Yealink T5W Series Quick Reference



PLACE A CALL

- · Pick up the handset, or press the Headset or the Speaker button
- Dial number, and then press the Send soft key

ANSWER A CALL

- Pick up the handset
- Press or the headset
- Press of the speakerphone
- Press the **Answer** soft key

END A CALL

You can only end active calls. To end an On Hold call, you must resume the call first.

To End an Active Call:



- Replace the handset to hang up
- Press the **Headset** button if using a headset
- Press the **Speaker** button if using the speakerphone
 - Press the End soft key at the bottom of the display.
 - Press the **Cancel** button (T53)

HOLD & RESUME

On hold call displays only on the device used to place the call on hold.

- · While on an active call press the **Hold** button located on the right side of the phone
- To Resume, select the call and:
- Press the Hold button or the Hold soft key, or
- Press the **Resume** soft key

TRANSFER CALLS

Transfer calls to any extension

Consulted/Warm Transfer

- > Press or tap the **Transfer** soft key
- > Enter or select the extension / phone number
- Press Send. OK or the # button to dial
- Speak to the recipient and then press the Transfer soft key again to send the call when ready

Blind Transfer

- > Press or tap the **Transfer** soft key
- Dial or select the ext/phone number
- > Press or tap the **Transfer** soft key again

VOICEMAIL

- > Press the **Messages** button
- > Enter your PIN when prompted
- > Select the menu option for the desired action

VIEW RECENT CALLS

 Press the History or Call Log soft key to view lists of recent calls... you may look at All, Missed, Placed, or Received calls



Use the navigation pad to switch list views, scroll, and select list items:

■ Switch
■ between the call lists

▲ Scroll ▼ through listings

Press the **OK** button to select

While viewing Recent Calls you may also:

- Select a listing and press Send to call the number
- Select a listing and press the Option soft key to review details

Yealink T53W Phone Interface





Yealink T54W Phone Interface





Yealink T57W Phone Interface



