shown on your device and select **Next**.
5. Enter your user credentials or select the desired account to sign in.

   A confirmation message is displayed after you successfully sign into Microsoft Intune Company Portal.

Signing out of Your Device

After you sign out of your account, you can only use the phone settings feature.

Procedure

1. Go to ☰ > **Settings** > **Sign out**.
2. Select **OK**.

Phone Lock

When the phone is not used, you can enable the phone lock to prevent unauthorized users from viewing or modifying phone information, such as your scheduled meetings. When the phone is locked, you can still answer the incoming call. If the administrator forcibly enables the phone lock feature on the Microsoft Teams & Skype for Business Admin Center, you cannot disable it on the phone. For more information, contact your system administrator.

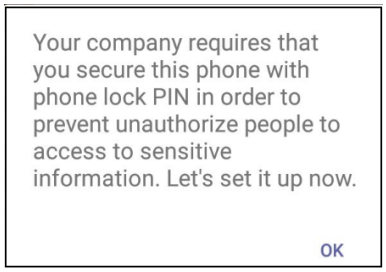
- Creating a Lock PIN
- Enabling Phone Lock
- Setting the Idle Timeout for Phone Lock
- Unlocking Your Phone
- Changing Your Lock PIN
- Disabling Phone Lock

Creating a Lock PIN

If your administrator sets security restrictions and enables the phone lock for you, you are prompted to set up a lock PIN, which is used for unlocking your phone.

Procedure

1. Tap **OK** to create a lock PIN on the pop-up menu.



2. Enter the lock PIN in the **New PIN** field.
3. Enter the lock PIN again in the **Confirm PIN** field.
4. Tap **OK**.

Enabling Phone Lock

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Phone Lock**.
2. Enable **Lock Enable**.
3. Enter the lock PIN in the **New PIN** field.
4. Enter the lock PIN again in the **Confirm PIN** field.
   You can use your lock PIN to unlock your phone.
5. Save the change.

Setting the Idle Timeout for Phone Lock

You can configure the idle timeout, after which the phone will be locked automatically.

About this task

Note: You can long press # key 3s to lock the phone.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Phone Lock**.
2. Enter the unlock PIN and tap **Unlock**.
3. Tap the **Idle time-out** field and then select the desired value.
4. Save the change.

Unlocking Your Phone

Procedure

1. Tap  on the touch screen.
2. Enter the unlock PIN.

Note: You will be forced to sign out after five unsuccessful unlock attempts.

Changing Your Lock PIN

You can change your lock PIN at any time.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Phone Lock**.
2. Enter the unlock PIN and tap **Unlock**.
3. Enter the new lock PIN in the **New PIN** field.
4. Enter the lock PIN again in the **Confirm PIN** field.
5. Save the change.

Disabling Phone Lock

If your system administrator sets security restrictions and enables the phone lock, you are restricted from disabling it.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Phone Lock**.
2. Enter the unlock PIN and tap **Unlock**.
3. Disable **Lock Enable**.

Using a Teams Phone as a Common Area Phone

Your phone can be set as a Common Area Phone (CAP). Instead of being located in someone's office, common area phones are typically placed in an area like a lobby or another area that is available to many people to make a call; for example, a reception area, lobby, or conference room.

You have access to certain features for the common area phones:

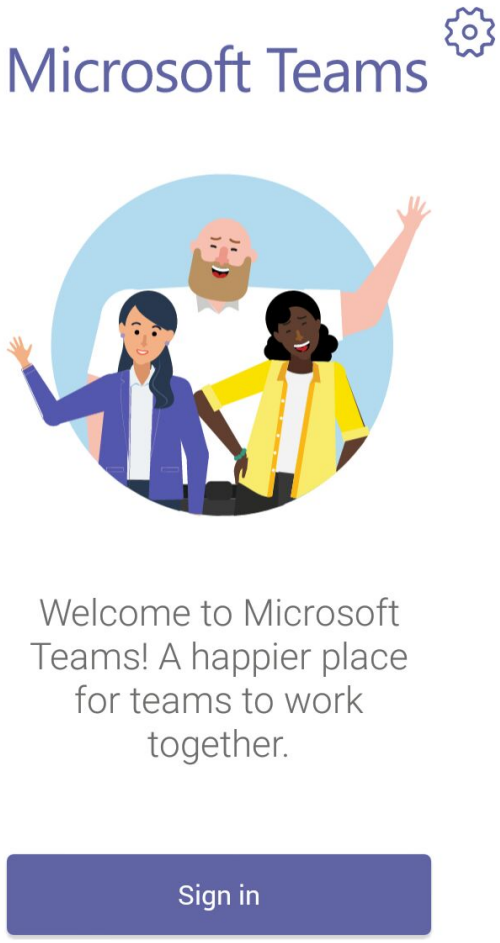
- **CAP account**: You have calls capability. You also have the searching capability if your system administrator enables it on the Microsoft Teams & Skype for Business Admin Center.
- **Meeting account**: You have calls capability and can join the scheduled meeting.

- Signing into a CAP/Meeting Account
- Signing out of a Common Area Phone

Signing into a CAP/Meeting Account

Procedure

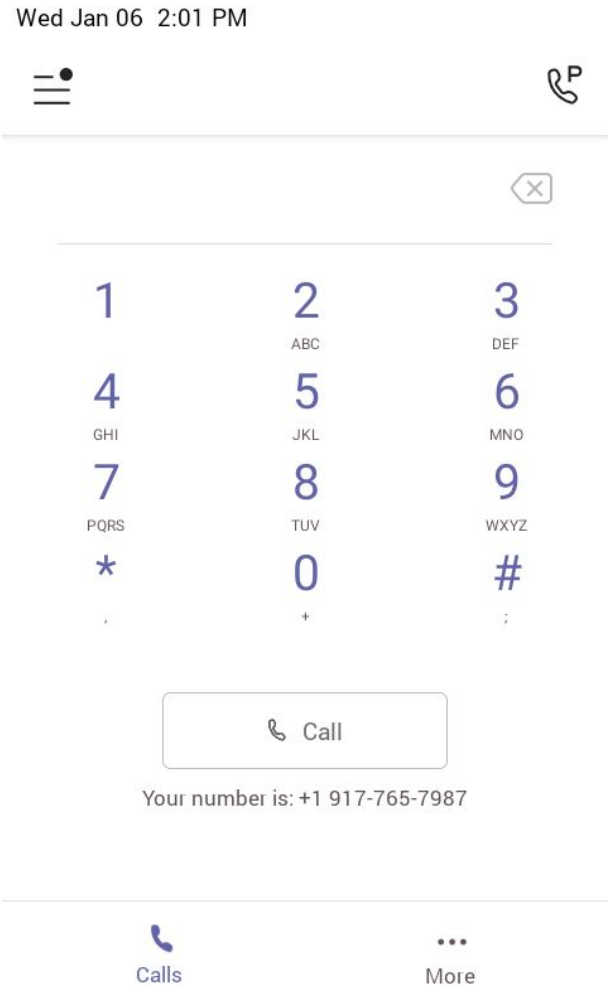
1. Tap **Sign in**.



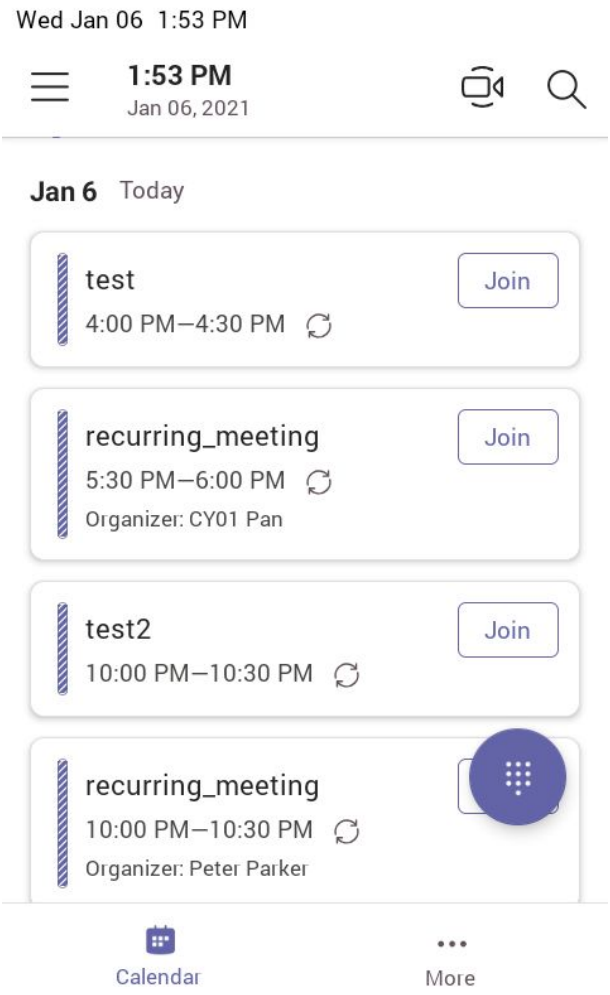
   You will be connected to the Company Portal automatically.
2. Enter your user credentials.

3. After the phone signs in successfully, tap **Got it**.

   After signing into the CAP account, the screen is displayed as below:



   After signing into the Meeting account, the screen is displayed as below:



Signing out of a Common Area Phone

Procedure

1. Go to ☰ > **Settings** > **Device Settings**.
2. Tap the **Admin Password** field and then enter the admin password (default: admin).
3. Tap **Account sign out** .
4. Tap **OK**.

Signing into a Teams Phone as a Guest User

You can sign into a phone as a guest user. Hot Desking feature is convenient for different employees to share one Teams phone. When you sign out, any changes you made on the phone while signed in are removed and the host user settings are restored.

- Signing in as a Guest User
- Signing out of the Guest User

Signing in as a Guest User

You can sign into Teams on your phone as a guest user.

Procedure

1. When the phone is unlocked, go to ☰ > **Hot desk**.
2. Enter your user credentials and tap **Sign in**.

Signing out of the Guest User

You can sign out of the guest user after you use the phone.

Procedure

1. Go to ☰ > **Stop hot desking**.
   The phone prompts you whether to stop hot desking.
2. Tap **END**.
   The guest user is signed out and the host user is signed in automatically.

   Note: The guest user will automatically be signed out after the phone is idle for a designated time (this time is configured by system administrator). Before logout, the phone prompts you that it will automatically sign out in 15 seconds.

