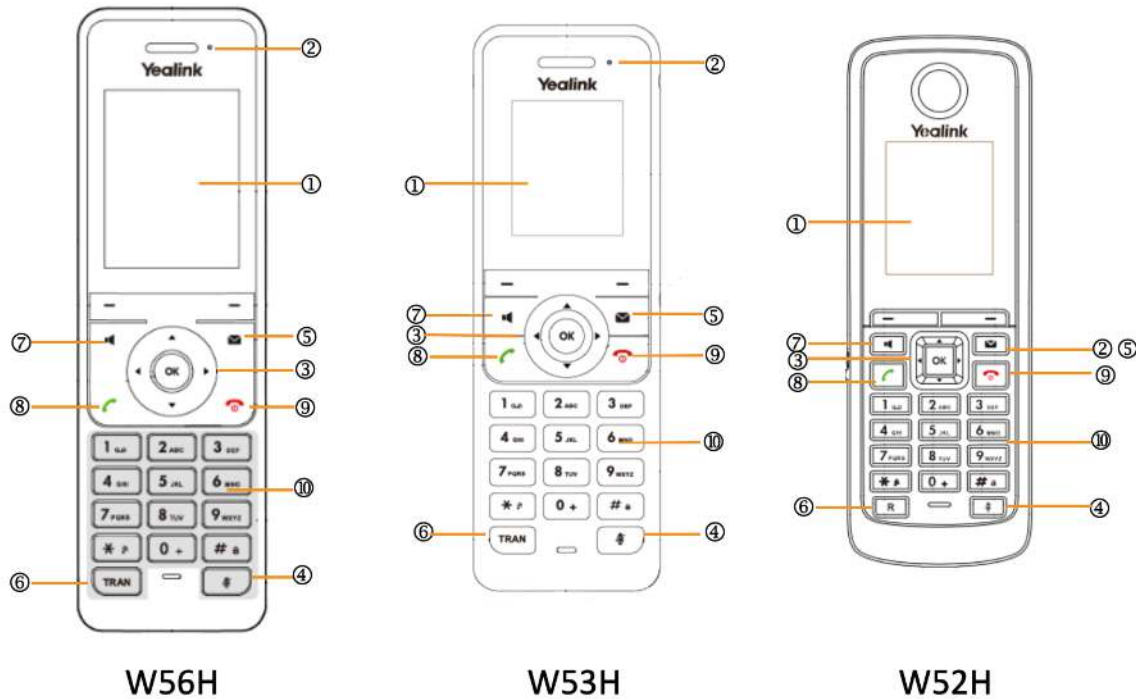




# Yealink W56H/W52H/W53H

Quick Reference Guide  
October 2019



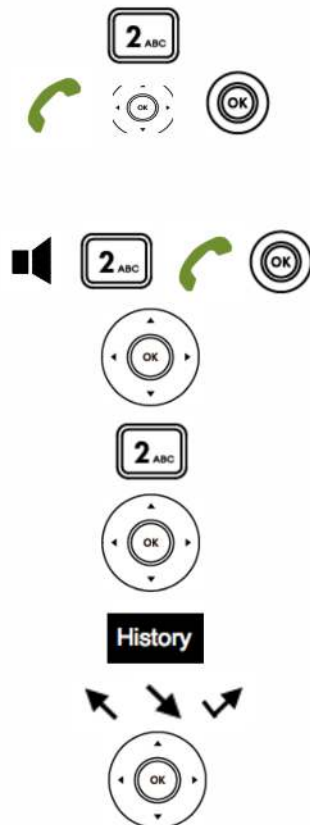
1	LCD Screen, Shows Call Information, Missed calls, Voicemail, Time and Date and DND.
2	Message waiting indicator.
3	 Menu navigation keys  OK key
4	Mute Mutes the microphone so the other party cannot hear you.
5	Message Used to collect your messages <sup>1</sup>
6	Transfer Used to transfer your call.
7	Speaker Toggles hands free operation.
8	Redial/Call Shows a list of recently dialed numbers/Initiates a new call.
9	Hang-up Clears a call.
10	Keypad Provides digits, letters and special characters in context-sensitive applications.

<sup>1</sup> These phone's does not support Visual Voicemail.

### Making an Internal Call



### Making an External Call



### Making an Internal Call

Dial the extension number via the alpha-numeric keypad

Press **Send**, OK, or the Hash key to make the call.

The Call Status screen will display whom you are ringing and your details

OR

Press the Speaker button Dial the extension via the alpha-numeric keypad and press the Send or OK buttons to make the call

OR

Press OK to enter the phones menu and select Directory.

OR

Press the down arrow on the navigation wheel.

Press the key on the keypad that displays the first letter of the User's name, keep entering the characters to refine the search then.

Find the user required using the Navigation Keys

Select the user required and then press the OK Key to call that user.

### Making an External Call

Dial the external number via the alpha-numeric keypad. (Your System Administrator will inform you if a prefix is required.)

Press **Send**, hash, OK key, or lift your handset to make the call.

The Call Status screen will display whom you are ringing and your details.

OR

Press the Speaker Key, dial the external number via the alpha-numeric keypad and press OK. (Your System Administrator will inform you if a prefix is required.)

OR

Press the down arrow on the navigation wheel.

Select LDAP and press the key on the keypad that displays the first letter of the User's name, keep entering the characters to refine the search then.

Find the user required using the Navigation Keys

Select the user required and then press the OK Key to call that user.

OR

Pressing the History button shows you called that have been.

Made, Received, And Missed

Find the call required using the Navigation Keys then press the OK Key to make a call to that number

(Note: If the extension you are ringing is busy or not answered within 20 seconds (default) you will be passed to voicemail, if enabled.)

