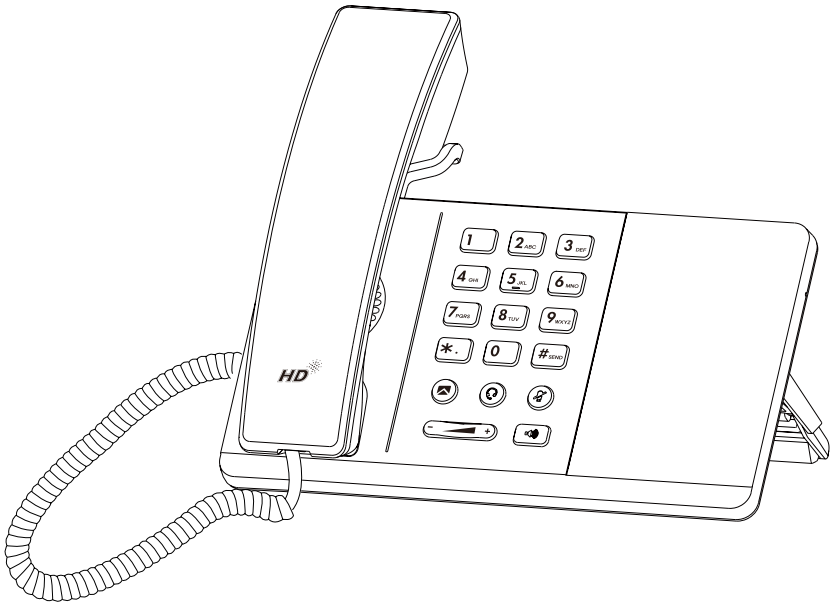
Yealink

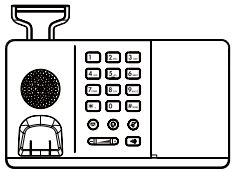
T55A-Skype for Business® Edition



Quick Start Guide(V9.9)

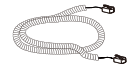
Package Contents

The following items are included in your package. If you find anything missing, contact your system administrator.

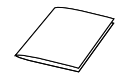


Skype for Buisness Phone

Handset

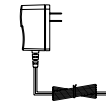


Handset Cord

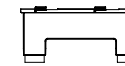


Quick Start Guide

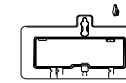
Ethernet Cable
(2m CAT5E FTP cable)



Power Adapter
(Optional)



Stand

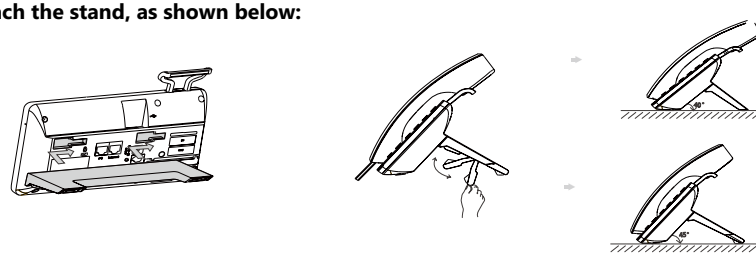


Wallmount Bracket
(Optional)

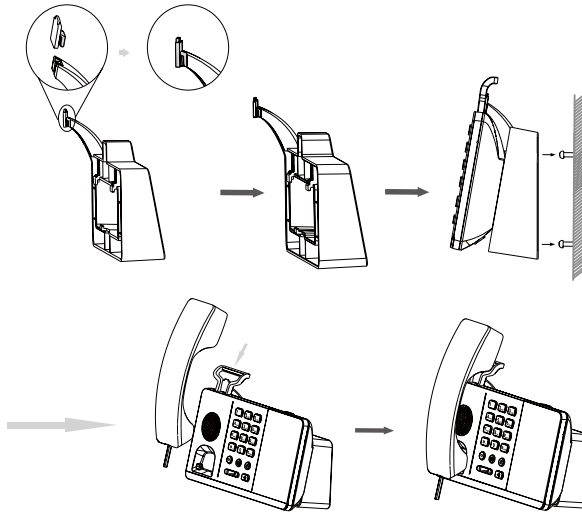
Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