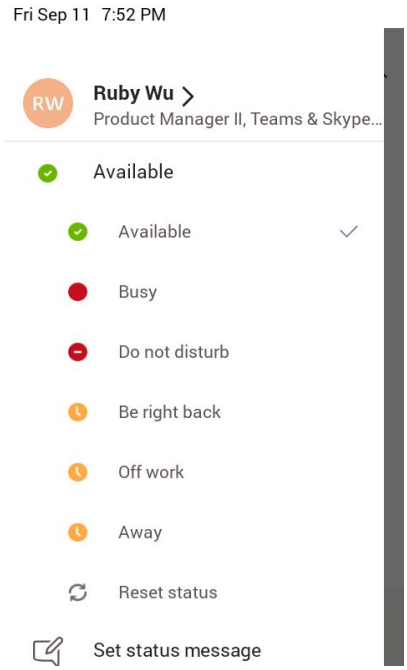
Changing Your Presence Status

You can update your presence status on the phone. For example, when you are busy with urgencies, you can change your status to DND to avoid being disturbed.

Procedure

1. Tap ☰ at the top-left of the touch screen.

2. Tap the presence status field and then select the desired status from the drop-down menu.



Tip: You can reset your presence status to be available from any other status by tapping **Reset status**.

Contacts

- Managing Contact Groups
- Managing Contacts

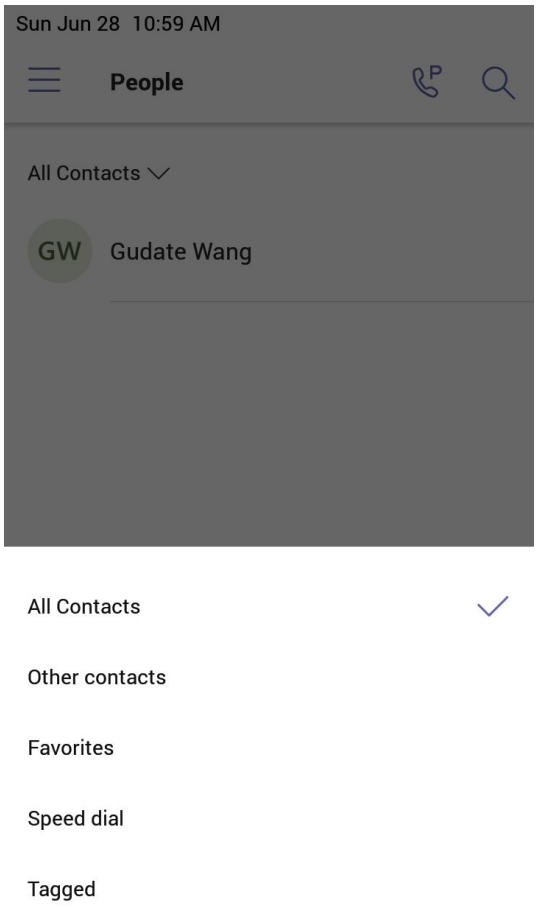
Managing Contact Groups

- View All Contact Groups
- Creating New Groups
- Editing Contact Group Name
- Deleting Contact Groups

View All Contact Groups

Procedure

From the **People** screen, tap ⌄.



You can tap the desired contact group to view the contacts in the group.

Creating New Groups

Procedure

1. From the **People** screen, tap .
2. Tap .
3. Name your group.
4. Select **CREATE**.

Editing Contact Group Name

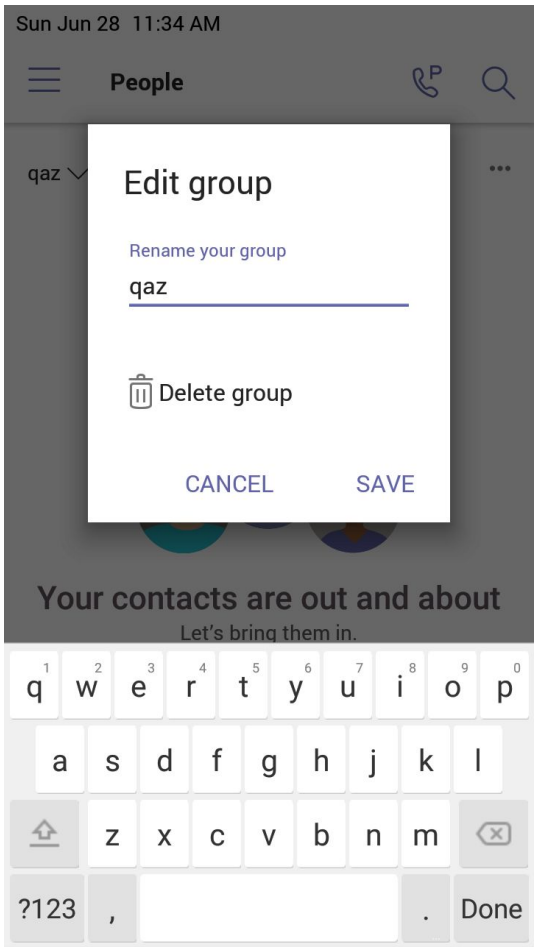
Procedure

1. From the **People** screen, tap a contact.
2. Select > **Edit group**.
3. Select a group to edit, and rename your group.
4. Save the change.

Deleting Contact Groups

Procedure

From the **Edit group** screen, tap **Delete group**.



The contact group is deleted successfully.

Related tasks

Editing Contact Group Name

Managing Contacts

- Adding Contacts from Directory
- Adding Contacts to a Specific Group
- Removing Contacts from Group

Adding Contacts from Directory

Procedure

1. From the **People** screen, tap .
2. Tap .
3. Enter the search criteria.

4. Tap the desired contact and select a group.
5. Save the change.
   The contact appears in the selected group.

Adding Contacts to a Specific Group

Procedure

1. From the **People** screen, select **All Contacts** or a specific group.
2. Tap the desired contact.
3. Select ⋮ > **Add to group**.
4. Select the desired group.
   The contact is added to the selected group.

Removing Contacts from Group

Procedure

1. From the **People** screen, select a specific group.
2. Tap the desired contact.
3. Select ⋮ > **Remove from group**.
4. Select the desired group.
   The contact is removed from the selected group.

Favorites

By default, all favorite contacts from the Teams desktop client are marked as favorite contacts on the phone. You can add favorites or remove favorites.

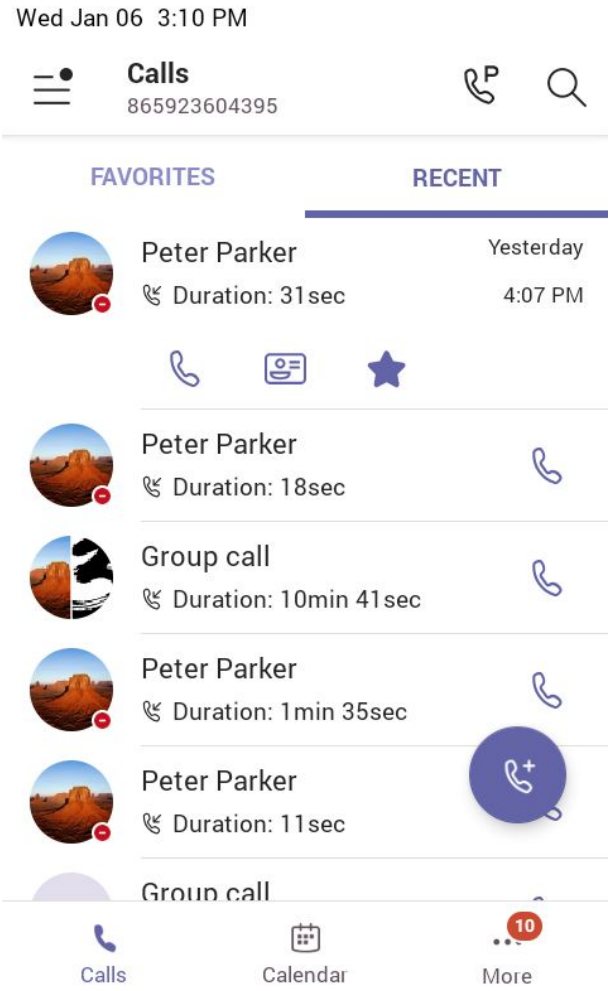
- Adding Favorites
- Removing Favorites

Adding Favorites

Procedure

1. From the **Calls** screen, tap **RECENT**.
2. Tap the desired contact.

3. Tap ☆.



The contact appears in the **FAVORITES** list.

Removing Favorites

Procedure

1. From the **Calls** screen, tap **FAVORITES**.
2. Tap ••• on the desired contact.
3. Tap **Remove speed dial**.

Managing Delegates

You can pick someone to be your delegate—to receive and make calls on your behalf. When you add a delegate, you're essentially sharing your phone line with them, so they can see and share all of your calls.

Teams phones provide the ability to setup and manage delegates.

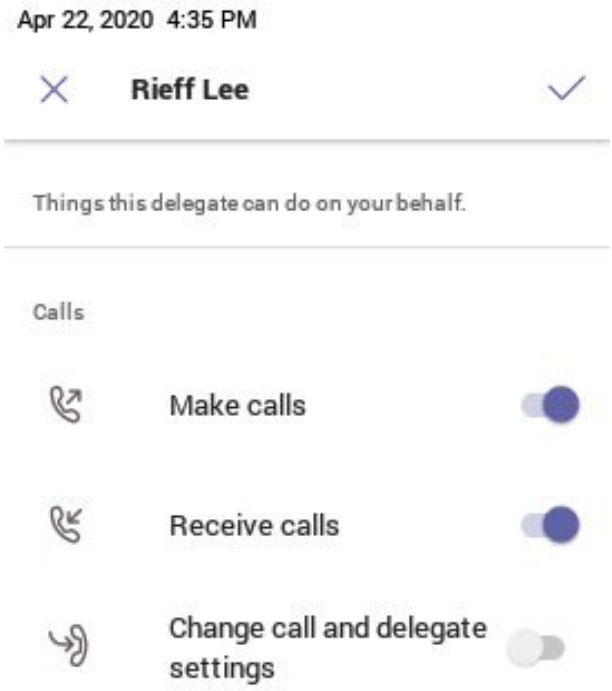
- Adding a Delegate from Settings

- Forwarding All Incoming Calls to Delegates
- Forwarding Incoming Calls to Delegates if Unanswered
- Synchronizing Incoming Calls to Delegates

Adding a Delegate from Settings

Procedure

1. Go to ☰ > **Settings** > **Manage delegates**.
2. Type the person's name in the **Add a delegate** box and select your delegate.
3. Select the permission you want to give your delegate.



