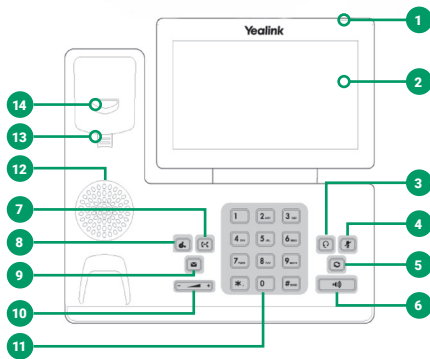


Yealink SIP-T57W QUICK REFERENCE GUIDE



- ① **Power LED Indicator:** Indicates call status, message status and phone's system status.
- ② **Touch Screen:** Allows you to select items and navigate menus on the touch-sensitive screen. Tap to select and highlight screen items. Shows information about calls, messages, time, date and other relevant data.
- ③ **Headset Key:** Toggles and indicates the headset mode. The key LED glows green when headset mode is activated.
- ④ **Mute Key:** Toggles and indicates mute feature. The key LED glows red when the call is muted.
- ⑤ **Redial Key:** Redials a previously dialed number.
- ⑥ **Speakerphone Key:** Toggles and indicates the hands-free (speakerphone) mode. The key LED glows green when the hands-free (speakerphone) mode is activated.
- ⑦ **Transfer Key:** Transfers a call to another party.
- ⑧ **Hold Key:** Places a call on hold or resumes a held call.
- ⑨ **Message Key:** Accesses voicemail.


- ⑩ **Volume Key:** Adjusts the volume of the handset, headset and speaker.
- ⑪ **Keypad:** Provides the digits and special characters in context-sensitive applications.
- ⑫ **Speaker:** Provides hands-free (speakerphone) audio output.
- ⑬ **Reversible Tab:** Secures the handset in the handset cradle when the phone is mounted vertically.
- ⑭ **Hookswitch:** Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line. Laying the handset down on the handset cradle, the phone disconnects from the line.

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 .
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:

Press **End Call**.

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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

Transfer the caller to a ring group or another agent without speaking to the new agent first.

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

Transfer a call when the target phone is ringing.

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

Before actually transferring to the destination, the call is put on hold and another call is initiated to confirm whether the end destination actually wants to take the call or not.

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.

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**.

Listening to Voicemail

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 your voicemail:

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