Assembling the Phone

1. Attach the stand, as shown below:

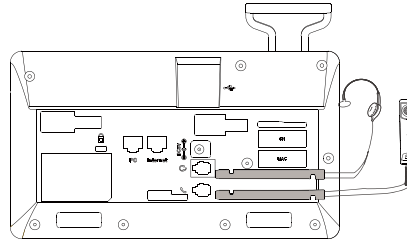


2. Attach the optional wall mount bracket, as shown below:



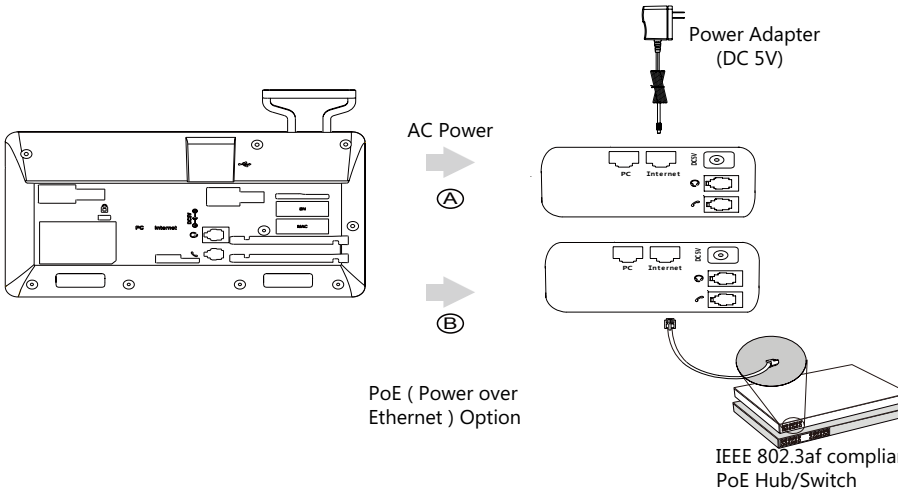
Note: You need to attach the wallmount botton to the wallmount bracket first to hook the handle and prevent it from slipping.

3. Connect the handset and optional headset, as shown below:



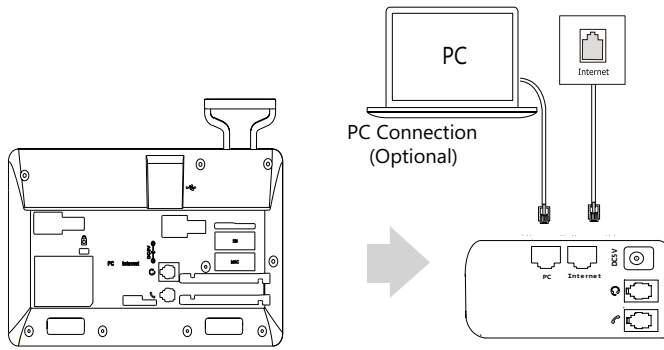
Note: The headset should be purchased separately.

4. Connect the AC power or PoE, as shown below:

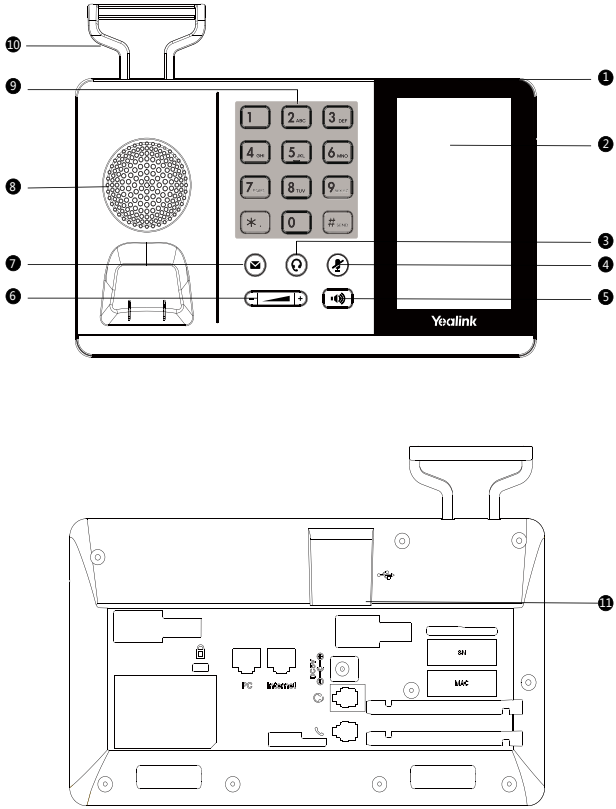


Note: The IP phone should be used with Yealink original power adapter (5V/2A) only. The use of the third-party power adapter may damage the phone.