4. Save the change.

Results
Your new delegate will now appear in your delegates list.

Forwarding All Incoming Calls to Delegates

You can forward all incoming calls directly to your delegates.

Procedure

1. Go to ☰ > **Settings** > **Calling**.
2. Enable **Call forwarding**.
3. Tap the **Forward to** filed and then select **My delegates**.

Forwarding Incoming Calls to Delegates if Unanswered

You can configure the forwarded destination if the incoming call is not answered.

Procedure

1. Go to ☰ > **Settings** > **Calling** > **If unanswered**.
2. Tap **My delegates**.

Synchronizing Incoming Calls to Delegates

You can synchronize incoming calls to delegates so that you and your delegates can receive the incoming calls simultaneously.

Procedure

1. Go to ☰ > **Settings** > **Calling** > **Also ring**.
2. Tap **My delegates**.

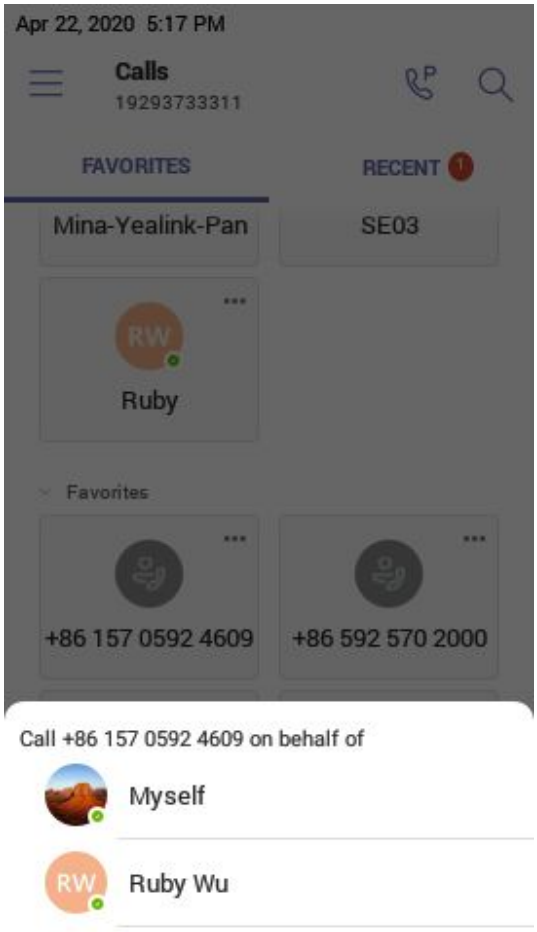
Boss/Admin Delegate Call Feature

- Call on behalf of
- Boss's Call Status

Call on behalf of

The delegate can place a call either on behalf of themselves or on behalf of the boss.

About this task

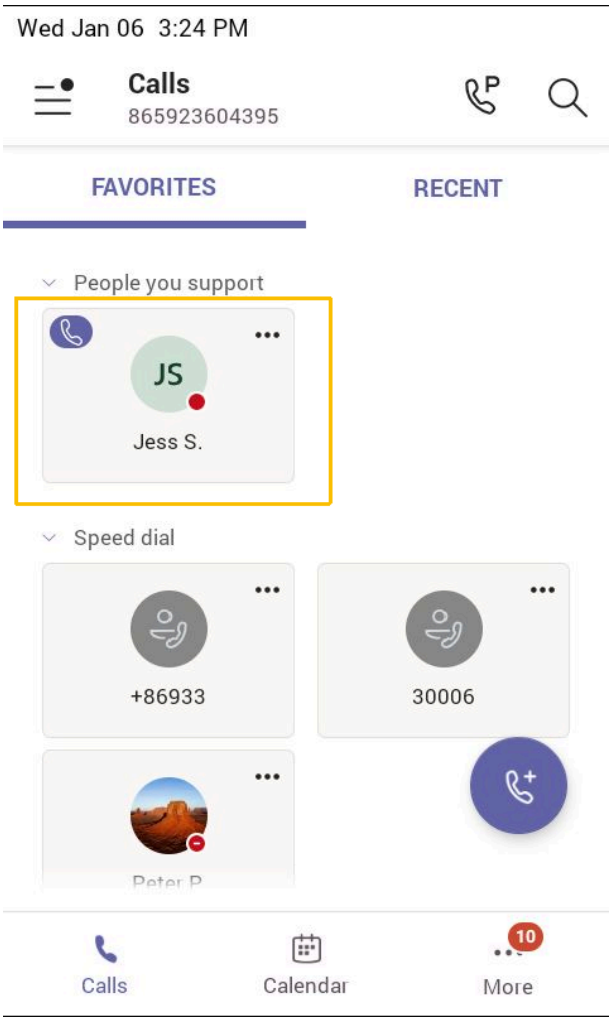


Boss's Call Status

Delegates can see and monitor boss' call status on the delegate's phone.

About this task

In the example below, the icon on the Boss' tile shows the delegate that the boss is in an active call. You can tap the icon to view additional details about the call.



Operating Calls

This chapter shows you how to handle calls on your device.

- Switching among the Handset, Speakerphone and Headset Modes
- Placing Calls
- Answering Calls
- Call Merge
- Muting and Unmuting Audio
- Holding and Resuming Calls
- Ending or Rejecting an Active Call
- Ending All Calls in the Process
- Transferring Calls
- Forwarding All Incoming Calls
- Forwarding Incoming Calls if Unanswered
- Synchronizing Incoming Calls to the Specified Contact/Delegates
- Parking and Retrieving Calls on the Teams Server
- Call Queue
- Blocking Calls with No Caller ID

- Anonymous Call
- Group Call Pickup

Switching among the Handset, Speakerphone and Headset Modes

You can select the desired mode before placing a call, or you can alternate among Speakerphone, headset, and handset modes during a call.

You can switch the audio output modes of a phone.

- Switching to handset mode: Pick up the handset.
- Switching to speakerphone (hands-free) mode: Press the Speakerphone key. The Speakerphone LED indicator glows green when the speakerphone is activated.
- Switching to headset mode: Press the HEADSET key. The HEADSET LED indicator glows green when the headset is activated.

Placing Calls

You can use your phone like a regular phone to place calls in many ways easily.

- Calling Contacts
- Dialing the Number
- Placing Multiple Calls
- Placing a Call from Call History
- Placing a Call from Voicemail
- Placing an Emergency Call from a Locked Phone
- Auto Dial for Extension Dialing

Calling Contacts

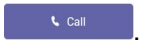
Procedure

1. From the **Calls** screen, tap .
2. Enter the contact account information to search for the desired contact.
3. Tap  beside the contact to place an audio call.

 **Tip:** You can tap  to search for a contact.

Dialing the Number

Procedure

1. Do one of the following:
   - Pick up the handset.
   - Press the Speakerphone key.
   - Press the HEADSET key.
   - Tap  on the Calls screen.
2. Enter the contact number.
3. Tap .

Placing Multiple Calls

When you are in a call, you can hold your current call and place a new call. Only one active call (the call that has audio associated with it) can be in progress at any time.

Procedure

1. During a call, tap  to return to the **Calls** screen.
2. Tap  on the Calls screen or tap  to search and then dial out the contact.

   The active call is placed on hold and the new call is set up.

Placing a Call from Call History

You can place calls to contacts from the call history list, which contains incoming, outgoing, and missed calls.

Procedure

1. From the **Calls** > **RECENT** screen, tap the desired contact.
2. Tap  to place an audio call.

Placing a Call from Voicemail

Procedure

1. From the **Voicemail** screen, tap the voice mail record that you want to call.
2. Tap  to place an audio call.

Placing an Emergency Call from a Locked Phone

Once locking the phone, you can dial an emergency number without having to unlock it.

Procedure

1. Tap  on the touch screen.
2. Tap **Emergency Call**.
3. Enter an emergency number and then tap **Call**.

Auto Dial for Extension Dialing

Tenant admins can add dial plans for their organization with normalization rules to enable extension dialing in Teams. Teams phones will auto dial in 3 seconds after an approved extension is dialed by the user using the dial pad.

Answering Calls

When you receive an incoming call on your phone, you can choose to answer it in various ways.

- Answering a Call
- Answering a Call When in a Call

Answering a Call

Procedure

Do one of the following:

- Pick up the handset.
- Press the Speakerphone key.
- Press the HEADSET key.
- Tap .

Answering a Call When in a Call

You can answer the incoming call when you are in an active call.

Procedure

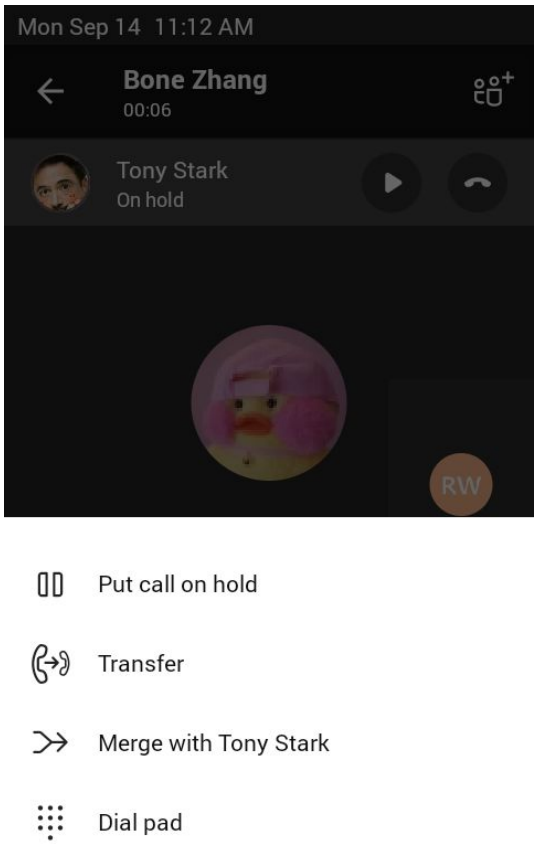
Tap  on the touch screen.
The active call is placed on hold and the incoming call becomes active.

Call Merge

You can merge the active call and the held calls on your phone.

