



User Guide Yealink W52

Turning Handset On/Off

To turn the handset on, do one of the following:

- Press **[OK]**, then 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 **[OK]** to turn the handset off.

Locking/Unlocking Keypad

- Long press **[#]** when the handset is idle to lock the keypad.
- Long press **[#]** again to unlock the keypad.

Silent Mode

- Long press **[*]** when the handset is idle to switch the silent mode to On.
- Long press **[*]** again to switch the silent mode to Off.

Handset Name

To rename the handset:

1. Press the **OK** key to enter the main menu, and then select **Settings->Handset Name**.
2. Edit the value in the **Rename** field.
3. Press the **Save** soft key to accept the change.

Volume Adjustment

- Press **[V-]** or **[V+]** when the handset is idle or ringing to adjust the ringer volume.
- Press **[V-]** or **[V+]** during a call to adjust the receiver volume of speakerphone/earpiece/earphone.

Ring Tones

1. Press the **OK** key to enter the main menu, and then select **Settings->Audio->Ring Tones->Melodies**.
2. Press **[A]** or **[V]** to highlight the **Intercom Call** option or the desired line.
3. Press **[V-]** or **[V+]** 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 then select **Directory**.
2. Press the **Options** soft key, and then select **New Contact**.
3. Enter the desired value in the **Name**, **Number** and **Mobile** field respectively.
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 then select **Directory**.
2. Press **[A]** or **[V]** to highlight the desired entry.
3. Press the **Options** soft key, and then select **Edit**.
4. Edit the value in the **Name**, **Number** and **Mobile** field respectively.
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 then select **Directory**.
2. Press **[A]** or **[V]** to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete** to delete the selected entry.

To assign a speed dial number:

1. Press the **OK** key to enter the main menu, and then select **Settings->Telephony->Speed Dial**.

2. Press **[A]** or **[V]** to highlight the desired digit key, and then press the **Assign** soft key.

3. Press **[A]** or **[V]** to highlight the desired entry, and then press the **OK** soft key.

If both the office number and mobile number are stored, press **[A]** or **[V]** to highlight the desired number, and then press the **OK** soft key again.

Placing Calls

To place a call directly:

1. Do one of the following:

- Enter the desired number when the handset is idle.
- Press **[*]** to enter the pre-dialing screen. Enter the desired number using the keypad.

If there are multiple lines assigned to your handset as outgoing lines, press the **Line** soft key to select the desired line. If you do not select a line, the handset uses the default outgoing line to dial out.

2. Press **[R]**, **[M]** or **[OK]** to dial out.

To place a call from the local directory:

1. Press **[V]** when the handset is idle.
2. Press **[A]** or **[V]** to highlight the desired entry, and then press **[R]** or **[M]** to dial out using the default line.

If multiple numbers for the contact are stored, press **[A]** or **[V]** to highlight the desired number, and then press **[R]** or **[M]** again to dial out using the default line.

To place a call from the call history:

1. Press the **History** soft key when the handset is idle, and then select the desired call history list.
2. Press **[A]** or **[V]** to highlight the desired entry, and then press **[R]** or **[M]** to dial out using the default line.

To place a call from the redial list:

1. Press **[R]** when the handset is idle.
2. Press **[A]** or **[V]** to highlight the desired entry, and then press **[R]** or **[M]**.

To place a call using the speed dial key:

Long press the speed dial key to call the preset number directly.

Answering Calls

To answer a call, do one of the following:

- Press the **Accept** soft key.
- Press **[R]**.
- Press **[M]**.
- Press **[OK]**.

Ending Calls

Press **[OK]**.

Call Mute

- Press **[M]** during a call to mute the call.
- Press **[M]** 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 then 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 calls.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press the **Options** soft key during a call, and then select **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 then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press **[R]**, **[M]** or **[OK]** 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 then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press **[R]**, **[M]** or **[OK]** 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 then select **Call Features ->Call Forward**.
2. Press **[A]** or **[V]** to highlight the desired line, and then press the **OK** soft key.
3. Press **[A]** or **[V]** to highlight the desired forwarding type, and then press the **OK** soft key.
 - Always**----Incoming calls are forwarded immediately.
 - Busy**----Incoming calls are forwarded when the line 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.
 - For **No Answer Forward**, press **[V-]** or **[V+]** to select the desired ring time to wait before forwarding in the **After Ring Time** field.
6. Press the **Save** soft key to accept the change.