5. Connect to the network, as shown below:



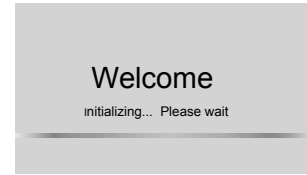
Hardware Component Instructions



	Item
❶	Power LED Indicator
❷	Touch Screen
❸	HEADSET Key
❹	MUTE Key
❺	Speakerphone Key
❻	Volume Key
❼	MESSAGE Key
❽	Speaker
❾	Keypad
❿	Handle Holder
⓫	USB2.0 port

Startup

After the Skype for Business phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone enters the sign-in screen.



Sign into or Sign out of Your Skype for Business Account

You can sign into or sign out of your Skype for Business account on the phone.

To sign into your Skype for Business account:

1. Tap **Sign in**, and then select a desired sign-in method.
2. Follow the on screen prompts.

To sign out of your Skype for Business account:

1. Tap your avatar at the top-right corner of the touch screen.
2. Tap **Sign Out.**

Phone Lock

If the phone lock feature is enabled on the Skype for Business server, user can lock the phone to prevent it from unauthorized use.

The Skype for Business phone will prompt the user to create a lock PIN at the initial sign-in.

To set a lock PIN:

1. Enter the lock PIN in the **New PIN** field.
2. Enter the lock PIN again in the **Confirm PIN** field.
3. Tap **Save** to accept the change.

After you create a lock PIN, you can use it to unlock your phone.

To unlock the phone:

1. Enter the lock PIN when the phone is locked.
2. Tap **Unlock** to unlock the phone.

Change Your Presence Status

Your presence information is a quick way for other people to see your availability status. You can change it manually if you want to.

To update your presence status:

1. Tap your avatar at the top-right corner of the touch screen.
2. Tap the desired status.

Directory

The phone directory includes local directory and Skype for Business directory.

To add a local contact:

1. Tap **Contacts**->**Local Directory**.
2. Tap the desired group, and then tap ⊕.

3. Enter a unique contact name in the **Name** field and other information in the corresponding fields.

4. Tap **Save** to accept the change.

Local favorites display consecutively, according to their index number. The contact with the lowest number is displayed first. If you select **Null** from the pull-down list of **Index**, the contact id displayed first.

To search for contacts:

1. Tap **Contacts**-> .
2. Enter the search criteria.

   The search results is displayed automatically .

To view a contact's information:

1. Tap **Contacts**.
2. Tap the desired group.
3. Tap to view the detailed information.

To call contacts from the directory:

1. Tap **Contacts**.
2. Tap the desired group.
3. Tap the desired contact directly.

Basic Call Features

To place a call:

1. Do one of the following:
   - Pick up the handset.
   - With the handset on-hook, press .
   - With the headset connected, press .
   - Tap **New Call**.
2. Enter the number and then tap .

To answer a call:

1. Do one of the following:
   - Pick up the handset. The call is answered in handset mode.
   - Press . The call is answered in hands-free (speakerphone) mode.
   - Press . The call is answered in headset mode.
   - Tap **Answer**.

To end a call:

1. Do one of the following:
   - If you are using the handset, hang up the handset or tap **End Call**.
   - If you are using the speakerphone, press or tap **End Call**.
   - If you are using the headset, tap **End Call**.

To mute or un-mute a call:

1. Press to mute the microphone or press it again to un-mute the microphone during a call.

To place a call on hold:

1. Tap **More**->**Hold** during an active call.

To resume the held call, do one of the following:

- If there is only one call on hold, tap **Resume**.
- If there is more than one call on hold, tap the call you want to resume, and then tap **Resume**.

Initiate a Conference Call

You can initiate a Skype for Business conference call by meet now or calling a group of Skype for Business contacts.

To initiate a conference call:

1. Tap **Meet Now**->**Add**.
2. Enter the number and then tap .
   You can also select a desired contact from the search result list, favorites screen, history screen or contacts screen.
3. Tap **Add** to add more contacts.

To initiate a conference call within a Skype for Business group:

1. Tap **Contacts**.
2. Tap on the right of the desired Skype for Business group.
   The touch screen prompts if you are sure to start a conference.
3. Tap **OK** to dial all contacts in the group.

Call Forward

You can enable the call forward feature to forward all incoming calls to the desired destination.