Procedure

During a call, tap  > **Merge with xx** (xx refers to the contact name).



Note: If there are multiple calls on hold, you can choose one to merge.

Muting and Unmuting Audio

You can mute the microphone during an active call so that the other party cannot hear you.

Procedure

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

Holding and Resuming Calls

When you are in a call, you can place an active audio call on hold and resume the call when you are ready.

- Placing a Call on Hold
- Resuming a Call

Placing a Call on Hold

Procedure

During a call, tap > **Put call on hold**.

Resuming a Call

Procedure

Do one of the following:

- If only one call is placed on hold, tap **Resume**.
- If multiple calls are placed on hold, tap on the right side of the desired held call.

Ending or Rejecting an Active Call

Procedure

Tap .

Ending All Calls in the Process

You can end all calls in the process at a time.

Procedure

Do one of the following:

- If you are using the handset, hang up the handset.
- If you are using the headset, press the HEADSET key.
- If you are using the speakerphone, press the Speakerphone key.

Transferring Calls

You can transfer a call to another party using the blind transfer or consultative transfer method.

- Performing a Blind Transfer
- Performing a Consultative Transfer

Performing a Blind Transfer

You can transfer calls to other contacts immediately without consulting with them first.

Procedure

1. During a call, tap > **Transfer** > **Transfer now**.
   The call is placed on hold.
2. Select the desired contact or search for a contact.
   Then the call is connected to the number which you are transferring to.

3. Tap  key to end the call or when the other party picks up it will end automatically

Performing a Consultative Transfer

You can transfer calls to other contacts after consulting with them first.

Procedure

1. During a call, tap  > **Transfer** > **Consult first**.
2. After the party answers the call, tap  beside the contact.
   It prompts you whether to transfer the call or not.
3. Select the desired contact or search for a contact.
4. Tap **OK** to complete the transfer.

   After the transferred party answers the call, the call is transferred successfully.

Forwarding All Incoming Calls

You can set up your phone to forward all incoming calls to a specified destination.

- Forwarding Calls to Voicemail
- Forwarding Calls to a Contact or Number
- Forwarding All Incoming Calls to Delegates

Forwarding Calls to Voicemail

You can forward all incoming calls to your voicemail.

Procedure

1. Go to ☰ > **Settings** > **Calling**.
2. Enable **Call forwarding**.
3. Tap the **Forward to** field and then select **Voicemail**.

Forwarding Calls to a Contact or Number

You can forward all incoming calls to a contact or number.

Procedure

1. Go to ☰ > **Settings** > **Calling**.
2. Enable **Call forwarding**.
3. Tap the **Forward to** field and then select **Contact or number**.
4. Add the desired number.
   The incoming calls are automatically forwarded to the contact or number.

Forwarding All Incoming Calls to Delegates

You can forward all incoming calls directly to your delegates.

Procedure

1. Go to ☰ > **Settings** > **Calling**.

2. Enable **Call forwarding**.
3. Tap the **Forward to** filed and then select **My delegates**.

Forwarding Incoming Calls if Unanswered

You can configure the forwarded destination if the incoming call is not answered.

Procedure

1. Go to ☰ > **Settings** > **Calling** > **If unanswered**.
2. Select a desired forwarded destination:
   - Select **Voicemail** directly.
   - Select **Contact or number**, add the target contact.

Related tasks

Forwarding All Incoming Calls to Delegates

Synchronizing Incoming Calls to the Specified Contact/Delegates

You can synchronize incoming calls to a specified contact or delegates so that you and they can receive the incoming calls simultaneously.

Procedure

1. Go to ☰ > **Settings** > **Calling** > **Also ring**.
2. Select **Contact or number**, add the target contact.
   The target member and you will receive the incoming calls simultaneously.

Parking and Retrieving Calls on the Teams Server

Call park and retrieve feature allows a user to place a call on hold in the Teams service in the cloud. When a call is parked, the service generates a unique code for call retrieval. The user who parked the call or someone else can use that code to retrieve the call.

About this task

If the call park and retrieve feature is not available, contact your administrator for more information.

- Parking Teams Calls
- Retrieving Parked Calls

Parking Teams Calls

If you want to receive the call on a mobile device instead of the desk phone for convenience or if the caller wants someone else to answer the call, you can park the call on the Teams server. When a call is parked, you can use the code to retrieve the call on another device.

About this task

If the parked call is not retrieved within five minutes, you will receive a ringback.

Procedure

During a call, go to ••• > **Park Call**.
The call is parked and the code to retrieve the call is displayed on the phone.

Related tasks

Retrieving Parked Calls

Retrieving Parked Calls

After the call is parked, you can retrieve the call on another phone or provide another contact with the call retrieval code to retrieve the call.

Procedure

1. Tap when the phone is idle.
2. Enter the code.



3. Tap **OK**.

Call Queue

Call queue is a feature that route and queue incoming calls to group members, called agents, such as to a help desk or a customer service desk.

When someone calls into a phone number that is set with a call queue, they will hear a greeting first (if any is setup), and then they will be put in the queue and wait for the available call agent. The person calling in will hear music while they are placed on hold and waiting, and the call in the queue will ring all call agents at the same time by default. After a call agent accepts the call, other agents' phones stop ringing.

If you are assigned as an agent of the call queue, the incoming calls to the call queue will display the name of the call queue to distinguish it from common calls.

Note: The routing method (**Attendant routing**, **Serial routing**, or **Round Robin**) is decided by your administrator. For more information on call queue, refer to Create a Cloud call queue.

Blocking Calls with No Caller ID

Procedure

1. Go to ☰ > **Settings** > **Calling**.

2. Enable **Block calls with no caller ID**.

Note: If your phone is set as a common area phone, go to ☰ > **Settings** > **Device Settings** > **Calling (Admin only, default password: admin)** to enable **Block calls with no caller ID**.

Anonymous Call

You can hide your phone number when dialing people who are outside of Microsoft Teams.

Procedure

1. Go to ☰ > **Settings** > **Calling**.
2. Enable **Hide your phone number when dialing people who are outside of Microsoft Teams**.

Note: If your phone is set as a common area phone, go to ☰ > **Settings** > **Device Settings** > **Calling (Admin only, default password: admin)** to enable **Hide your phone number when dialing people who are outside of Microsoft Teams**.

Group Call Pickup

You can accept/decline incoming call notifications for call groups from anywhere on the phone.

Conference Calls

This chapter provides basic operating instructions about initiating and managing a conference call.

- Meet Now
- Initiating a Conference by Calling Multiple Contacts
- Initiating a Conference Call by Inviting Other Contacts
- Initiating a Conference Call from Call History
- Holding and Resuming a Meeting
- Managing the Conference Participants
- Adding Participants to a Conference Call
- Recording a Meeting
- Turning on Live Captions
- Raising Hand
- Leaving the Conference

Meet Now

Users can start an instant meeting on Teams phones. Once the meeting is created, users can add participants by inviting them.

Procedure

1. From the **Calendar** screen, tap .
2. Tap **Join now** to start a meeting.

Initiating a Conference by Calling Multiple Contacts

Procedure

1. Tap from the **Calls** screen.
2. Select the desired contact or search for a contact.
   You can add multiple contacts.
3. Tap .

Initiating a Conference Call by Inviting Other Contacts

You can initiate a conference call by inviting contacts to join the active call.

Procedure

1. During a call, tap .
2. Tap on the touch screen.
3. Enter the participant account information to search and then add members.
4. Tap to initiate a conference.

Initiating a Conference Call from Call History

Procedure

1. Tap **Calls** > **RECENT** from the touch screen.
2. Select a desired entry from the call history.
3. Tap .

Holding and Resuming a Meeting

When you are in a meeting, you can put yourself on hold and resume the meeting when you are ready.

- Putting Yourself on Hold
- Resuming a meeting

Putting Yourself on Hold

Procedure

During a meeting, tap > **Put me on hold**.

Resuming a meeting

Procedure

Tap **Resume**.

Managing the Conference Participants

Everyone in the conference call can manage call participants.

- Muting All Conference Participants
- Muting Individual Conference Participants
- Removing the Participants from the Conference
- Re-inviting the Participants Who Have been Removed
- Viewing the Details of Participants

Muting All Conference Participants

Everyone can mute all other conference participants in the conference call. The participants being muted can only unmute themselves.

Procedure

1. During the conference call, tap .
   All participants are displayed in the participants list.
2. Tap **Mute all**.
   All other participants in the conference call are muted.

Muting Individual Conference Participants

Everyone can mute any other conference participants in the conference call.

Procedure

1. During the conference call, tap .
   All participants are displayed in the participants list.
2. Tap the desired participant and then select **Mute participant**.
   The participant is muted.

Removing the Participants from the Conference

Everyone can remove other conference participants from the conference.

Procedure

1. During the conference call, tap .
   All participants are displayed in the participants list.
2. Tap the desired participant and then select **Remove from the call**.
   The participant is displayed in the **Other participants** list and he/she receives a prompt that indicates he/she was removed from the conference.

Re-inviting the Participants Who Have been Removed

You can re-invite the participants who have been removed from the conference call from the **Other participants** list.

Procedure

1. During the conference call, tap .
   All participants are displayed in the participants list.
2. Tap the desired participant from the **Other participants** list and then select **Invite in the call**.

Viewing the Details of Participants

You can view the details of participants who are in the conference call or in the lobby (Other participants list).

Procedure

1. During the conference call, tap .
   All participants are displayed in the participants list.
2. Tap the desired participant and then select **View profile**.

Adding Participants to a Conference Call

Everyone in the conference call can add others to the conference.

Procedure

1. During the conference call, tap .
2. Tap on the touch screen.
3. Enter the participant account information to search and then add members.
4. Tap to add the participants.

Recording a Meeting

Any Teams meeting can be recorded to capture audio and video.

About this task

Note: Whiteboards cannot be captured in meeting recordings.

Procedure

Tap > **Start recording** to record a meeting.

To stop recording, tap > **Stop recording**.

Turning on Live Captions

You can view live captions of all participants said.

Procedure

During the conference call, select ••• > **Turn on live captions**.
Live captions are displayed on the phone screen.

Raising Hand

Everyone in the conference can raise hands to apply for speaking.

Procedure

During the conference call, select ••• > **Raise hand**.
Other participants will view the prompts "one person raised hand" on the phone.

Leaving the Conference

All participants can leave the conference at any moment.

Procedure

Tap .
Other participants remain connected.

