

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
The Mar 09 4.41 PM Sign in to make an emergency call. Image: Step 1 On your computer or mobile, go to https://microsoft.com/devicelogin Step 2 Enter the code below to sign in. ST9K5FDL6 Sign in on this device			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+i9FfhSEtCRURHRTA5MTIAYzFhZ
+8523917 🖚 豰		+8523917 🗩 🌏	Home Screen after Sign-In
4:44 ^{PM}	C alls	OS People	Settings – Tap the profile picture on the home screen Notifications – Show all miss calls and upcoming meetings
Thursday, March 09	Calendar	တာ Voicemail	Calls – Tap Calls to make a phoen call People – Tap People to edit your contact list
			Calendar – Tap Calendar to view your outlook calendar
			VoiceMail – Tap Voicemail to listen to your message

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	Vailaa x	Main Menu - Tap the profile picture on the home screen
-	Manufacement	
0	Available	Status – Tap to change your current status
C	Set status message	Set Status Message – Tap to Set your status message and duration
Ģ	Connect a device None	Connect to a device – Tap to connect to device which also login with the same Microsoft account
6	Hot desk	Hot desk – Sign in as different MS Teams account temporary
\$	Settings	(default is 2 hours)
Q	What's new	Settings – Tap to access account and phone settings
_		
Thu Mar		Settings
\leftarrow	Settings	
General		
0	Appearance	Appearance – Light/ Dark theme
8	Manage delegates	Manage delegates - Setup delegates to make or receive calls on your behalf.
The U	niversity Of Hong Kong	
0	Profile	Profile – View your account profile (View only)
S	Calling	Calling – Setup call forwarding, voicemail greetings, ringtone, and block calls option.
Ē	Meetings	Meetings – Toggle to show meetings name in phone calendar
â	Home screen	Home screen – Toggle on/off to show Home screen (Restart
Q	Notifications	required)
~0	P	Notifications – Toggle on/off to show notifications on phone.
80	Report an issue	Report an issue – Report issue to Microsoft
		About – About phone model
D	About	Sign out – Sign out from your Microsoft Teams account
G₽	Sign out	Device settings – select language, Time & Date, Display
¢٩	Device settings	option, phone lock, Bluetooth, Wifi, etc.

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>