CREATE A CONFERENCE CALL

1. Press the **Conf** soft key during an active call. The call is then placed on hold.
2. Enter the extension or external number of the second party, then press the **Send** soft key.
3. Press the **Conf** soft key again when the second party has answered the call.
• All parties are now joined in the conference call.
4. Press the **EndCall** soft key to disconnect all parties.

PLACE A CALL ON HOLD & THEN RESUME THE CALL

To place a call on hold:
1. Press the **Hold** soft key during an active call.

To resume a call from hold:
1. Press the **Resume** soft key when a call is on hold.

If there is more than 1 call on hold:
1. Press ⌃ or ⌄ to select the desired held call, then press 🕭 or press the **Resume** soft key to retrieve the desired call.

ADD A NEW CONTACT

1. Press the **Directory** phone is idle, and then select **All Contacts**.
2. Tap **Add.**
3. Enter the contact's **Name** and **Number.**
4. Tap **Save** to accept the change.

MUTE OR UN-MUTE A CALL

1. Press 🔇 to mute or un-mute an active call.

ACCESS VOICEMAIL

1. Press the **Connect** soft key or press ✉.
2. Follow the voice prompts to listen to your voice messages
3. To access another Extension's Voicemail, dial 778, enter the Extension number and its associated PIN

BARGE IN/LISTEN IN*

1. When Call Barge is enabled, a user can dial 88 followed by the extension number and be connected to an active call.
• The following options are available when connected to an active call:
• Press 1 to speak to the call Receiver
• Press 2 to speak to the call Originator
• Press 3 to speak to both
• Press 0 to listen only

RECORD CALL*

1. When on an active call, press #8 to commence/end recording.

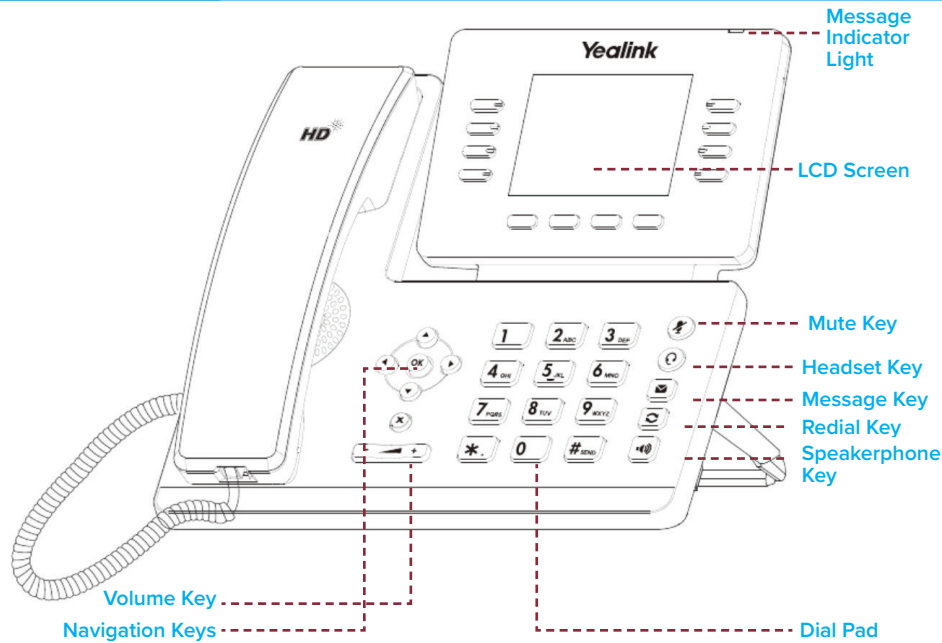*Some features may require activation in your portal prior to use.

Yealink SIP-T52S
Media IP Phone

Quick Reference User Guide

Layout & Features:

Message Indicator Light
LCD Screen
Mute Key
Headset Key
Message Key
Redial Key
Speakerphone Key
Volume Key
Navigation Keys
Dial Pad

How to:

PLACE A CALL

Using a handset:
1. Pick up handset.
2. Enter number and press the **Send** soft key.

Using a headset:
1. With the headset connected, press ⊙ to activate headset mode.
2. Enter number and press the **Send** soft key.

Using speakerphone:
1. With the handset on-hook, press 🔊.
2. Enter number and press the **Send** soft key.

> ⚠ You can alternate between headset, speakerphone and handset by pressing the corresponding key.

ANSWER/END/REJECT A CALL

Using a handset:
1. Pick up handset / Return handset or press **End Call** soft key.
2. Reject call by pressing **Reject** soft key.

Using a headset:
1. Press ⊙.

Using speakerphone:
1. Press 🔊.

TRANSFER A CALL

Blind Transfer - The call is transferred directly without the need to announce the caller:
1. Press the **Tran** soft key during an active call. The call is placed on hold.
2. Enter the receiving number you want the call transferred to.
3. Press the **Tran** soft key.

Attended Transfer - Allows you to announce the caller prior to releasing the call:
1. Press **Tran** soft key during the active call, the call is then placed on hold.
2. Enter the number you want to transfer to and press #SEND.

When the second party answers, announce the call and then press the **Tran** soft key.

CALL HISTORY

1. Press the **History** soft key when the phone is idle.
2. Tap ▲ or ▼ to scroll through the list.
3. Select the desired entry for the following:
   - Tap **Send** to place a call.
   - Tap **Delete** to delete the entry from the list.
   - If you press **Option,** you can also do the following:
   - Select **Add to Contact** to add the entry to the local directory.
   - Select **Add to Blacklist** to add the entry to the blacklist.
   - Select **Delete All** to delete all entries from the list.

REDIAL A NUMBER

To call the last dialled number:
1. Press 🔄 twice when the phone is idle to dial the last dialled number.

To call a previously dialled number:
1. Press 🔄 to enter the Placed Calls list.
2. Press ▲ or ▼ until you reach the desired entry in the list.
3. Press 🔄 or the **Send** soft key to place the call.

FORWARD A CALL

To enable call forward:
1. Press the **Menu** soft key when the phone is idle and select **Features** -> **Call Forward.**
2. Select the desired forward type: **Always Forward, Busy Forward,** or **No Answer Forward.**
3. Enter the destination number you wish to forward calls to.
4. For **No Answer Forward,** press ◀ or ▶ to select the desired ring time to wait before forwarding from the **After Ring Time** field.
5. Press the **Save** soft key to accept the change.