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

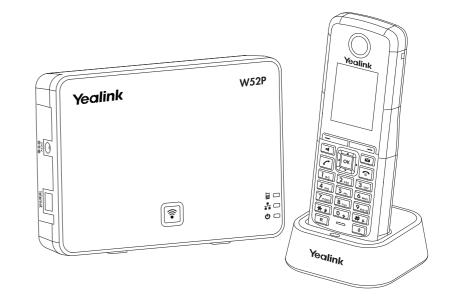
To enable the call forward feature on a specific line:

- 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.

For more information, refer to the User guide available online at: http://www.yealink.com/DocumentDownload.aspx?Cateld=142&flag=142. Copyright © 2013 YEALINK NETWORK TECHNOLOGY CO.,LTD.



IP DECT Phone W52P & W52H



Quick Reference Guide

www.yealink.com

Applies to firmware version 30 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 **#** again to unlock the keypad.

Switching Silent Mode On/Off

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

Handset Settings

Handset Name

To rename the handset:

1. Press the OK key to enter the main menu, and select Settings->Handset Name.

- 2. Edit the current value in the Rename field.
- 3. 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 $\overline{[]}$ or $\overline{[]}$ 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, Number 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, Number 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 \frown .

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 🕤