Using the Teams Meeting Feature

Teams meetings are a great way to come together with your colleagues and clients both inside and outside of your organization. You can join a Teams meeting as long as you have a Teams online account.

You can schedule meetings on the Teams phone, the Teams client, or the Outlook. Meetings are synced automatically among them. Calendar screen shows all the meeting scheduled in the last 7 days.

- Scheduling a Meeting on the Teams Phone
- Viewing the Meeting Details
- Joining a Scheduled Meeting
- Responding to the Meeting Invitation
- Canceling the Scheduled Meeting
- Editing the Scheduled Meeting
- Deleting the Scheduled Meeting

Related tasks

Signing into Microsoft Teams on Your Device

Scheduling a Meeting on the Teams Phone

You can schedule meetings on the Teams phone.

Procedure

1. From the **Calendar** screen, tap .
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  to set up the meeting.

Viewing the Meeting Details

You can view details of scheduled meetings such as the conference dial-in number and conference ID.

Procedure

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

Joining a Scheduled Meeting

You can join a Teams meeting scheduled on the Teams phone, the Teams client, or the Outlook.

Procedure

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

Responding to the Meeting Invitation

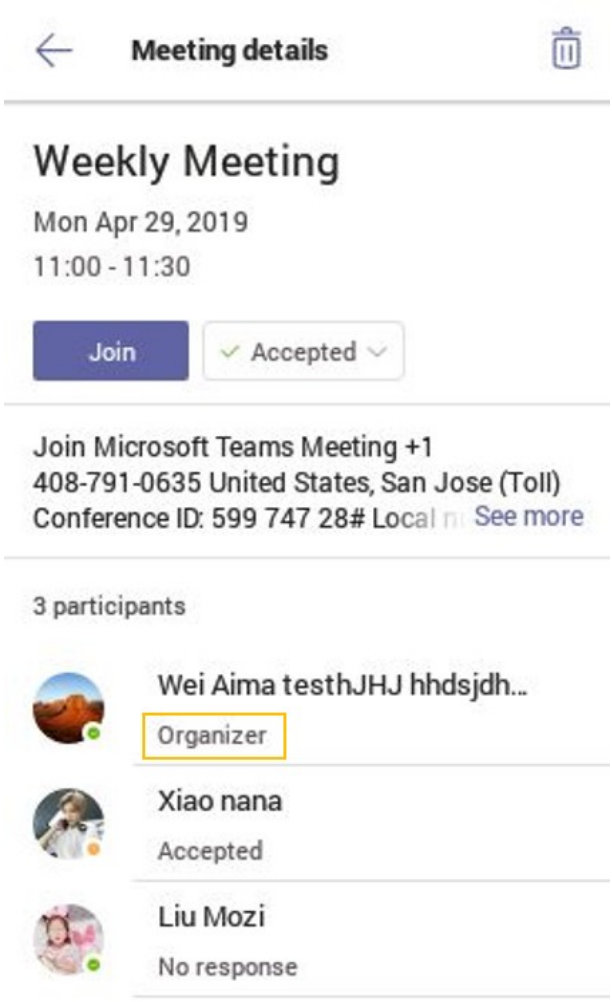
Participants can respond to the meeting scheduled on the Teams phone, the Teams client, or the Outlook.

Procedure

1. From the **Calendar** screen, tap the desired meeting.
2. Tap **RSVP**.

3. Select the desired response:
   - Accept (Accept the invitation)
   - Tentative (Tentatively accept the invitation)
   - Decline (Decline the invitation)

   Your response is shown below:



Tip: You can tap the selected response to edit the response to the scheduled meeting.

Canceling the Scheduled Meeting

If you are the organizer, you can cancel the scheduled meetings.

Procedure

1. From the **Calendar** screen, tap the desired meeting.
2. Tap ⋮ > **Cancel occurrence** or tap **Cancel occurrence** at the bottom.
   It prompts if you want to cancel this event.
3. Tap **OK**.

Editing the Scheduled Meeting

If you are the organizer, you can edit the scheduled meetings, such as adding participants.

Procedure

1. From the **Calendar** screen, tap the desired meeting.
2. Tap **Edit** or > **Edit occurrence**.
3. Edit the meeting.
4. Tap .

Deleting the Scheduled Meeting

If you are a participant, you can delete the meeting that is not started and remove it from your calendar. It will not affect other participants.

Procedure

1. From the **Calendar** screen, tap the desired meeting.
2. Tap at the top right or tap **Delete** at the bottom.
   It prompts if you are sure to delete the meeting.
3. Tap **OK**.

Using the Voicemail

After you sign into the phone in Personal account mode, all voice mails received on your account will be displayed on your phone. You can view the duration and receiving time of each voicemail stored in your voicemail. After reading the voicemail, you can delete it.

- Listening to the Voicemail
- Deleting Voicemail Messages
- Viewing the Details of the Contacts

Related tasks

Signing into Microsoft Teams on Your Device

Listening to the Voicemail

Procedure

1. From the **Voicemail** screen, tap the desired voicemail.
2. Tap to play the voicemail.
3. To change the playback speed of the voicemail, tap 1x.
   You can also change the speed to **2×** or **.5×**.

4. To pause the playback, tap . Then tap  to resume the playback.

Deleting Voicemail Messages

After you listen to a message, you can delete it.

Procedure

1. From the **Voicemail** screen, tap the desired voicemail.
2. Tap  below the voicemail.
   It prompts if you are sure to delete the voicemail.
3. Tap **DELETE**.

Viewing the Details of the Contacts

You can view the details of the person who left you a message.

Procedure

1. From the **Voicemail** screen, tap the desired voicemail.
2. Tap  below the voicemail.

Teams Device Settings

- Using the Dark Theme
- Setting the Language
- Time and Date Display
- Screen Savers
- Changing the Screen Backlight Brightness and Time
- Bluetooth
- Better Together over Bluetooth (BToB)
- Accessibility Features
- Setting Ringtones

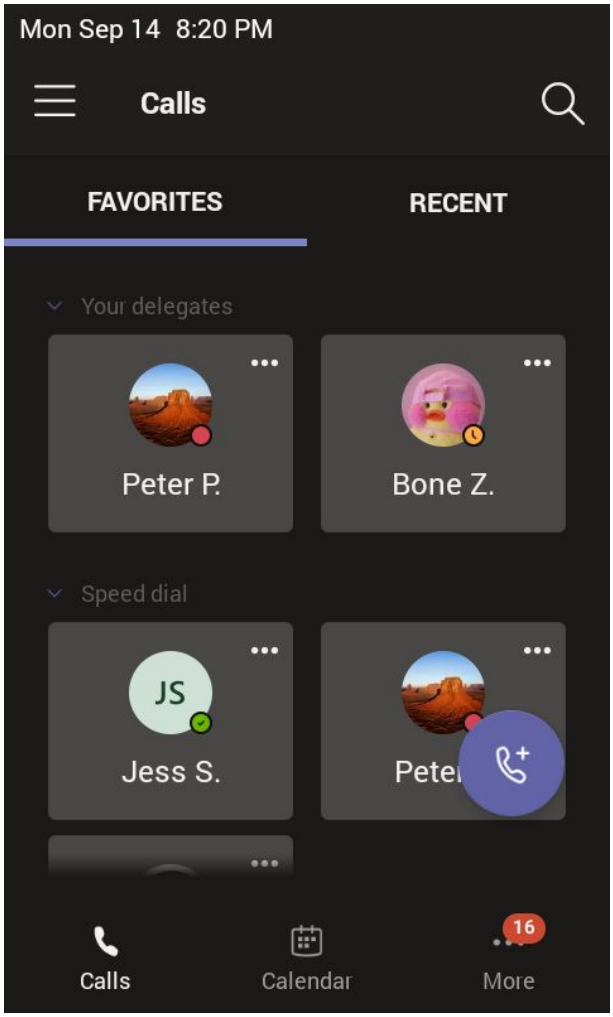
Using the Dark Theme

By default, the light theme is enabled. You are allowed to change between light and dark theme.

Procedure

1. Go to  > **Settings**.
2. Enable **Dark theme**.
   It prompts that it will restart the app to switch the theme.

3. Confirm the option.
   After the phone is restarted, the screen is displayed as follows:



Note: The dark theme will change to the light theme if the account signs out.

Setting the Language

The default language of the device depends on what you set after the device starts up. You can change the language.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Language**.
2. Select the desired language.
   It prompts if you are sure to change the language.
3. Tap **OK**.

Note: If your phone is set as a common area phone, go to ☰ > **Settings** > **Device Settings** > **Language(Admin only, default password: admin)** to set the language.

Time and Date Display

You can set the time and date manually. The time and date format is also customizable.

- Setting the Time and Date Manually
- Changing the Time and Date Format

Setting the Time and Date Manually

If your device cannot obtain the time and date automatically, you can set the time and date manually.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Time & Date**.
2. Tap **Manual Settings** from the **Type** field, and tap **OK**.
3. Enter the specific date and time in the **Date** and **Time** field respectively.

Changing the Time and Date Format

You can change the time and date format.

About this task

The built-in date formats are listed below:

Date Format	Example(2018-05-30)
WWW MMM DD	Wed May 30
DD-MMM-YY	30-May-18
YYYY-MM-DD	2018-05-30
DD/MM/YYYY	30/05/2018
MM/DD/YY	05/30/18
DD MMM YYYY	30 May 2018
WWW DD MMM	Wed 30 May
MM/DD/YYYY	05/30/2018

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Time & Date**.
2. Select the desired date format from the **Date Format** field.
3. Select the desired time format from the **Time Format** field.

Screen Savers

The screen saver automatically starts each time your device is idle for a certain amount of time. You can stop the screen saver at any time by pressing any key or tapping the touch screen. When your device is idle again for a preset waiting time, the screen saver starts again.

- Disabling Screen Saver
- Changing the Waiting Time for Screen Saver
- Changing the Screen Saver Background

Disabling Screen Saver

By default, the screen saver feature is enabled, you can disable it as needed.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Display**.
2. Disable the screen saver.

Note: If your phone is set as a common area phone, go to ☰ > **Settings** > **Device settings** > **Display(Admin only, default password: admin)** > **Screen Saver Enable** to disable the screen saver.

Changing the Waiting Time for Screen Saver

You can change the waiting time for the screen saver.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Display**.
2. Select the desired time from the **Screensaver Waiting Time** field.
3. Tap **OK**.

