YEALINK T53W QUICK START GUIDE

Let's get you up and running with your new phone.
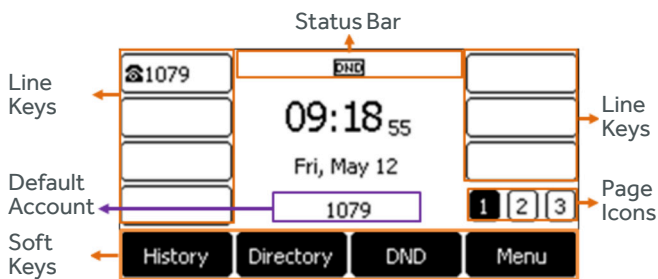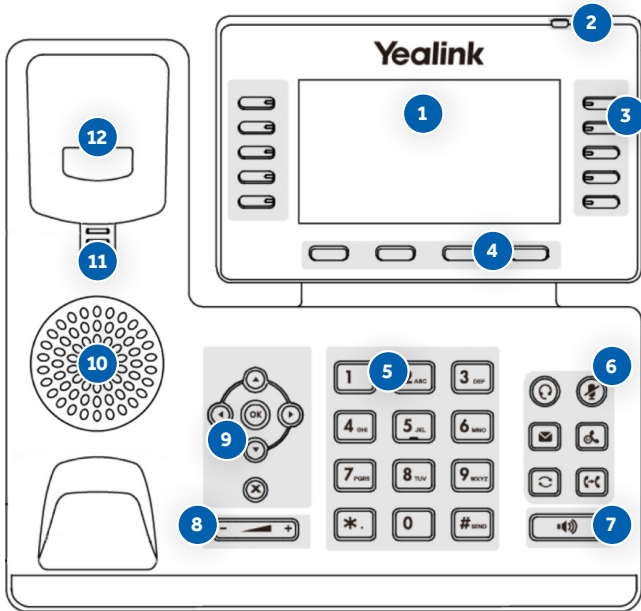
No.	Item	Description
1	Phone Screen	Shows a screen with backlight that enables you to view menus and data.
2	Power LED Indicator	Indicates call status, message status and phone's system status.
3	Line Keys	Access your phone lines and features.
4	Soft Keys	Access the function displayed on the screen above the soft keys. The soft keys change depending on what you are doing at the time.
5	Keypad Keys	Allows you to enter numbers, letters, and special characters. If a menu item has an index number, you can use the keypad keys to select the item.
6	Function Keys	Headset, Mute, Message, Hold, Redial, and Transfer Keys
7	Speakerphone Key	Toggles the speakerphone (hands-free) mode on and off. The LED indicator glows green when the speakerphone is activated.
8	Volume Key	Adjusts the volume of the handset, headset, and speaker.
9	Navigation Key	Scroll through information or options displayed on the screen. Access History and Directory respectively.
10	Speaker	Provides hands-free (speakerphone) audio output.
11	Reversible Tab	Secures the handset in the handset cradle when the phone is mounted vertically.
12	Hookswitch	Connects or disconnects the phone from the phone line. The hookswitch is automatically activated when a user lifts the handset from the cradle to get a dial tone.

BASIC FUNCTIONS

PLACING CALLS

Using the handset:

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

Using the speakerphone:

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

Using the headset:

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

ANSWERING CALLS

Using the handset:

Pick up the handset.

Using the speakerphone:

Press 🔊

Using the headset:

Press 🎧

ENDING A CALL

Using the handset:

Hang up the handset or press **End Call**.

Using the speakerphone:

Press 🔊 or **End Call**.

Using the headset:

Press **End Call**.

REDIALING A CALL

- Press 🔄 to enter the Placed Calls list, press 🔼 or 🔽 to select the desired entry, and then press 🔄 or Send.
- Press 🔄 twice when the phone is idle to dial out the last dialed number.

MUTE/UNMUTE A CALL

- Press 🔇 to mute the microphone during a call.
- Press 🔇 again to unmute the call.

HOLD/RESUME 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, press 🔼 or 🔽 to select the desired call, and then press **Resume**.

TRANSFERRING A CALL

Performing a Blind Transfer:

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

Performing a Semi-Attended Transfer:

1. Press **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 **Transfer** when you hear the ring-back tone.

Performing an Attended Transfer:

1. Press **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 **Transfer** when the second party answers.

FORWARDING A CALL

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**, press 🔼 or 🔽 to select the desired ring time to wait before forwarding from the **After Ring Time field**.
4. Press **Save** to accept the change.

INITIATE A CONFERENCE CALL

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

LISTEN TO VOICEMAIL

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