To enable call forward:

1. Tap **More**->**Features**->**Call Forward**.
2. Enable **Call Forward**.
3. Tap the desired forwarding type.
4. Tap **Save** to accept the change.

You can also forward an incoming call when your phone is ringing.

To forward an incoming call to a contact when your phone is ringing:

1. Tap **Forward**.
2. Select a contact or enter the number you want to forward and then tap .

To forward an incoming call to voicemail when your phone is ringing:

1. Tap **FWD VM**.

Call Transfer

You can transfer a call in the following ways:

To perform a blind transfer during a call:

1. Tap **More**->**Blind Tran** during an active call. The call is placed on hold.
2. Tap Enter the number and then tap .
   You can also select a desired contact from the search result list, favorites screen, history screen or contacts screen.
   Then the call is connected to the number to which you are transferring.

To perform a consultative transfer:

1. Tap **Transfer** during an active call. The call is placed on hold.
2. Select a contact and then tap **Call**.
3. After the party answers the call, tap **Transfer** to complete the transfer.

Using Better Together over Ethernet (BToE)

Better Together over Ethernet (BToE) enables you to place, hold, and answer calls on your phone and Skype for Business client on your computer. You can download the Yealink BToE Connector application from the Yealink Website and install the application on your computer.

Before you can begin using BToE, you must pair your phone with your computer.

To activate BToE:

1. Do one of the following:
   - Connect an Ethernet cable from your computer to the PC port on your phone.
   - Enter the phone IP address into the BToE application manually and click OK.

   If you are not signed into Skype for Business on your phone, a dialog box is displayed on your computer asking for your Skype for Business login credentials.
2. If the dialog box does not display on your computer, tap **Sign in** on your phone and select **Sign in via PC**.
3. Enter your login credentials in the dialog box.

   The same user account is signed into both your phone and your Skype for Business client, so that the BToE is activated.

To place BToE calls, do one of the following:

- Hover your cursor over the avatar of the contact, and then click in the Skype for Business client.
- Select a contact or enter the phone number, and then tap **Call**.

To answer BToE calls, do one of the following:

- Click in the Skype for Business client.
- Tap **Answer** on your phone.

To hold BToE calls, do one of the following:

- Click , and then click in the Skype for Business client.
- Tap **More**->**Hold** on your phone.

To resume a call, do one of the following:

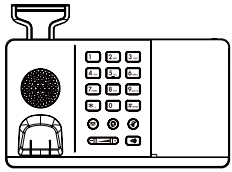
- Click , and then click in the Skype for Business client.
- Tap **Resume** on your phone.

To change the audio device during a call in the Skype for Business client:

1. Click , and then click to change the audio device.

包装清单

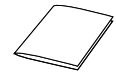
包装箱包含以下配件。如果发现遗失任何配件，请联系你的系统管理员。



Skype for Buisness 话机

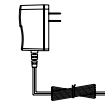
手柄

手柄线

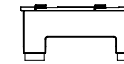


快速入门指南

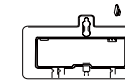
以太网线
(2 米 FTP 超五类以太网线)



电源适配器
（可选）



底座

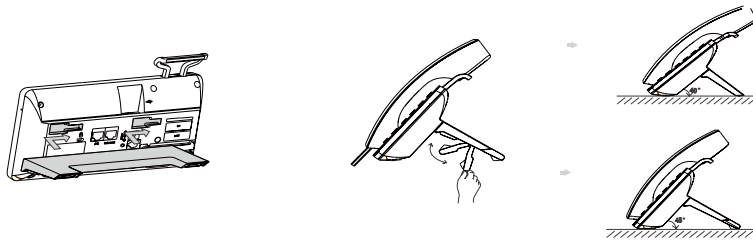


挂墙架
（可选）

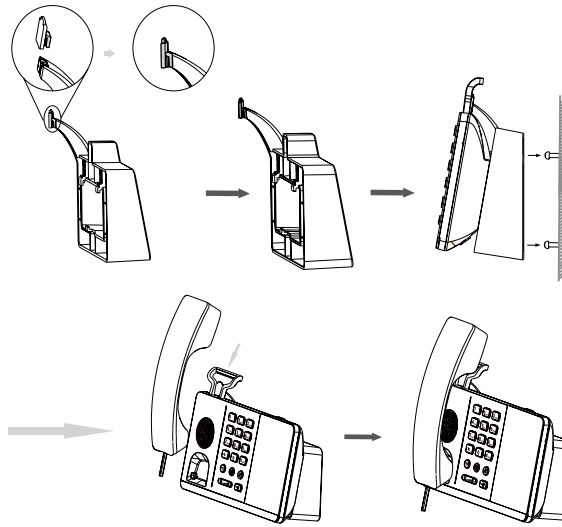
说明：我们推荐使用由 Yealink 提供或经 Yealink 认可的配件，使用未经认可的第三方配件可能会导致性能的下降。

