YEALINK T53 - USER GUIDE

MAKING A CALL

Using the handset:

1. Pick up the handset.

2. Enter the number using the keypad and then press the **Send** soft key**.**

Using the speakerphone:

1. With the handset on-hook, press

2. Enter the number, then press the **Send** soft key.

Using the headset:

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

Note: During a call you may alternate between headset, hands-free speakerphone and handset modes by pressing the **Headset** key or **Speakerphone** key or by picking up the handset. Headset mode requires a headset be connected to the phone.

Multiple calls:

1. Press the line key. The active call is placed on hold.
2. Enter the desired number using the keypad.
3. Press the **Send** soft key.

You can press or to switch between calls, then

press again to resume the desired call.

ANSWERING A CALL

Using the handset:
Pick up the handset.

Using the speakerphone:

Press
Using the headset:

Press
Note: You may ignore 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

to select the desired call, then press or the **Send** soft key.

Press twice when the phone is idle to call the last dialed number.

MUTING A CALL

Press to mute the microphone during a call.

Press again to un-mute the call.

VOLUME ADJUSTMENT
Press during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press when the phone is idle to adjust the ringer volume.

RING TONE

1. Press the **Menu** soft key when the phone is idle, then select **Basic > Sound > Ring Tones.**

2. Press ▲ or ▼ to select the desired ring tone.

3. Press the **Save** soft key to accept the change.

PUTTING A CALL ON HOLD

Press [icon] or the **Hold** soft key during an active call. To resume a held call, press the **Resume** soft key.

If there is only one call on hold, press [icon] or the **Resume** soft key.

If there is more than one call on hold, press ◄ or ► to select the desired call and then press [icon] or the **Resume** soft key.

CALL PARK AND RETRIEVE

1. While on an active call, press an available park, indicated by a green light.
2. The call will be placed on park and will indicate with a blinking red light.
3. The caller will now be placed on hold and will hear a message or on hold music if configured.
4. The caller is now parked.
5. To retrieve a parked call, simply press the button next to the desired call park and then lift the handset.

TRANSFERING A CALL

There are three ways to transfer a call: Blind Transfer, Attended Transfer and Semi-Attended Transfer.

Blind Transfer:

While on a call, press the button of the person you wish to transfer to (if their light indicates they are available)

Or-

1. Press [icon] or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, then press
   [icon] or the **Transfer** soft key.

Attended Transfer:

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

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 **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up to disconnect yourself. The other parties will remain connected. Press the **End Call** soft key to disconnect all parties.
*Note: You may split the conference call into two individual calls by pressing the **Split** soft key.*

VOICE MAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.

CommPortal

You can access our Commportal web application on any browser on your computer or mobile device.

1. Open up a new browser window and type my.daystarr.net.
2. Login using the desired 10 digit directory number as the username and password. (*Note: first time loging in the password will be Pa55word*)

Listening to voice messages:

1. Press [icon] or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages. Alternatively, you can dial *98 to access the Voicemail system at any time. The system will prompt for your password. ***Note:** when accessing the voice mail system for the first time your password is 1-3-5-7. Change this to a 4-digit number you can easily recall.*

CONTACT DIRECTORY
Adding a contact:
1. Press the **Directory** soft key when the phone is idle, then select the desired group.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

Note: If your phone firmware is updated, contacts entered in this manner will be lost. It is best to enter these contacts into your commportal.

Editing a contact:
1. Press the **Directory** soft key when the phone is idle, then select the desired group.
2. Press ▲ or ▼ to select the desired contact, then press the **Option** soft key and then select **Detail** from the prompt list.
3. Update the contact information.
4. Press the **Save** soft key to accept the change.

Deleting a contact:
1. Press the **Directory** soft key when the phone is idle, and then select the desired group.
2. Press ◄ or ► to select the desired contact, then press the **Option** soft key and select **Delete** from the prompt list.

3. Press the OK soft key when the LCD screen prompts *"Delete Selected Item?"*

CALL PICKUP
1. To pick up a call ringing a specific phone that is not ringing as part of a Ring Group, dial ***11xxx** (xxx being the extension of the ringing phone).
2. You may also pcik up a ringing line be pressing their line key while it is flashing with an incoming call.

3. For example your neighbor's phone extension 112 is ringing. You would dial ***11112** to pickup that call.

4. To pick up a call on any ringing phone dial ***11**.