Note: If your phone is set as a common area phone, go to ☰ > **Settings** > **Device Settings** > **Display(Admin only, default password: admin)** > **Screensaver Waiting Time** to change the waiting time for the screen saver.

Changing the Screen Saver Background

You can change the screen saver background of the device. You can also set the device to display the custom background.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Display**.
2. Select the desired background from the **Screensaver background** field.
3. Select the desired type from the **Screen Saver Type** field.
   - If you select **System**, select the desired background from the **Screensaver background** field.
   - If you select **Custom**, the device automatically set the custom pictures uploaded from the web user interface as the screen saver, and display these pictures alternately.
4. Tap **OK**.

Note: If your phone is set as a common area phone, go to ☰ > **Settings** > **Device Settings** > **Display(Admin only, default password: admin)** > **Screensaver background** to change the screen saver background.

Changing the Screen Backlight Brightness and Time

You can change the backlight brightness of the LCD when the device is active (in use). The backlight brightness automatically changes after the device has been idle for a specified time.

About this task

You can change the screen backlight brightness and time in the following settings:

Backlight Active Level: The brightness level of the phone screen when the phone is active.

Backlight Time: The delay time to change the brightness of the LCD screen when the device is inactive. Backlight time includes the following settings:

- **Always On**: Backlight is on permanently.
- **15s**, **30s**, **1min**, **2min**, **5min**, **10min**, **30min** or **1h**: Backlight is turned off when the device is inactive after the designated time.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Display**.
2. Slide the **Backlight Active Level** slider to change the brightness of the LCD backlight.
3. Select the desired time from the **Backlight Time** field.
4. Tap **OK**.

Bluetooth

The Teams device supports Bluetooth. You can pair and connect the Bluetooth headset or the Bluetooth handset with your phone.

- Activating the Bluetooth Mode
- Pairing and Connecting the Bluetooth Headset
- Editing Your Device Name
- Disabling Your Device Discovery
- Renaming the Paired Bluetooth Devices
- Disconnecting the Bluetooth Device
- Un-pairing the Bluetooth Devices
- Deactivating the Bluetooth Mode

Activating the Bluetooth Mode

You need to activate Bluetooth mode to use the Bluetooth feature.

Before you begin

Make sure the Bluetooth USB Dongle BT41 is connected to the phone.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Turn on **Bluetooth**.

Pairing and Connecting the Bluetooth Headset

Before you begin

Make sure that you have activated the Bluetooth mode and the Bluetooth headset is discoverable.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Tap ⋮ > **Scan** to search for the Bluetooth devices.

3. Tap your Bluetooth device in the **AVAILABLE DEVICES** list.
   The Bluetooth headset is paired and connected successfully.

Related tasks

Activating the Bluetooth Mode

Editing Your Device Name

You can change the Bluetooth device name for your device.

Before you begin

Make sure you have activated the Bluetooth mode.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Enter the desired name in the **Device Name** field.

Related tasks

Activating the Bluetooth Mode

Disabling Your Device Discovery

After the Bluetooth is turned on, your device is visible to other Bluetooth-enabled devices by default. You can disable this feature not to allow your device to be discovered by other Bluetooth devices.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Turn off **Open Discover**.

Renaming the Paired Bluetooth Devices

You can rename the paired Bluetooth devices for better recognition.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Long tap the paired device and then select **Details**.
3. Enter the desired name in the **Rename** field.
4. Tap **OK**.

Disconnecting the Bluetooth Device

You can disconnect the Bluetooth device from your device. After the Bluetooth device is disconnected, it stays in the paired devices list, so that you can easily connect it to your device next time.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Select the connected Bluetooth device.
   It prompts if you are sure to disconnect.
3. **OK**.

Un-pairing the Bluetooth Devices

You can unpair your Bluetooth devices with your Teams phone. After unpaired, the Bluetooth devices disappear from the paired devices list.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Long tap the paired device and then select **Unpaired**.
   It prompts if you are sure to unpair.
3. Tap **OK**.

Deactivating the Bluetooth Mode

You can deactivate the Bluetooth mode when you no longer use a Bluetooth device.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Bluetooth**.
2. Turn off **Bluetooth**.

Better Together over Bluetooth (BToB)

After the phone is paired with PC, it supports lock / unlock and screen off / screen awake operations via BToB.

- Pairing the Device with PC
- BToB Lock
- BToB Meeting

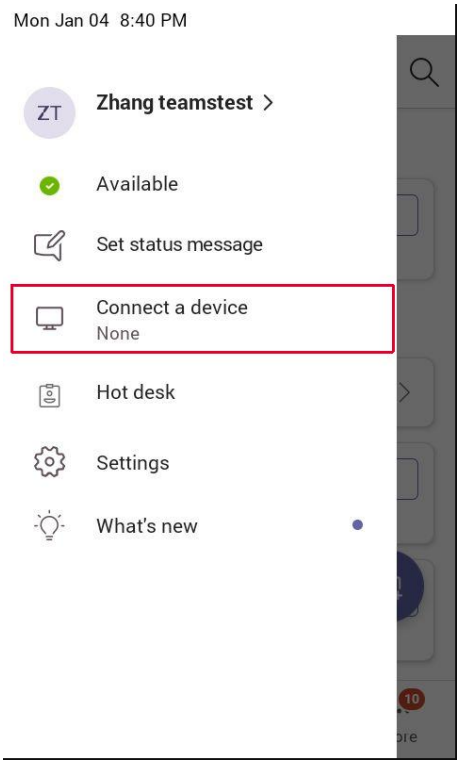
Pairing the Device with PC

Before you begin
Make sure the Bluetooth is enabled on the phone (enabled by default).

Procedure

1. Sign in on Microsoft Teams client installed on laptop or PC.
2. Enable Bluetooth on laptop or PC.
3. Sign in on the phone with the same account on Microsoft Teams client.

4. Go to ☰ > **Connect a device**.



The phone shows the available device to connect.

5. Pair the device with laptop or PC.
   Laptop or PC will get the notification to accept the connection.
6. On the Microsoft Teams client, click on **Connect** in the notification.

BToB Lock

When the phone is paired with the laptop or PC and phone lock is enabled on the phone, lock / unlock on the phone is in sync with the laptop or PC.

Related tasks

Pairing the Device with PC

Enabling Phone Lock

BToB Meeting

Once the user has joined the meeting, any present participant can use their connected phones or Teams Windows clients to control call.

Before you begin

The phone is paired with the laptop or PC.

Related tasks

Pairing the Device with PC

Related information

Operating Calls

Accessibility Features

The device includes a number of features to accommodate vision-impaired users.

- Large Text
- High Contrast Mode
- Color Correction
- Screen Reader

Large Text

You can change the displayed text size.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Accessibility**.
2. Turn on **Large Text**.

High Contrast Mode

You can change contrast if any difficulties in reading text on the screen.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Accessibility**.
2. Turn on **High Contrast Mode**.

Color Correction

You can change color mode if any difficulties in color recognition.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Accessibility**.
2. Select the desired value from the **Color Correction** field.
   - Off
   - Deuteranomaly (red-green)
   - Protanomaly (red-green)
   - Tritanomaly (blue-yellow)
3. Tap **OK**.

Screen Reader

The device will talkback where you tap.

Procedure

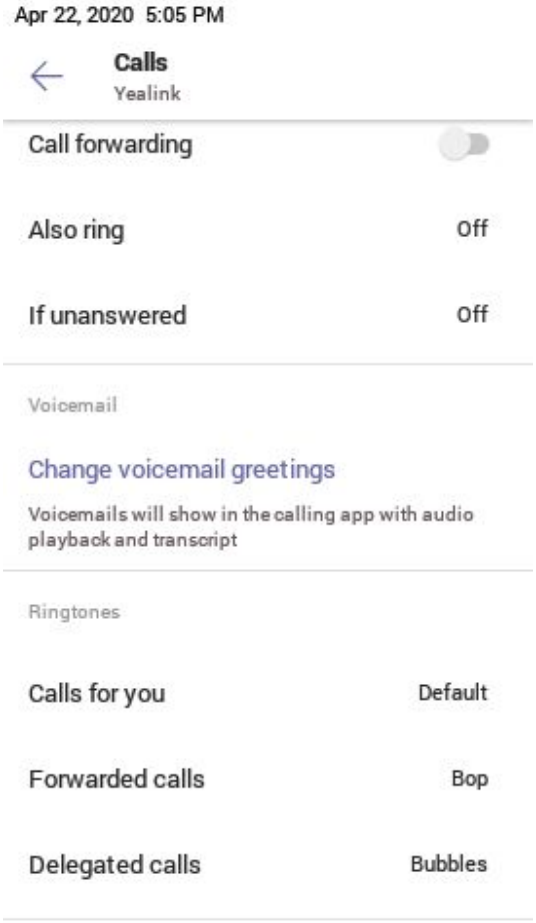
1. Go to ☰ > **Settings** > **Device Settings** > **Accessibility**.
2. Turn on **Screen Reader**.

Setting Ringtones

You can set different ringtones for incoming calls, forwarded calls, and delegated calls.

Procedure

1. Go to ☰ > **Settings** > **Calling**.
2. Select a desired ringtone from an available list of ringtone options.



Wireless Network

The Teams device supports the Wi-Fi feature. If there is available Wi-Fi, you can enable the Wi-Fi feature to connect the device to the wireless network.

Note: The phones can automatically connect to the wireless network via a Yealink-supplied App. For more information, refer to Easy Way to Connect to a Wireless Network via App.

- Activating the Wi-Fi Mode
- Connecting to the Wireless Network
- Viewing the Wireless Network Information
- Deactivating the Wi-Fi Mode
- Disconnecting the Wireless Network Connection

Activating the Wi-Fi Mode

Before you begin
Make sure the Wi-Fi USB Dongle WF50 is connected to the phone.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Turn on **Wi-Fi**.

Connecting to the Wireless Network

There are three ways to connect the device to the wireless network.

- Connecting to an Available Wireless Network Manually
- Connecting to the Wireless Network Using WPS
- Adding a Wireless Network manually

Connecting to an Available Wireless Network Manually

Before you begin
Get the password of the wireless network from your system administrator.

Make sure that the Wi-Fi mode is activated.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Tap ⋮ > **Scan** to search the available wireless network.
3. Select the desired wireless network.
4. If the network is secure, enter its password.
5. Tap **CONNECT**.