安装电话

1. 安装底座：

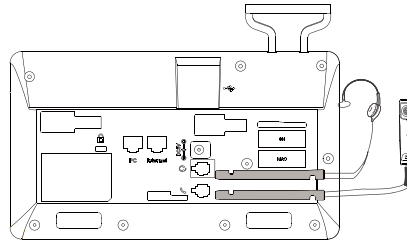


2. 连接挂墙架（可选）：



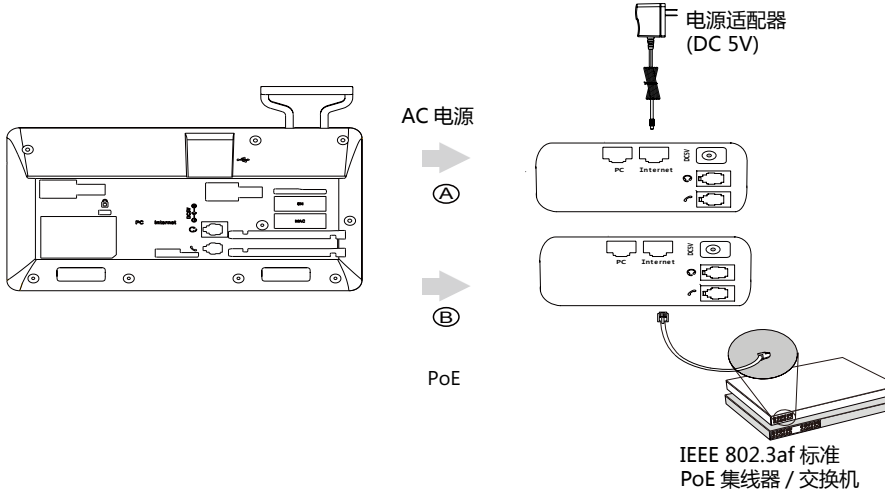
说明：连接挂墙架前，需要先将挂墙扣安装在挂墙架上，勾住手柄防止手柄滑落。

3. 连接手柄和耳麦（可选）：



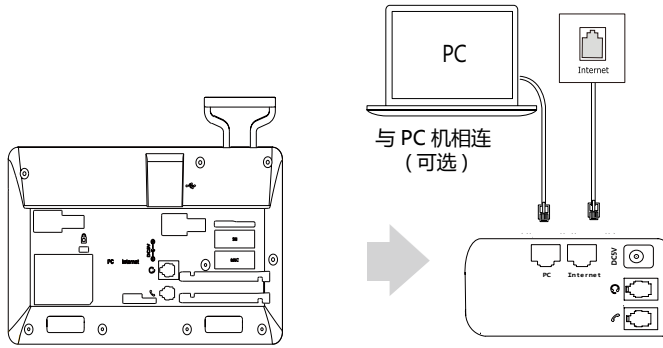
说明：耳麦需要另外购买。

4. 连接电源和 PoE:

