Call Mute

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

Call Hold and Resume

To place a call on hold:

Press the **Options** soft key during a call, and select **Hold**.

To resume a call, do one of the following:

- If there is only a call on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call, press the **Swap** soft key to swap between the two calls.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press the **Options** soft key during a call, and select **Blind Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key.

Semi-Attended Transfer

1. Press the **Options** soft key during a call, and select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key to dial out.
4. Press the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1. Press the **Options** soft key during a call, and select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key to dial out.
4. Press the **Transfer** soft key after the call is answered.

Call Forward

To enable the call forward feature on a specific line:

1. Press the **OK** key to enter the main menu, and select **Call Features**->**Call Forward**.
2. Press ▲ or ▼ to highlight the desired line, and press the **OK** soft key.
3. Press ▲ or ▼ to highlight the desired forwarding type, and press the **OK** soft key.

   Always----Incoming calls are forwarded immediately.

   Busy----Incoming calls are forwarded when the handset is busy.

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

4. Select **Enabled** from the **Status** field.
5. Enter the number you want to forward the incoming calls to in the **Target** field.
6. Press ◄ or ► to select the desired ring time to wait before forwarding (only for No Answer Forward) in the **After Ring Time** field.
7. Press the **Save** soft key to accept the change.

Yealink
EASY VOIP

IP DECT Phone W52P & W52H
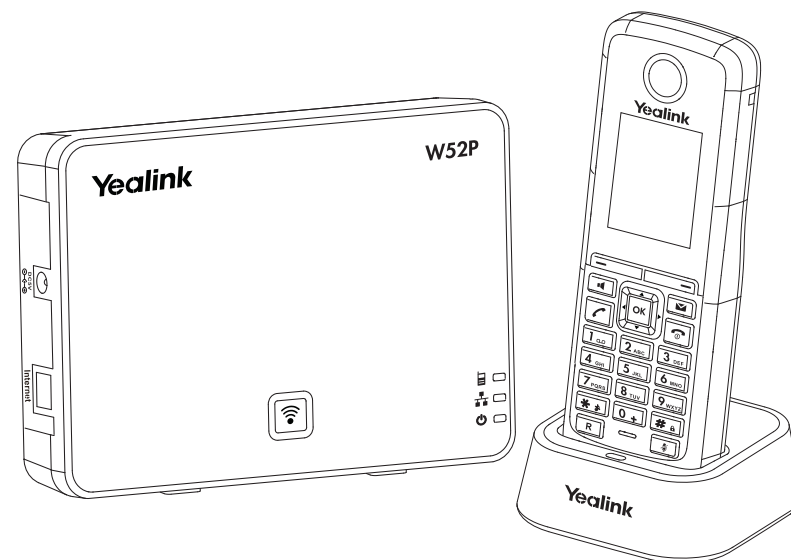
Quick Reference Guide

www.yealink.com   Applies to firmware version 10 or later.

Basic Operations

Turning Handset On/Off

To turn the handset on, do one of the following:

- Long press ☎ until the LCD screen lights up.
- Place the handset in the charger cradle. The handset will be turned on automatically.

To turn the handset off:

Long press ☎ again to turn the handset off.

Locking/Unlocking Keypad

- Long press #ₐ to lock the keypad.
- Long press #ₐ again to unlock the keypad.

Switching Silent Mode On/Off

- Long press *ₓ to switch the silent mode on.
- Long press *ₓ again to switch the silent mode off.

Handset Settings

Handset Name

1. Press the **OK** key to enter the main menu, and select **Settings**->**Handset Name**.
2. Press the **Del** soft key to erase the current name in the **Rename** field.
3. Enter a new name.
4. Press the **Save** soft key to accept the change.

Volume Adjustment

- Press ◄ or ► during a call to adjust the volume of the currently used audio device.
- Press ◄ or ► when the handset is idle to adjust the ringer volume.

Ring Tones

1. Press the **OK** key to enter the main menu, and select **Settings**->**Audio**->**Ring Tones**-> **Melodies**.
2. Press ▲ or ▼ to highlight the **Intercom Call** option or the desired line.
3. Press ◄ or ► to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

Local Directory

To add a contact:

1. Press the **OK** key to enter the main menu, and select **Directory**.
2. Press the **Options** soft key, and select **New Contact**.
3. Enter the desired values in the **Name**, **Office** and **Mobile** fields.
4. Press the **Save** soft key to accept the change.

To edit a contact:

1. Press the **OK** key to enter the main menu, and select **Directory**.
2. Press ▲ or ▼ to highlight the desired entry.

3. Press the **Options** soft key, and select **Edit**.
4. Edit the values in the **Name**, **Office** and **Mobile** fields.
5. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **OK** key to enter the main menu, and select **Directory**.
2. Press ▲ or ▼ to highlight the desired entry.
3. Press the **Options** soft key, and select **Delete** to delete the selected entry.

To assign a speed dial number:

1. Press the **OK** key to enter the main menu, and select **Settings**->**Telephony**->**Speed Dial**.
2. Press ▲ or ▼ to highlight the desired speed dial key, and press the **Assign** soft key.
3. Press ▲ or ▼ to highlight the desired entry, and press the **OK** soft key.
   If both the office number and mobile numbe are stored, press ▲ or ▼ to highlight the desired number, and press the **OK** soft key again.

Basic Call Features

Placing Calls

To place a call directly:

Enter the desired number when the handset is idle, and press 📞 .

To place a call from the local directory:

1. Press ▼ when the handset is idle.
2. Press ▲ or ▼ to highlight the desired entry, and press 📞 .
   If both the office number and mobile number are stored, press ▲ or ▼ to highlight the desired number, and press 📞 again.

To place a call from the call history:

1. Press the **History** soft key, and select the desired call history list.
2. Press ▲ or ▼ to highlight the desired entry, and press 📞 .

To place a call from the redial number list:

1. Press 📞 when the handset is idle.
2. Press ▲ or ▼ to highlight the desired entry, and press 📞 .

To place a call using the speed dial key:

Long press the speed dial key to place a call to the number assigned to it.

Answering Calls

To answer a call, do one of the following:

- Press the **Accept** soft key.
- Press ◀ .
- Press 📞 .

Note: You can ignore an incoming call by pressing the **Silence** soft key or reject an incoming call by pressing ☎ .

Ending Calls

- Press ☎ .