





# User Guide Yealink T52

## Placing a Call

## Using the handset:

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

## Using the speakerphone:

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

## Using the headset:

- 1. With the headset connected, press (Q) to activate the headset mode.
- 2. Enter the number, and then press the **Send** soft key.

During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the HEADSET key, the Speakerphone key or by picking up the handset. Headset mode requires a connected headset.

## **Answering a Call**

## Using the handset:

Pick up the handset

## Using the speakerphone:

Press 🕠

## Using the headset:

Press 🔞 .

Note: You can reject an incoming call by pressing the Reject soft key.

## **Ending a Call**

#### Using the handset:

Hang up the handset or press the End Call soft key.

## Using the speakerphone:

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

#### Using the headset:

Press the **End Call** soft key.

#### Redial

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

#### **Call Mute and Un-mute**

- Press 🕢 to mute the microphone during a call.
- Press 😰 again to un-mute the call.

#### **Call Hold and Resume**

## To place a call on hold:

Press the Hold soft key during an active call.

## To resume the call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.
- If there is more than one call on hold, press or to select the desired call, and then press the **Resume** soft key

#### **Call Transfer**

You can transfer a call in the following ways:

## **Blind Transfer**

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

#### **Semi-Attended Transfer**

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

#### **Attended Transfer**

- 1. Press the **Transfer** soft 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** soft key when the second party answers.

#### **Call Forward**

#### To enable call forward:

- 1. Press the Menu soft key when the phone is idle, and then select 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 the Save soft key to accept the change.

#### Call Conference

- 1. Press the **Conf** soft key during an active call. The call is placed on hold.
- 2. Enter the number of the second party, and then press the **Send** soft key.
- Press the Conf soft key again when the second party answers. All parties are now joined in the conference.
- 4. Press the **End Call** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the Split soft

## Speed Dial

#### To configure a speed dial key:

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

## To use the speed dial key:

Press the speed dial key to dial out the preset number.

#### Voice Message

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:

- 1. Press or the **Connect** soft key.
- 2. Follow the voice prompts to listen to your voice messages.