



### REDIAL A NUMBER


To call the last dialled number:

- 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. Tap the desired entry in the list to redial the number.

### MUTE OR UN-MUTE A CALL

- Press  to mute a call, or un-mute an active call.

### FORWARD A CALL


1. Navigate to **Menu > 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.
  - For **No Answer Forward**, tap the **After Ring Time** field and tap the desired ring time to wait before forwarding.
  - Tap **Save** to accept the change.

### CREATE A CONFERENCE CALL

1. Tap the **Conference** soft key during an active call to place the call on hold.
2. Enter the extension or external number of the second party, then tap **Conference**.
3. Tap the **Conference** soft key again when the second party has answered the call.
  - All parties are now joined in the conference call.

### PLACE A CALL ON HOLD & THEN RESUME THE CALL


To place a call on hold:

- Press  or tap the **Hold** soft key during an active call.

To resume a call from hold:

- Press  or tap the **Resume** soft key when a call is on hold.

If there is more than 1 call on hold:

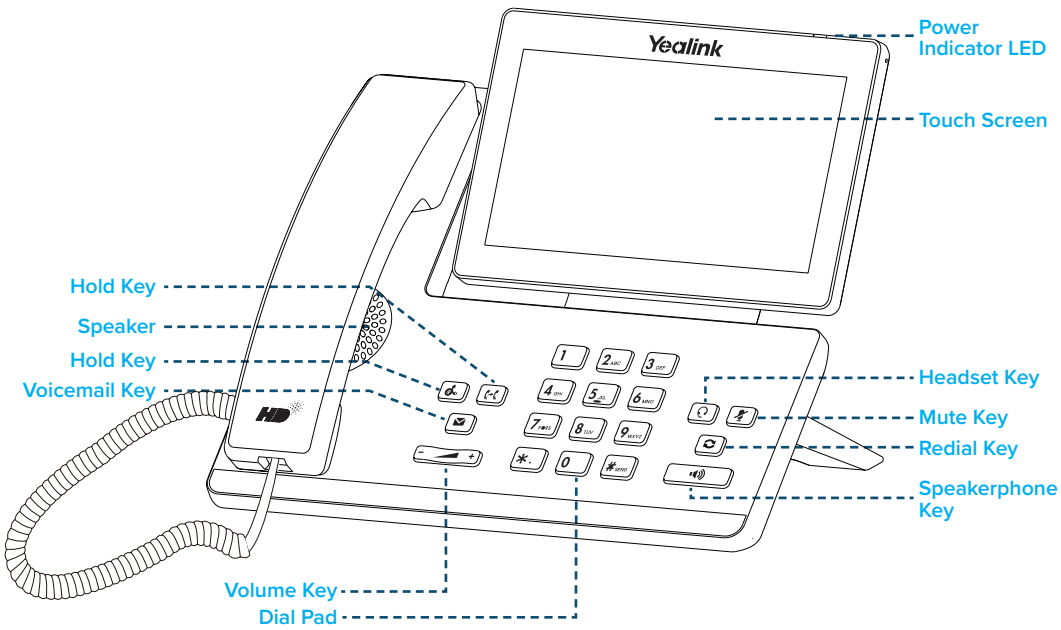
- Tap the desired held call you want to resume, then press  or tap the **Resume** soft key to retrieve the desired call.



## Yealink SIP-T57W Prime Business Phone Quick Reference User Guide



## Layout & Features:




## How to:

### PLACE A CALL


#### Using a handset:


1. Pick up handset.
2. Enter number and tap **Send**.

#### Using a headset:

1. With the headset connected, press  to activate headset mode.
2. Enter number and tap **Send**.

#### Using speakerphone:

1. With the handset on-hook, press .
2. Enter number and tap **Send**.

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

### ANSWER/END A CALL

#### Using a handset:

- Pick up handset / Return handset or tap **End Call**.

#### Using a headset:



- Press .

#### Using speakerphone:



- Press .

### TRANSFER A CALL






#### Blind Transfer - The call is transferred directly without the need to announce the caller:

1. Press  or the **Transfer** soft key during the active call to place the call on hold.
2. Enter the receiving number you want the call transferred to.
3. Press  or the **Transfer** soft key.


#### Attended Transfer - Allows you to announce the caller prior to releasing the call:

1. Press  or the **Transfer** soft key during the active call to place the call on hold.
2. Enter the number you want to transfer to and press **Send**.
3. When the second party answers, announce the call and then press  or the **Transfer** soft key.

### ACCESS VOICEMAIL

1. Press  or **Connect**
2. When prompted, enter **PIN-Code** and press 
  - For new messages, press .
  - For saved messages, press .
  - For advanced voicemail settings, press .

### MANAGE CALL HISTORY

1. Tap **History** and select an entry from the list
2. Tap  after the desired entry, and you can do the following:
  - Tap **Send** to place a call to the highlighted entry.
  - Tap **Delete** to delete the highlighted entry from the list.
  - Tap **Edit** to edit the entry before calling.
  - Tap **Add** to add the entry to your directory.
  - Tap **Blacklist** to add the entry to the blacklist.

### ADD A NEW CONTACT

1. Tap **Directory**.
2. Tap **Add** to add a contact.
3. Enter the contact's **Name** and **Number**.
4. Tap **Save** to accept the change.