

Yealink SIP-T57W Quick User Guide



Yealink

About Your Phone:

Your phone features a large color touch screen. There are six on-screen soft keys on each side of the screen, and four color-coded icons along the bottom of the screen.




The keys along the side of the screen are programmable, and change depending on the configuration of your phone. If the soft key has not been programmed it will be blank. The bottom right "More" soft key displays 18 additional soft keys in the center part of the screen.

The four icons along the bottom of the screen are labeled *History*, *Directory*, *DND*, and *Menu*.







There are 10 keys on the lower section of the phone, surrounding the numeric dial pad.



The + and - adjust the volume. Pressing these keys when you are not engaged in a call adjusts the ringer volume. Pressing them while you are in a call adjusts the volume of the handset, speaker, or headset.

The larger rectangular key  is the speakerphone key. Press this key to make or answer a call using the built-in speakerphone.

The other keys are:

-  Activates a headset (if connected)
-  Mutes the microphone
-  Listen to your voice messages
-  Place a call on Hold
-  Redial the last call
-  Transfer a Call

Placing a Call:

Using the Handset:

- Pick up the handset
- Enter the number on the dial pad
- Press the *Call* soft key, or wait a few seconds

Using the speakerphone:

- Press the *Speakerphone* key
- Enter the number on the dial pad
- Press *Call* soft key, or wait a few seconds.


Using the headset:

- Press the *Headset* key
- Enter the number on the dial pad
- Press the *Call* Soft Key, or wait a few seconds.

Answering Incoming Calls:

Using the handset: Pick up the handset.

Using the speakerphone: Press 

Using the headset: press 

Ending a Call:

Using the Handset: Replace the handset on the cradle.
Using the speakerphone or headset: Press the



key, or Press the *End Call* soft key.

Conference Calling:


You can conduct conference calls with up to three parties, including yourself.

To set up a three-party Conference Call:

1. Press the *Conference* soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then press the green *Conference* soft key.
3. Press the *Conference* soft key again when the second party answers. All parties are now joined in the call.
4. Press the red *End Call* soft key to disconnect all parties. If you wish to remain in call with one party just hit the X next to the party you wish to disconnect from.

Transferring Incoming Calls:

There are three methods you can use to transfer a call to another phone:

- A *Blind Transfer* sends a call directly and immediately to another party without consulting.
- A *Semi-Attended Transfer* sends a call while the destination phone is ringing.
- An *Attended Transfer* allows you to speak with the destination phone before transferring the call.
Note that you may use the  or the transfer soft key to transfer calls.

Blind Transfer

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

Semi-Attended Transfer

1. Press the *Transfer* key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the *Send* soft key.
3. Press the *Transfer* key again when you hear the ring-back tone.

Attended Transfer

1. Press the *Transfer* key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the *Send* soft key.
3. Press the *Transfer* key again when the second party answers.


Forwarding Incoming Calls:

To enable call forwarding:

1. Press the *Menu* soft key, then select features then *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 within a certain period of time.
3. Enter the number you want to forward to.
4. Press the *Save* soft key.

Voicemail:

The message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages: Press  or the *Connect* soft key, and follow voice prompts.

Using Speed Dial:

Speed Dial keys let you dial a number by pressing a single key on your phone. To configure a speed dial key:

1. Press the *Menu* soft key when the phone is idle, then select *Features->DSSKey*.
2. Select the desired line key.
3. Select *SpeedDial* from the Type field, select the desired line from the Account ID field, enter a label in the Label field, then enter the phone number in the Value field.
4. Press the *Save* soft key to accept the change.

To use the speed dial keys:

Press the speed dial key to dial out the preset number. To access the soft keys in the middle of the screen, you must first press the "More" soft key.

Muting a Call:

You can disable the phone's microphone to consult privately with others in the room while listening to the other party on the phone through the speaker or the handset.

To mute the call, press the *Mute* key. The button will turn red and the screen will indicate that the microphone is muted. Press *Mute* again to resume the call.