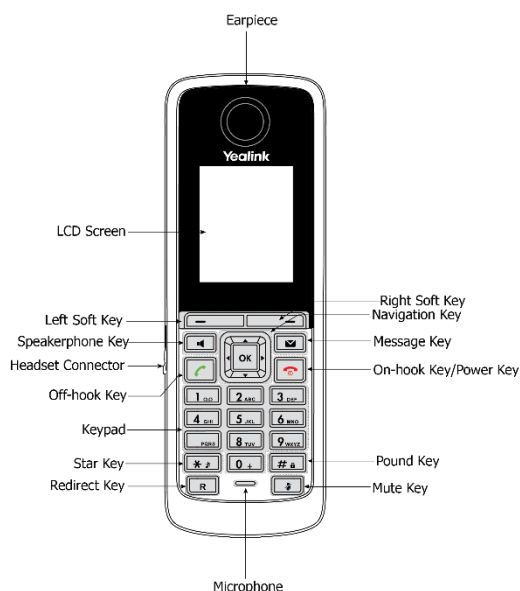


Yealink W52P

for 8x8 Virtual Office

Charge your handset 14-16 hours prior to first use for best performance.



Quick Start User Guide



For detailed information, see the Yealink W52P for 8x8 Virtual Office User Guide available for download at www.8x8.com/Support/BusinessSupport/Documentation.aspx.

Basic Handset Options



Installing the Battery

1. Open the battery cover.
2. Insert the batteries in the correct polarity.
3. Close the battery cover.

Turning Handset On/Off







- To turn on the handset, do one of following:
 - Long press  until the LCD screen lights up.
 - Place the handset in the charger cradle. The handset will be turned on automatically.
- To turn off the handset, long press .

Locking Keypad

- Long press  when the phone is idle to lock the keypad.
- Long press  again when the phone is idle to unlock the keypad.



Shortcuts

This helps you get quick access to features by pressing the shortcut keys directly without having to scroll through the menu. You can press the following predefined shortcuts to access some frequently used features of your handset when the handset is idle:

- Press  to access the call history.
- Press  to check the line status.
- Press  to place an internal call.
- Press  to access the directory.
- Press  to decrease the ringer volume.
- Press  to increase the ringer volume.





Making Calls




To place a call directly:

- Press , then enter the desired number.
- Enter the desired number when the handset is idle, and then press .




If there are multiple lines assigned to your handset as outgoing lines, press the **Line** soft key first to select the desired line.

To place a call from the local directory:



1. Press  when the handset is idle.
2. Press  or  to highlight the desired entry, and then press .

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

To place a call from the call history:

1. Press the **History** soft key, and then select the desired call history list.
2. Press  or  to highlight the desired entry, and then press .

To place a call from the redial number list:

1. Press  when the handset is idle.
2. Press  or  to highlight the desired entry, and then press .







To place a call using the speed dial key:

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



Speed Dial

Long press a key (2-9) to place a call to the number assigned to it.

Assigning Speed Dials

1. Press  to enter the main menu.
2. Select  -> **Telephony**-> **Speed Dial**.
3. Press  or  to highlight the desired number, and then press the **Assign** soft key.
4. Press  or  to highlight the desired directory if there are multiple directories.
5. Select the desired contact from the directory.
6. Do one of the following:
 - If only one number is stored for the contact in the selected directory, press the **OK** soft key to assign the number to the selected key.

- If both the office number and the mobile number are stored for the contact in the selected directory, press the **OK** soft key to display the two numbers.

Press  or  to highlight the desired number.

Press the **OK** soft key to assign the number to the selected key.

Last Call Return

- Dial ***69** and press.

Auto Attendant


- Dial **444** and follow the voice prompts.

Voicemail

- Dial **555** and follow the voice prompts.

Transfer Call to Voicemail

1. Press the **Options** soft key during a call, and then select **Hold**.

The call is placed on hold and the  icon is displayed on the LCD screen.

2. Dial **594** and follow the voice prompts.

Conference Bridge



- Dial **556** and follow the voice prompts.

Intercom Call

- Dial ***64** followed by the number you want to make an intercom call to.
- The called destination plays a warning tone and automatically answers the call in the earpiece.

Answering Calls

To answer a call, do one of the following:

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

Mute a Call

- Press  during an active call.

- Press  again to un-mute the call.







Call Hold

- Press the **Options** soft key during a call, and then select **Hold**.


Call Transfer

- While on a call, press **R**. Then dial the number you wish to transfer call to.



Call Waiting

1. Press  to enter the main menu.
2. Select ->Call Waiting.
3. Press  or  to select the desired value from the **Status** field.
4. Press  or  to select the desired value from the **Tone** field.
5. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

Turning Speakerphone On/Off

- While answering a call, press  to turn speakerphone on.

Turning Microphone Mute On/Off

- While on a call, press  to turn microphone mute on.
- Press  to turn microphone mute off.

Turning Call Record On/Off

- While on a call, press ***0** to turn call record on.
- Press ***0** again to turn call record off.

Forwarding Calls



Note: 8x8 recommends using online call forwarding instead of phone-based call forwarding so your call forwarding instructions are stored online instead of on your phone. If you set your call forwarding rules on your phone, they will not be in effect if your phone is disconnected from an Internet connection.

To enable online call forwarding (Virtual Office):



1. Log on to your Virtual Office Online dashboard at <http://virtualoffice.8x8.com>
 2. Select **Settings** then **Call Forwarding**.
 3. Update your **Call Forwarding Rules** and press **Save**.
- You can return to Virtual Office Online at any time to update your Call Forwarding Rules.

Changing Settings



Adjusting Speaker/Headset Volume

1. Press  or  during a call to adjust the volume of the currently used audio device.

Adjusting Ringer Volume

1. Press  or  when the handset is idle to adjust the ringer volume.

Changing Ringing Tone

1. Press the **OK** key to enter the main menu, and then select **Settings->Audio->Ring Tones ->Melodies**.
2. Press  or  to highlight the **Intercom Call** option or the desired line.
3. Press or to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

Adding Contact to Local Directory

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press the **Options** soft key, and then select **New**





Contact.

3. Enter the desired values in the Name, Number and **Mobile** fields.
4. Press the **Save** soft key to accept the change.





System Status

To display the system status (Base station status, Handset status, Line status)

To check the base station status:



1. Press  to enter the main menu.
2. Select  -> **Base**.
The LCD screen displays status information of the base station and the Network option.
3. Press  or  to scroll through and view the status information.
4. Select **Network**.
The LCD screen displays the network settings.

To check the handset status:








1. Press  to enter the main menu.
2. Select  -> Handset.
3. Press  or  to scroll through the static information.

To check the line status:

Do one of the following:

- Press the **Line** soft key when the handset is idle to check the line status directly.
- Press  to enter the main menu.
Select  -> **Line Status**.

Handset Icons

External incoming call	
Internal incoming call	
Missed call	
Battery charging	
Keypad locked	
Microphone muted	
Silent mode	

For more icons, refer to the full user guide available for download at www.8x8.com/Support/BusinessSupport/Documentation.aspx.