

Yealink YEA-W52P IP HD DECT Cordless Phone


Quick User Guide




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  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

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  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  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 **Options** soft key, and select **Directory**.
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 **Setting -> 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 number 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 .

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  highlight the desired line, and press the **OK** soft key.
3. Press  or  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.