
IP DECT PHONE



YEALINK W52P



To place a call from the call history

- Press the **History** soft key and select the desired call history list.
- Press **^** or **v** to highlight the desired entry and press

To place call from redial number list



- Press  when the handset is idle.
- Press **^** or **v** to highlight the desired entry and press 


To place call using the speed dial key

- Long press the speed dial key to place a call to the number assigned to it.

Answering Calls

To answer a call do one of the following



- Press the **Accept** soft key.
- Press 
- Press 

Note: You can ignore an incoming call by pressing the **Silence** soft key or reject an incoming call by pressing 

Ending Calls

- Press 

Call Mute

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

Call Hold and Resume

To place a call on hold

- Press the **Options** soft key during the call and select **Hold**.
- Press the Resume soft key when ready.

Call Transfer

You can transfer a call in the following ways

Blind Transfer

- Press the **Options** soft key during a call and select **Transfer**.
- Enter the number you want to transfer the call to.
- Press the **Transfer** key.

Semi-Attended Transfer

- Press the **Options** soft key during a call and select **Transfer**.
- Enter the number you want to transfer the call to.
- Press the **OK** key to dial out.
- Press the Transfer soft key when you hear the ring back tone.

Attended Transfer

- Press the **Options** soft key during a call and select **Transfer**.
- Enter the number you want to transfer the call to.
- Press the **OK** key to dial out.
- Press the **Transfer** soft key after the call is answered.

Call Forward

- To activate a call forward dial *72 followed by the number to forward calls to.
- To deactivate call forwarding dial *73

When reactivating call forwarding calls will forward to last programmed number unless otherwise stated (follow the prompts after dialing *72).

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Group pickup

- To pick up a call which is ringing on another extension dial *81

TO RETRIEVE VOICEMAIL

- Dial *97 to access mail boxes.
- Follow prompts to enter the mailbox number and pin number.

To Delete Contact

- Press the **OK** key to enter the main menu and select directory.
- Press **^** or **v** to highlight the desired entry.
- Press the **Options** soft key and select **Delete** to delete the selected entry.

To assign a speed dial


- Press the **OK** key to enter the main menu and select **Settings->Telephony->Speed Dial**.
- Press **^** or **v** to highlight the desired speed dial key and press the **Assign** soft key.
- Press **^** or **v** to highlight the desired entry and press the **OK** soft key.

If both the office number and mobile number are stored press **^** or **v** to highlight the desired number and press the **OK** soft key again.


BASIC CALL FEATURES


Placing calls

To place a call directly

- Dial number required then press 

To place a call from the local directory

- Press **v** when handset is idle.
- Press **^** or **v** to highlight the desired entry and press 

If both the office number and mobile number are stored, press **^** or **v** to highlight the desired number and press  again.

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HANDSET SETTINGS

Volume

- Press the < or > during a call to adjust the volume of the currently used audio device.
- Press the < or > when the handset is idle to adjust the ringer volume.

Ring tones

- Press the **OK** key to enter the main menu and select **Settings->Audio->Ring Tones ->Melodies**.
- Press **^** or **v** to highlight the **Intercom Call** option or the desired line.
- Press < or > to select the desired ring tone.
- Press the **Save** soft key to accept the change.

Local Directory

To add a contact

- Press the **OK** key to enter the main menu and select **Directory**.
- Press **Options** soft key and select **New Contact**.
- Enter desired values in the **Name**, **Number** and **Mobile** fields.
- Press the **Save** soft key to accept the change.

To edit a contact

- Press the **OK** key to enter the main menu and select **Directory**.
- Press **^** or **v** to highlight the desired entry.
- Press the **Options** soft key and select **Edit**.
- Edit the values in the **Name**, **Number** and **Mobile** fields.
- Press the **Save** soft key to accept the change.

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