Answering a Call



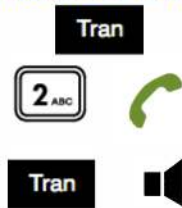
Ending a Call



Placing a Call on Hold



Announced Transfer



Blind Transfer



Answering a Call

The main screen will show the details of the caller, press the Speaker, Accept, Send or OK buttons to answer the call.

OR

If you do not wish to answer the call press the end call button and the call will be passed to your Forward on Busy number (if set), or to voicemail (if enabled), or cancelled. (If your phone is busy or not answered within 20 seconds (default) the caller will be passed to voicemail, if enabled.)

Ending a Call

Press the end call or Speaker button (if you are using hands free)

Placing a Call on Hold

Press the Options button and select hold

To retrieve the call, press the resume button

Transferring a Call

Announced Transfer

Place the call on hold using the Tran Key

Dial the internal or external number and wait for the call to be answered and then announce the intended transfer.

To transfer the original call, press the Tran key or press the Transfer button.

OR

To return to the original call, press End button and then the Resume Key, or wait for the destination to hang up and then press the Resume key

Blind Transfer (un-announced transfer)

Place the call on hold using the Tran Key

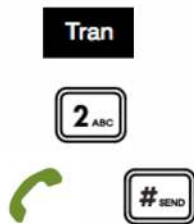
Dial the internal or external number

To complete the transfer, press the Tran key again.

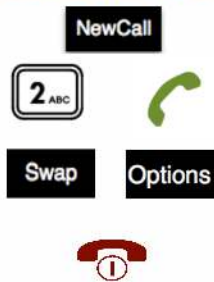
Transfer to colleague's voicemail



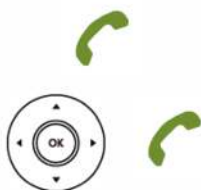
Parking and Picking a Call



Conferencing a call



Redialling a Number



Transferring a Call Directly to a Colleague's voicemail

Place the call on hold using the Tran Key

Dial the internal number prefixed with a # i.e. #200 if you wanted to transfer the call to Extn 200's voicemail.

Press the Tran key again to complete the transfer

Parking and Picking up a Call

This facility allows a call to be held on the system and picked up by any extension.

Enter \*51 to park the call, you will hear an announcement telling you which park slot is being used.

If you are not using Vision Mobility you must know the park slot the call is parked on. Enter the number of the Park Slot to pick-up and press Send or OK.

Note: Only phones with feature keys will display a parked call, please refer to the Vision Mobility manual to see parked calls for this version of phone.

Conferencing a Call

Whilst on a call you have the ability to conference in other users to your call, press the Newcall button, enter the Extn number of the user you wish to conference and then press send.

When your new call is connected, you can swap between calls by pressing the Swap button, or to conference all parties press the Options button and select Conference

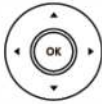
To end the conference, press the Endcall button.

Redialling a Number

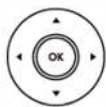
To redial a number, press the Send key, you will get a list of made of made call displayed on the main screen.

Use the navigation keys to select the number you wish to redial and then press the Send button.

To Call a Previous Caller Back



To Delete a Call Entry



Leaving a Message for a Colleague



Accessing Your Own Messages



To Call a Previous Caller Back

Press the History button.

Use the Navigation keys to select the number you wish to call back and then press the Send button.

To Delete a Call Entry

Press the History button.

Use the navigation keys to select the call you wish to delete, then press the delete button.

Press the back button to return to the main screen.

Voicemail

Leaving a Message for a Colleague

If the extension you are ringing is busy or is not answered you will be transferred to voicemail (if enabled) and played your colleague's greeting.

Leave your message.

Press the Speaker button (if you are using hands free) or use the end call button.

Accessing Your Own Messages

The message waiting indicator on the T41P will flash to let you know that you have a new voicemail, you will also see a cassette icon appear on the main screen.

Press the Messages Key to listen to your messages, any new messages will be played automatically.

Whilst the message is playing you can use the keypad to do the following: -

- Press 1 to play help
- Press 2 to skip forward 2 seconds
- Press 3 to delete the message
- Press 4 to play the previous message
- Press 5 to forward the message
- Press 6 to play the next message
- Press 7 to save the message
- Press 8 to skip backwards 2 seconds
- Press 9 to play the callers number
- Press \* for configuration options
- Press 0 to return the call\*

\*Voicemail forwarding must be enabled for this to work, please see your reseller for details.

### Changing your Greeting



### Changing your daily Greeting



### Changing your permanent Greeting



## Voicemail

### Changing your Daily and Permanent Voicemail Greetings

If you have voicemail enabled, you can record two voicemail greetings. The first is a daily greeting that you would normally update on a daily basis, typically giving the date and your whereabouts/availability. The second is a permanent greeting that can be used on any day. If you choose to record a permanent greeting your daily greeting will be deleted at midnight and the permanent greeting will then be used until you record a new daily greeting.

Press the Messages button.

Whilst listening to the first prompt press the \* key you will hear a list of options.

### Changing your daily Greeting

To change your daily greeting select option 2

You will then be prompted to record your new Daily Greeting. Press hash (#) when finished.

Your new Daily Greeting will be played back to you, if you are happy with your greeting, replace your handset, press the Speaker button or End Call button.

You can also select 6 and then option 2 for a daily greeting

### Changing your permanent Greeting

To change your permanent greeting select option 6 followed by option 3

You will then be prompted to record your new Daily Greeting. Press hash (#) when finished.

Your new permanent greeting will be played back to you, if you are happy with your greeting, replace your handset, press the Speaker button or End Call button.

You can also select 6 and then option 2 for a daily greeting

For further details on the other voicemail features please Refer to your maintainer.