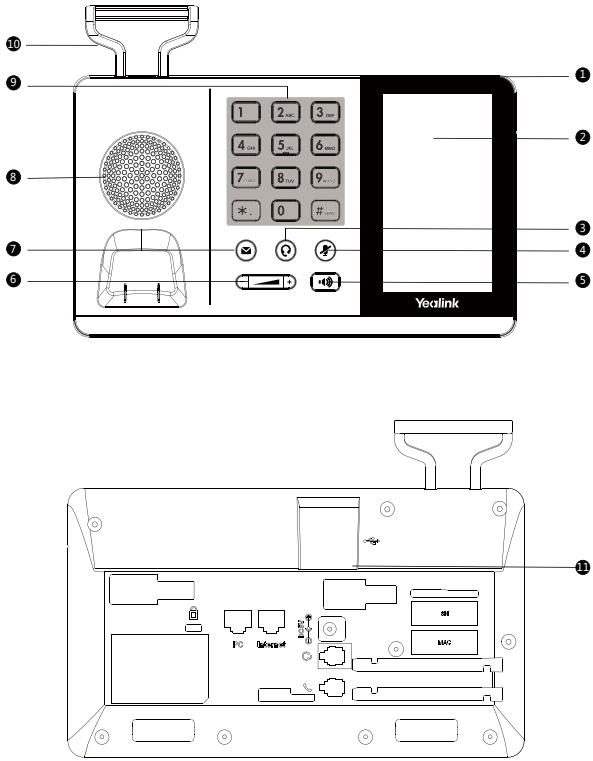


说明：我们要求使用 Yealink 原装电源（5V/2A），使用第三方电源可能会导致话机损坏。

5. 连接网络：



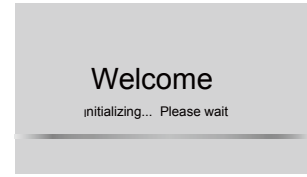
硬件介绍



	Item
❶	电源指示灯
❷	触摸屏
❸	耳麦键
❹	静音键
❺	免提键
❻	音量调节键
❼	信息键
❽	扬声器
❾	键盘
❿	手柄架
⓫	USB 2.0 接口

启动

在话机连接上网络并且进行供电后，话机会自动启动。
启动完成后，话机进入登录界面。



登录和登出

你可以在话机上登录和登出 Skype for Business 账号。

登录 Skype for Business 账号：

1. 按**登入**，选择相应的登录方式。
2. 根据界面提示进行操作。

登出 Skype for Business 账号：

1. 按话机液晶界面右上角的头像。
2. 从弹出的下拉框中选择**注销**。

键盘锁

如果管理员在 Skype for Business 服务器上为账号开启了键盘锁功能，初次登录账号时你需要为话机设置键盘锁密码。

设置键盘锁密码：

1. 在**新的 PIN 码**区域输入键盘锁密码。
2. 在**确认 PIN 码**区域再次输入键盘锁密码。
3. 按**保存**软键保存操作。

解锁话机：

1. 在锁屏界面按**解锁**。
界面按输入键盘锁密码。
2. 按**解锁**软键解锁话机。

更新当前状态

改变状态：

1. 按话机液晶界面右上角的头像。
2. 从状态下拉框中选择相应状态。如果你选择**重置状态**，话机状态将被重置为**有空**。

联系人

话机联系人包括本地联系人和 Skype for Business 联系人。

添加本地联系人：

1. 按**联系人 -> 本地联系人**。
2. 选择相应的群组。
3. 按 ⊕ 添加联系人。
4. 在姓名区域输入联系人姓名，在相应的区域输入联系人信息。

5. 按**保存**。

本地常用联系人根据优先级排列，优先级最小的排列在最前面，本地常用联系人带有图标。如果你在**优先级**区域选择空，该本地常用联系人排在最前面。

搜索联系人：

1. 按**联系人** -> 。
2. 在搜索框中输入联系人姓名或号码的前几个字符。

   液晶界面显示搜索结果。

查看联系人：

1. 按**联系人**。
2. 选择相应的联系人组。
3. 按联系人后的查看联系人具体信息。

呼叫联系人：

1. 按**联系人**。
2. 选择相应的联系人组。
3. 按联系人的头像直接呼出联系人。

基本功能

拨打电话：

1. 使用下述任意一种方式：
   - 拿起手柄。
   - 按话机上的 。
   - 连接好耳麦，按话机上的 激活耳麦模式。
   - 在话机空闲界面，按**新呼出**。
2. 输入号码，按 。

接听电话：

1. 使用下述任意一种方式：
   - 拿起手柄，使用手柄模式接听。
   - 按话机上的 ， 使用免提模式接听。
   - 按话机上的 ，使用耳麦模式接听。
   - 按话机上的**应答**软键。

结束通话：

1. 使用下述任意一种方式：
   - 使用手柄时，放回手柄或按液晶屏上的**结束通话**。
   - 使用免提时，按话机上的 或者**结束通话**。
   - 使用耳麦时，按液晶屏上的**结束通话**。

