

The University of Hong Kong Yealink MP56 User Quick Reference

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	7 inches (800 x 480) capacitive (5 points) touch screen, tap to select	
		items and navigate menus.	
3	HEADSET Key	Enables you to place and receive calls through a headset. The LED	
		indicator glows green when the headset is activated.	
4	MUTE Key	Mutes local audio during calls and conferences. The LED indicator	
		glows red when the mute feature is activated.	
5	Teams Key	Initiates a Teams conference call by meet now	
6	Speakerphone Key	Enables you to place and receive calls using the speakerphone. The	
		LED indicator glows green when the speakerphone is activated.	
7	TRANSFER Key	Transfers a call.	
8	HOLD Key	Places a call on hold or resumes a held call	
9	REDIAL Key	Redials a dialed number.	
10	Volume Key	Adjust the volume of handset, headset, speaker, or ringer.	
11	Keypad Key	Enable you to enter numbers, letters, and special characters.	
12	Speaker	Provides audio output during hands-free.	
13	Reversible Tab	Secures the handset in the handset cradle when the phone is	
		mounted vertically.	

Service Features			Access
Internal Call Calls within HKU (Tel: 391-XXXXX only)			• Dial Ext No. (5 digits)
 External Call Local calls within Hong Kong International calls 			 Dial 8-digit local number Please apply for an IDD calling card for international calls
Thu Mar 09 Sign in to make an e Step 1 On your computer or mobile, go to https://microso Step 2 Enter the code below to sign in. ST9K5F Sign in on this	nergency call. ft.com/devicelogin DL6 : device	4.41 PM	Once the phone connected to HKU network, phone screen will provide login link and Pair Code Using computer or mobile web browser to visit the Microsoft sign in link showing on the phone set, link address could be different depends on the phone model Login with your HKU portal account and enter the Pair Code Note: If the login page showing error, e.g. "The request is blocked", please clear your browser cache or access from privacy mode to retry. The request is blocked. 0/EsJZAAAAACuHiCX0qyaQrDjcp+i9FthSEtCRURHRTA5MTIAYzFhZ
+8523917 -		+8523917 🖚 🦣	Home Screen after Sign-In
4:44 ^{PM} Thursday, March 09	C alls	People	Settings – Tap the profile picture on the home screen Notifications – Show all miss calls and upcoming meetings
	Calendar	တာ Voicemail	Calls – Tap Calls to make a phoen call
			Calendar – Tan Calendar to view your outlook calendar
			VoiceMail – Tap Voicemail to listen to your message

		Main Menu - Tap the profile picture on the home screen
	Kailaa	
0	Available	Status – Tap to change your current status
C	Set status message	Set Status Message – Tap to Set your status message and
	and the day inc.	duration
Ē	None	Connect to a device – Tap to connect to device which also login with the same Microsoft account
•	Hot desk	Hot dock Sign in as different MS Teams account temperary
\$	Settings	(default is 2 hours)
Ø	What's new	Settings – Tap to access account and phone settings
2		
Thu Mar 09		Settings
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General		
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For enquiry, please contact the ITS helpdesk at 3917 0123 or email to <u>ithelp@hku.hk</u>.

<u>Remarks: It may take longer time for the phone to startup when it is connected to the</u> <u>network for the first time. DO NOT disconnect the phone before the startup completes as</u> <u>it may damage the phone set.</u>