



YEALINK T57W QUICK USER GUIDE




USING BASIC CALL FUNCTIONS


PLACING A CALL USING THE HANDSET

1. Pick up the handset.
2. Enter the number, and then tap Send.

USING THE SPEAKERPHONE

1. With the handset on-hook, press .
2. Enter the number, and then tap Send.

USING THE HEADSET

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then tap Send.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the HEADSET key, the Speakerphone key or by picking up the handset. Headset mode requires a connected headset.


ANSWERING A CALL USING THE HANDSET

Pick up the handset.

USING THE SPEAKERPHONE

Press .

USING THE HEADSET

Press .

Note: You can reject an incoming call by pressing the Reject soft key.

ENDING A CALL USING THE HANDSET

Hang up the handset or tap End Call.



USING THE SPEAKERPHONE

Press  or End Call.



USING THE HEADSET

Tap End Call.


REDIALING A CALL

- Press  to enter the Placed Calls list, and then tap the desired entry.
- Press  twice when the phone is idle to dial out the last dialed number.



MUTING AND UN-MUTING A CALL

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

TO HOLD A CALL

Press  or Hold during an active call.

TO RESUME THE CALL, DO ONE OF THE FOLLOWING

- If there is only one call on hold, press  or Resume.
- If there is more than one call on hold, select the desired call, and then press  or Resume.



TRANSFERRING A CALL

You can transfer a call in the following ways:

PERFORMING A BLIND TRANSFER

1. Press or Transfer during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press or B Transfer.

PERFORMING A SEMI-ATTENDED TRANSFER

1. Press or Transfer during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press Send
3. Press or Transfer when you hear the ring-back tone.

PERFORMING AN ATTENDED TRANSFER

4. Press or the Transfer during an active call. The call is placed on hold.
5. Enter the number you want to transfer to, and then press Send.
6. Press or the Transfer when the second party answers.

TO ENABLE CALL FORWARD

To enable call forward:

1. Navigate to Menu->Features->Call Forward.
2. Select the desired forward type:

Always Forward- Incoming calls are forwarded unconditionally.

Busy Forward- Incoming calls are forwarded when the phone is busy.

No Answer Forward- Incoming calls are forwarded if not answered after a period of time.

3. Enter the number you want to forward to. For No Answer Forward, select the desired ring time to wait before forwarding from the After Ring Time field.
4. Tap Save to accept the change.

INITIATING A CONFERENCE CALL

1. Tap Conference during an active call. The call is placed on hold.
2. Enter the number of the second party, and then tap Conference.
3. Tap Conference again when the second party answers. Three parties are now joined in the conference.

Note: You can split the conference call into two individual calls by tapping Split.

TO CONFIGURE A SPEED DIAL KEY

1. Navigate to Menu->Features->Dsskey.
2. Select the desired DSS key.
3. Select SpeedDial from the Type field, select the desired line from the Account ID field, enter a label in the Label field and then enter the number in the Value field.
4. Label field and then enter the number in the Value field.
5. Tap Save to accept the change.

TO USE THE SPEED DIAL KEY

Press the speed dial key to dial out the preset number.

LISTENING TO VOICE MAILS

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages:

1. Press or Connect.
2. Follow the voice prompts to listen to your voice messages.

CUSTOMIZING YOUR PHONE

MANAGING CALL HISTORY

1. Tap History.
2. Select an entry from the list.
3. Tap after the desired entry, and then you can do the following:
 - Tap Send to call the entry.
 - Tap Delete to delete the entry from the list.
 - Tap Edit to edit the entry before calling.
 - Tap Add to add the entry to the local directory.
 - Tap Blacklist to add the entry to the blacklist.

ADDING A CONTACT

1. Tap Directory.
2. Tap Add to add a contact.
3. Enter a unique contact name in the Name field and contact numbers in the corresponding fields.
4. Tap Save to accept the change.

EDITING A CONTACT

1. Tap Directory.
2. Tap after the desired entry.
3. Edit the contact information.
4. Tap Save to accept the change.

DELETING A CONTACT

1. Tap Directory.
2. Tap after the desired entry and then tap Delete.
3. Tap OK when the LCD screen prompts "Delete selected item?".

ADJUSTING THE VOLUME

- Press to adjust the volume.

SETTING RING TONES

1. Navigate to Menu->Basic->Sound->Ring Tones.
2. Select Common or the desired account.
3. Select the desired ring tone.
4. Tap Save to accept the change.



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