



# YEALINK T57 USER GUIDE



## Using Basic Call Functions

### Placing a 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**.

**Note:** 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 tapping **Reject**.

### Ending a Call

#### Using the handset:

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

#### Using the speakerphone:

Press  or **End Call**.

#### Using the headset:

Tap **End Call**.

### Redialing a Call

- 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.

### Muting and Un-muting a Call

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

### Holding and Resuming a Call

#### To Hold a call:

Press  or **Hold** during an active call.

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

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

### Transferring a Call

You can transfer a call in the following ways:

#### Performing a Blind Transfer

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

#### Performing a Semi-Attended Transfer

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

#### Performing an Attended Transfer

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

### Forwarding a Call

#### To enable call forward:

1. Navigate to **Menu->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**, select the desired ring time to wait before forwarding from the **After Ring Time** field.
4. Tap **Save** to accept the change.

### Initiating a Conference Call

1. Tap **Conference** during an active call. The call is placed on hold.
2. Enter the number of the second party, and then tap **Conference**.
3. Tap **Conference** again when the second party answers. Three parties are now joined in the conference.

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

### Configuring and Using Speed Dial

#### To configure a speed dial key:

1. Navigate to **Menu->Features->Dsskey**.
2. Select the desired DSS key.
3. Select **SpeedDial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Tap **Save** to accept the change.

#### To use the speed dial key:

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

## Listening to Voice Mails

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

### To listen to voice mails:

1. Press  or **Connect**.
2. Follow the voice prompts to listen to your voicemail messages.

## Customizing Your Phone

### Managing Call History

1. Tap **History**.
2. Select an entry from the list.
3. Tap  after the desired entry, and then you can do the following:
  - Tap **Send** to call the entry.
  - Tap **Delete** to delete the entry from the list.
  - Tap **Edit** to edit the entry before calling.
  - Tap **Add** to add the entry to the local directory.
  - Tap **Blacklist** to add the entry to the blacklist.

### Managing Contact Directory

#### Adding a contact:

1. Tap **Directory**.
2. Tap **Add** to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Tap **Save** to accept the change.

#### Editing a contact:

1. Tap **Directory**.
2. Tap  after the desired entry.
3. Edit the contact information.
4. Tap **Save** to accept the change.

#### Deleting a contact:

1. Tap **Directory**.
2. Tap  after the desired entry and then tap **Delete**.
3. Tap **OK** when the LCD screen prompts "Delete selected item?".

### Adjusting the Volume

Press  to adjust the volume.

### Setting Ring Tones

1. Navigate to **Menu->Basic->Sound->Ring Tones**.
2. Select **Common** or the desired account.
3. Select the desired ring tone.
4. Tap **Save** to accept the change.