静音或取消静音：

1. 在通话过程中，按话机上的 ，启用静音模式，对方将无法听到你的声音。
2. 再次按话机上的 取消静音。

通话保持：

在通话中，按**更多** -> **保持**。

使用如下的任意一种方式恢复通话：

- 如果只有一路通话被保持，按**恢复**。
- 如果有多路通话被保持，向左或向右选择要恢复的通话，按**恢复**。

创建会议

你可以通过现在开会或者呼叫 Skype for Business 群组创建会议。

通过现在开会创建会议：

1. 按**现在开会** -> **添加**。
2. 输入号码，按 。

   你也可以从搜索结果，常用联系人界面，历史记录界面或者联系人界面中选择一个联系人。
3. 按**添加**添加更多成员入会。

通过呼叫 Skype for Business 群组创建会议：

1. 按**联系人**。
2. 按 Skype for Business 联系人组后的 呼叫该组内所有成员。、

   界面提示是否确定要开始一个会议。
3. 点击**确定**开始会议。

呼叫转移

你可以启用呼叫转移功能将所有来电转移到指定的目的地。

启用呼叫转移：

1. 按**更多** -> **功能** -> **呼叫转移**。
2. 开启**呼叫转移**。
3. 选择呼叫转移的类型。
4. 按**保存**软键保存操作。

你也可以在话机响铃时，转移来电。

将来电转移给联系人：

1. 按**转移**。
2. 选择联系人或输入号码，按 。

将来电转移到语音信箱：

1. 按**转语音信箱** 。

通话转接

你可以使用下述方式将通话转接到另一方：

盲转

1. 在通话过程中，按**更多** -> **盲转**，当前通话被保持。
2. 输入号码，按 。

   你也可以从搜索列表，常用联系人界面，历史记录或者联系人界面中选择一个联系人。

   通话将转接到对应的号码。

咨询转

1. 在通话过程中，按话机上的**更多** -> **通话转接**，当前通话被保持。
2. 输入号码，按 。

   你也可以从搜索列表，常用联系人界面，历史记录或者联系人界面中选择一个联系人。。
3. 在对方接听并咨询后，按**通话转接**。

联动（BToE）

联动功能允许话机与电脑上的 Skype for Business 客户端进行互操作，实现第三方呼叫控制。你可以同时在话机和电脑上的 Skype for Business 客户端进行拨打电话、接听来电或保持通话等操作。要使用联动功能，你需要访问 Yealink 官网下载 Yealink BToE Connector 软件，并将软件安装在你的电脑上。

开启联动功能：

1. 执行以下任一操作：
   - 用以太网线连接话机的 PC 口和电脑的网口。
   - 手动输入话机的 IP 地址，点击**确定**。
2. 如果话机上没有登录账号，电脑上会弹出登录提示框。如果没有弹出，在话机的登录界面按**登入**软键，选择**联动登录**。
3. 在弹出的登录提示框中填写登录信息，点击**确定**。
   话机自动登录和 Skype for Business 客户端上一样的账号，联动功能开启。

使用联动功能拨打电话，执行以下任一操作：

- 在 Skype for Business 客户端上，将鼠标移到联系人头像上，点击 。
- 在话机上选择联系人或者输入联系人号码，按**呼出**。

使用联动功能接听电话，执行以下任一操作：

- 在 Skype for Business 客户端上，点击 。
- 在话机上，按**应答**。

使用联动功能保持一路通话，执行以下任一操作：

- 在 Skype for Business 客户端上的对话窗口中，点击 图标，然后点击 。
- 在话机上，按**更多** -> **保持**。

使用联动功能恢复一路通话，执行以下任一操作：

- 在 Skype for Business 客户端上的对话窗口中，点击 图标，然后点击 。
- 在话机上，按**恢复**。

通过 Skype for Business 客户端在通话过程中切换音频设备：

1. 在 Skype for Business 户端上的对话窗口中，点击 图标，然后点击 更换设备。

About Yealink

Yealink is a global leading provider of enterprise communication and collaboration solutions, offering video conferencing service to worldwide enterprises. Focusing on research and development, Yealink also insists on innovation and creation. With the outstanding technical patents of cloud computing , audio, video and image processing technology, Yealink has built up a panoramic collaboration solution of audio and video conferencing by merging its cloud services with a series of endpoints products. As one of the best providers in more than 140 countries and regions including the US, the UK and Australia, Yealink ranks No.1 in the global market share of SIP phones shipments.

Technical Support

Visit Yealink WIKI (http://support.yealink.com/) for the latest firmware, guides, FAQ, Product documents, and more. For better service, we sincerely recommend you to use Yealink Ticketing system (https://ticket.yelink.com) to submit all your technical issues.

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