Related tasks
Activating or Deactivating the Wi-Fi Mode

Connecting to the Wireless Network Using WPS

Wi-Fi Protected Setup (WPS) provides simplified mechanisms to configure secure wireless networks, which can automatically configure a wireless network with a network name (SSID) and strong WPA data encryption and authentication.

About this task
Two methods supported by Yealink devices in the Wi-Fi protected setup:

- **Push Button Configuration (PBC)**: The user simply presses the WPS key on both the device and router to connect.
- **Personal Identification Number (PIN)**: The user has to enter a PIN generated randomly by the device on the router to connect.

  Note: It is not available to MP54 phones.

- Connecting to the Wireless Network Using PBC

- Connecting to the Wireless Network Using PIN

Connecting to the Wireless Network Using PBC

Before you begin

Make sure Wi-Fi Mode is activated.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Tap ⋮ > **WPS**.

   The device screen prompts that you need to press the Wi-Fi Protected Setup button on your router.
3. Long press the WPS key on your gateway/router.

   Once the WPS setup has completed successfully, the touch screen will prompt connect successfully.

Connecting to the Wireless Network Using PIN

Before you begin

Make sure that the Wi-Fi mode is activated.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Tap ⋮ > **WPS-PIN** to search the available wireless network.

   The device screen prompts that you need to enter the PIN xxx on your WLAN router.
3. Log into your gateway/router's web interface, and configure it to search the clients.

   Once the WPS-PIN setup completes successfully, the web interface of the gateway/router will prompt success.

Adding a Wireless Network manually

If your gateway/router has SSID broadcast disabled, it might not appear in the scanning results. In that case, you must manually add a wireless network.

Before you begin

Make sure Wi-Fi Mode is activated.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Tap ⋮ > **Add**.
3. Enter the SSID and then select a security mode from the **Security** drop-down menu:
   - If you select **None**, tap **Save**.
   - If you select **WEP** or **WPA/WPA2-PSK**, enter the password and then tap **Save**.
   - If you select **802.1×EAP**, select the desired EAP method and Phase-2 authentication, enter the desired values in the **Identity**, **Anonymous identity**, and **Password** fields and then tap **Save**.

   If you enable **Show advanced options**, select a desired value in the **Proxy** field; and if you select **Manual**, enter the information about the proxy server in the corresponding fields.

Related tasks

Activating or Deactivating the Wi-Fi Mode

Viewing the Wireless Network Information

After connecting to the wireless network, you can view the wireless network information (such as wireless status, link speed, security, IP address, signal strength, and so on.)

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Select the connected wireless network.

Deactivating the Wi-Fi Mode

You should deactivate the Wi-Fi mode when you need to connect your device to the wired network.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Turn off **Wi-Fi**.

Disconnecting the Wireless Network Connection

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Wi-Fi**.
2. Select the connected wireless network.
3. Tap **FORGET**.

   The wireless network is disconnected. You can tap it again to connect.

Optional Accessories with Your Phone

This chapter describes the optional accessories that you can use to extend your phone's capabilities.

- Bluetooth Headset
- USB Headset
- Wireless Headset
- USB Speakerphone CP900 / CP700

Bluetooth Headset

You can use a Bluetooth headset to handle calls on the phone. For more information, refer to the documentation from your Bluetooth headset manufacturer.

Related tasks

Pairing and Connecting the Bluetooth Headset

USB Headset

You can use a USB headset to handle calls on the phone.

For the supported headsets, refer to Tested headset list compatible with Yealink IP Phone. USB headsets that are not listed may not function properly if you connect them to your phone. For more information on how to use your USB headset, refer to the related documentation from the manufacturer.

Wireless Headset

You can use most wireless headsets with your phone.

EHS40 provides the technical interface between your phone and an EHS-compatible wireless headset, such as Sennheiser/Jabra (GN Netcom) or Plantronics headset. After the EHS40 and your headset are connected successfully, you can handle calls by your headset.

For more information on how to connect EHS40, see the EHS40 User Guide on Yealink Technical Support page. For more information on how to use your headset, refer to the related documentation from the manufacturer.

USB Speakerphone CP900 / CP700

You can connect a USB speakerphone CP900 / CP700 on the phone to control calls by USB or Bluetooth.

You can do the following:

- Tap the **Answer Call** button to answer a call.
- Tap the **End Call** button to reject or end a call.
- Tap the **Mute** button to mute the microphone.
- Tap the **Volume Up**/**Volume Down** button to adjust the volume.

Note: The volume will be synchronized between the speakerphone and the phone.

For more information, refer to Yealink USB Speakerphone CP700 & CP900 User Guide.

Hybrid Mode Settings

After the hybrid mode is enabled, users can receive a paging call in the teams app mode.

- Hybrid Mode
- Sending Multicast Paging
- Receiving Multicast Paging

Hybrid Mode

Teams phone supports hybrid mode: survivability app mode and teams app mode. If the phone disconnects with the local MS server, you can switch to the survivability app to implement the call features.

Note: The hybrid mode is disabled by default. Contact your system administrator to enable it.

- Enabling the Quick Ball
- Switching to Survivability App

- Switching to Teams App
- Survivability App Screens
- Call Features of Survivability App

Enabling the Quick Ball

You can use the quick ball to quickly switch between the survivability app mode and teams app mode.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Hybrid Mode**.
2. Enable **Quick Ball**.
   The screen displays a quick ball. You can tap it to change the app mode quickly.

Switching to Survivability App

Procedure

Do one of the following:

- Go to ☰ > **Settings** > **Device Settings** > **Hybrid Mode**, and then tap **Access Survivability App**.
- Tap the quick ball 

.

  Note: In a teams call, the quick ball does not appear, so you cannot switch to the survivability app mode.

Related tasks

Enabling the Quick Ball

Switching to Teams App

Procedure

Tap the quick ball 

.

Note: In a SIP call, the call is placed on hold when you switch to the Teams app mode.

Related tasks

Enabling the Quick Ball

Survivability App Screens

The survivability app includes the following screens:

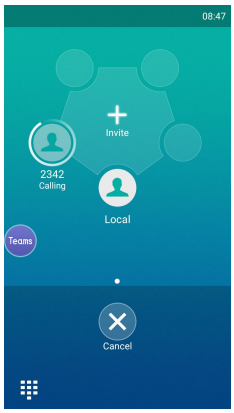
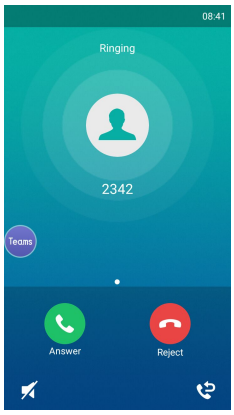
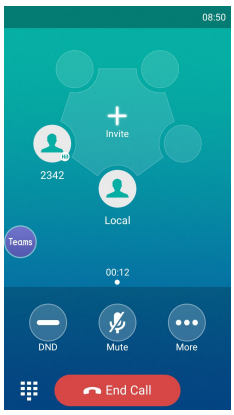
- Dial: Tap  to open the dialer.
- Directory: Displays local contacts, you can search for contacts, manage local directory groups and contacts.
- History: Includes missed, placed, received, and forwarded calls, you can view call details and manage the history record.

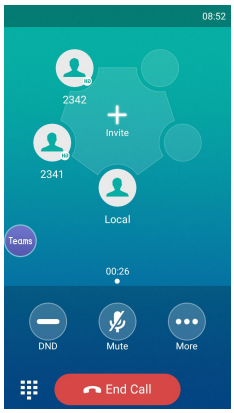
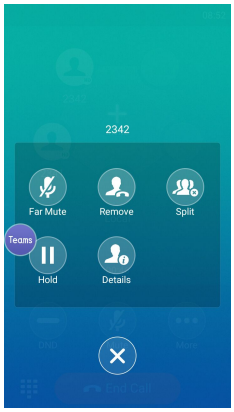
Note: The phone only supports one SIP account.

Call Features of Survivability App

In survivability app mode, you can perform basic call features.

Note: If your phone is locked, you may need to unlock it before using call features.

Call Status	You can
Ring back 	• Cancel a call • Invite a new party
Call in 	• Answer a call • Reject a call • Silence a call • Forward a call
Talk (peer to peer call) 	• Enable DND • End a call • Mute a call • Hold a call • Transfer a call • Place a new call • Invite a new party

Call Status	You can
Conference  	For the conference originator: • Enable DND • End a conference call • Mute a conference call • Hold a conference call • Place a new call • Invite a new party • Split a Conference Call For other conference participants: the same as the peer to peer call. Manage a participant: • Mute the participant • Remove the participant • Split the participant • Hold the participant • View the detail of participant

Sending Multicast Paging

Your phone supports up to 31 groups for paging. You can assign a label to each group to identify the phones in the

group, such as All, Sales, or HR.

You can set a line key as Paging key or Paging List key on the phone, which allows you to send announcements to the phones with pre-configured multicast address(es) on specific channel(s).

Note: It is available only when hybrid mode is enabled.

- Setting a Paging Key
- Sending a Paging by a Paging Key
- Setting a Paging List Key
- Setting a Paging Group
- Editing a Paging Group
- Sending a Paging by a Paging List Key
- Deleting a Paging Group

Related information

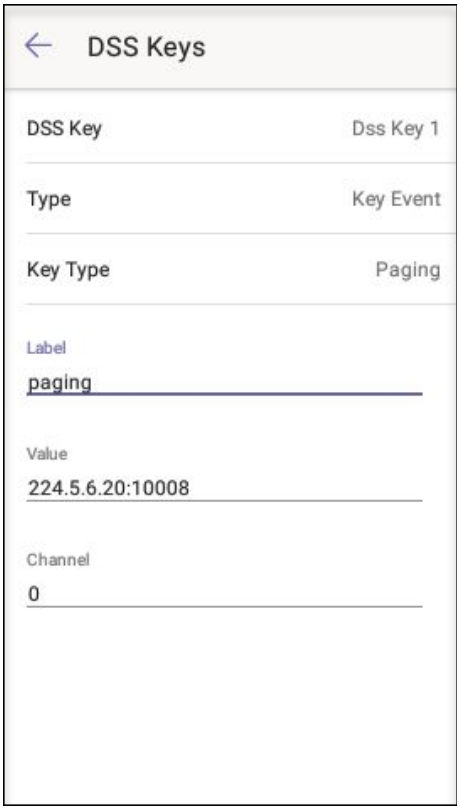
Hybrid Mode

Setting a Paging Key

You can set a Paging key for a paging group, which allows you to send announcements quickly on the idle screen.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **DSS Keys**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Paging** from the **Key Type** field.
5. Enter the paging group name in the **Label** field.
6. Enter the multicast IP address and port number (for example, 224.5.6.20:10008) in the **Value** field.
7. Enter the desired channel between 0 and 30 in the **Channel** field.



