



## User Guide Yealink T57W

### Placing a Video/Voice Call

#### Using the handset:

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

#### Using the speakerphone:

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

#### Using the headset:

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

### Answering a Video/Voice Call

#### Using the handset:

Pick up the handset.

#### Using the speakerphone:

Press .

#### Using the headset:

Press .

### Controlling Video During a Call

#### To change the video view:

- Tap **Full Screen** to display the video in full screen.
- Tap to return.

#### To turn on/off near-site video during a call:

Swipe down from the top of the screen to enter the control center, tap **Video** to turn on/off the near-site video.

### Ending a Video/Voice Call

#### Using the handset:

Hang up the handset or tap the **End Call** soft key.

#### Using the speakerphone:

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

#### Using the headset:

Tap the **End Call** soft key.

### Redial

- Press to enter the **Placed Calls** list, and then tap 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 or tap 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 or tap the **Resume** soft key.
- If there is more than one call on hold, tap the call you want to resume, and press or the **Resume** soft key.

### Call Transfer

You can transfer a call in the following ways:

#### Blind Transfer

1. Press or tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press .

#### Semi-Attended Transfer

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

#### Attended Transfer

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

### Call Forward

#### To enable call forward:

1. Swipe down from the top of the screen to enter the control center.
2. Tap **Settings**->**Features**->**Call Forward**.
3. 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.
4. Enter the number you want to forward to. For **No Answer Forward**, tap the **After Ring Time** field, and then tap the desired ring time to wait before forwarding.
5. Tap to accept the change.

### Call Conference

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

Note: You can split the conference call into two individual calls by tapping the **Split** soft key.

### 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:** (Ensure the voice mail code is already configured on the phone.)

1. Do one of the following:
  - Press .
  - Swipe down from the top of the screen to enter the notification center, tap **Voice Mail** and then select the desired item.
2. Follow the voice prompts to listen to your voice messages.