8. Save the change.

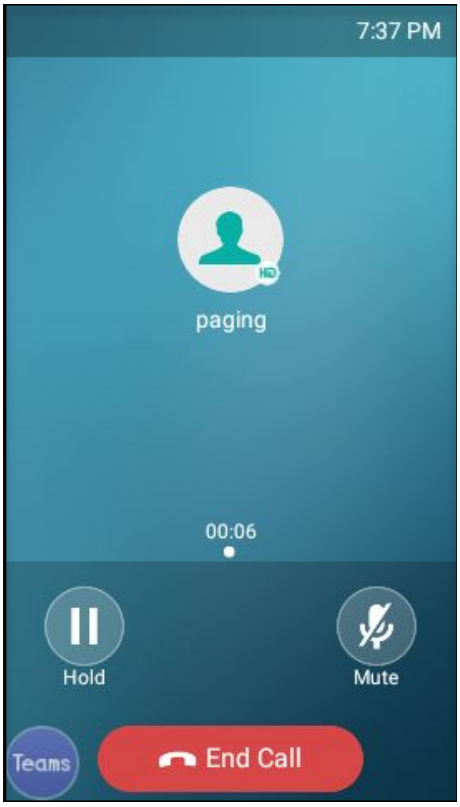
Sending a Paging by a Paging Key

You can send a paging by using the Paging key when the phone is idle.

Procedure

1. Switch to survivability App.

2. Tap the Paging key when the phone is idle.



Related tasks

Switching to Survivability App

Setting a Paging Key

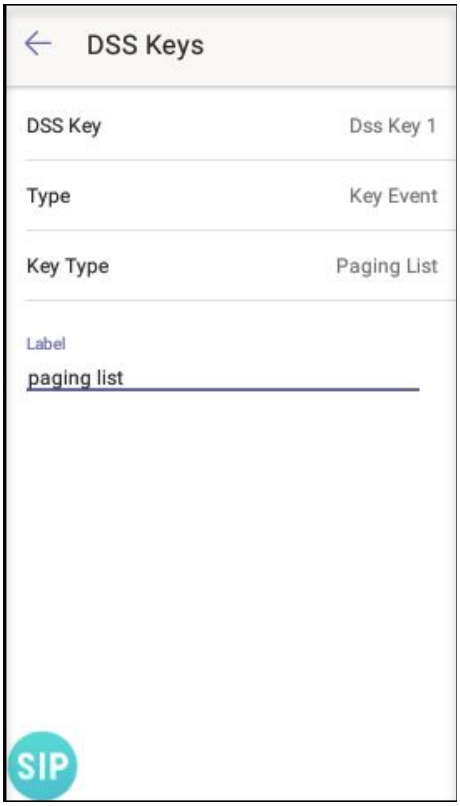
Setting a Paging List Key

You can use the quick ball to quickly switch between the survivability app mode and teams app mode.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **DSS Keys**.
2. Select the desired line key.
3. Select **Key Event** from the **Type** field.
4. Select **Paging List** from the **Key Type** field.

5. Enter the paging group name in the **Label** field.



6. Save the change.

Setting a Paging Group

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Paging List**.
2. Select the desired paging group.
   The default tag is Empty if it is not configured before.
3. Enter the multicast IP address and port number (for example, 224.5.6.20:10008) in the **Address** field.
4. Enter the string that will display on the phone screen in the **Label** field.
5. Select the desired channel between 0 and 30 in the **Channel** field.
6. Save the change.

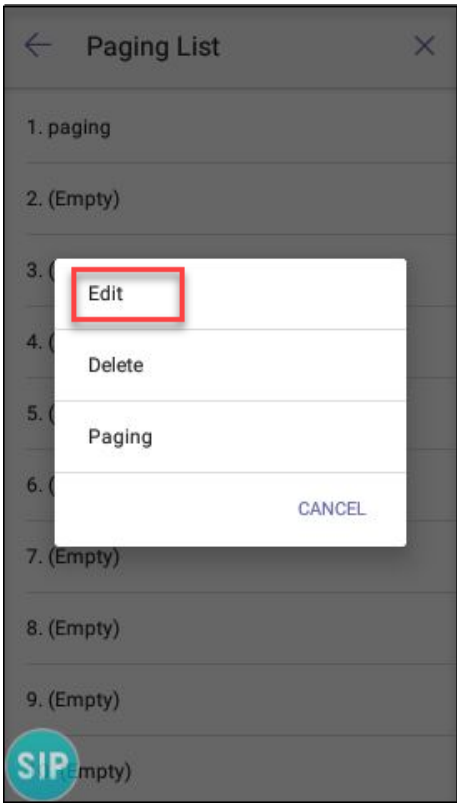
Editing a Paging Group

You can edit the information of the paging group.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Paging List**.

2. Long tap the desired paging group and select **Edit**.



3. Edit the information.
4. Save the change.

Sending a Paging by a Paging List Key

You can send a paging by using the Paging List key when the phone is idle.

Procedure

1. Switch to survivability App.
2. Tap the Paging List key when the phone is idle.
   - Tap the desired paging group.
   - Long tap the desired paging group and select **Paging**.

Related tasks

Setting a Paging List Key

Deleting a Paging Group

You can delete any group from the paging group list.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Paging List**.
2. Long tap the desired paging group and select **Delete**.
   The phone prompts you whether to delete the paging group.
3. Select **OK**.

Receiving Multicast Paging

Your system administrator has set a listening paging group for you, you can automatically receive a paging call when the phone is idle.

Getting More Information About Microsoft Teams

This topic provides you to view more information about Microsoft Teams. If you encounter problems when using the Teams device, you can send feedback to Microsoft.

- Viewing More Information About Microsoft Teams
- Company Portal
- Sending Feedback

Viewing More Information About Microsoft Teams

You can view more information about Microsoft Teams such as the version, calling version, and the details of Privacy& Cookies, Microsoft Software License Terms, and Third-party Notices.

Procedure

Go to ☰ > **Settings** > **About**.

You can select **Privacy& Cookies**, **Terms of Use**, or **Third Party Software Notices and Information** to view the details.

Company Portal

Microsoft Intune helps organizations manage access to corporate apps, data, and resources. Company Portal is the app that lets you, as an employee of your company, securely access those resources. Before you can use this app, make sure your IT admin has set up your work account and have a subscription to Microsoft Intune.

Company Portal helps simplify the tasks you need to do for work:

- Enroll your device to access corporate resources, including Office, email, and OneDrive for Business
- Sign into corporate resources with company-issued certificates
- Reduce the number of times you need to sign into corporate resources with single sign-on
- Browse and install approved business apps from your IT department or the Microsoft Store for Business
- View and manage your enrolled devices and wipe them if they get lost or stolen
- Get help directly from your IT department through the available contact information

Note: Every organization has different access requirements and will use Intune in ways that they determine will best manage their information. Some functionality might be unavailable in certain countries. If you have questions about how this app is being used within your organization, contact your company's IT administrator.

Sending Feedback

If you encounter problems while using the Teams device, please feel free to send feedback to let us know.

Procedure

1. Go to ☰ > **Settings** > **Report an issue**.
2. Select a desired report type in the **Type** field.
3. Enter the alias (your email address).
4. Select a desired type of issue and then enter the issue title.
5. Tap **SEND**.

Maintaining Teams Devices

When the device cannot be operated properly, you can investigate or troubleshoot issues along with any other tasks your administrator may ask you to perform.

- Rebooting Your Device
- Viewing Device Status
- Resetting Your Device

Rebooting Your Device

Your system administrator may ask you to reboot your device if it malfunctions or to assist in troubleshooting.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Reboot**.
2. Tap **Reboot phone**.
   It prompts if you are sure to reboot the device.
3. Tap **OK**.

Viewing Device Status

Your system administrator may ask you to view the device status such as network, MAC, firmware, Partner APP version, Company Portal version, and Teams version.

Procedure

Go to ☰ > **Settings** > **Device Settings** > **About**.

Resetting Your Device

You can reset the device to factory settings with the need for entering the Administrator's password.

Procedure

1. Go to ☰ > **Settings** > **Device Settings** > **Debug (Admin only, default password: admin)**.
2. Tap **Reset to Factory Settings**.
   It prompts if you are sure to reset to factory default.
3. Tap **OK**.

Tip: You can also long press the pound key (#) and the star key (*) for about 6 seconds when the phone is idle.

Troubleshooting

If you are having issues with your device, you can try the troubleshooting options and solutions in the following topics to resolve certain issues.

- Why is the screen blank?
- Why does the device display “Network unavailable”?
- Why does the device display time and date incorrectly?
- How can I obtain the MAC address of a device when the device is not powered on?
- Why can't I receive calls?
- Why doesn't my handset work?
- How can I switch to Skype for Business edition?
- Checking the IP Address of Device

Why is the screen blank?

- If the device is powered from PoE, ensure you use a PoE-compliant switch or hub.
- Ensure that the device is properly plugged into a functional AC outlet.

Why does the device display “Network unavailable”?

- Ensure that the Ethernet cable is plugged into the Internet port on the phone and the Ethernet cable is not loose.
- Ensure that the switch or hub in your network is operational.

Why does the device display time and date incorrectly?

Check whether your device obtains the time and date from the SNTP server automatically. If the device fails to connect the SNTP server, contact your system administrator for more information. You can also configure the time and date manually.

How can I obtain the MAC address of a device when the device is not powered on?

You can use one of the following ways to obtain the MAC address of a device:

- The PO (Purchase Order) provided by the supplier.
- The label of the carton box.
- The phone's bar code on the back of the phone.

Why can't I receive calls?

- Check if the account is logged in.
- Check whether your status is DND mode, if it is, you should reset status.
- Check whether the call forward is enabled on the phone.

Why doesn't my handset work?

- Check that the headset cord is fully connected to the headset jack on the phone.

How can I switch to Skype for Business edition?

- Upgrade firmware via the web user interface.
- Auto provisioning.

Checking the IP Address of Device

Procedure

Go to ☰ > **Settings** > **Device Settings** > **About**.