

















Yealink T53W Quick Reference Guide

Placing a Call	Answering a Call	Holding and Muting a Call
<ol style="list-style-type: none"> 1. Pick up the handset OR 2. Press the  button OR 3. Press the  button 4. Enter the number to call 5. Press the  button OR 6. Press the  button 	<ol style="list-style-type: none"> 1. Pick up the handset 2. Press the Answer soft key OR 3. Press the  button OR 4. Press the  button 	<ol style="list-style-type: none"> 1. Press the Hold soft key 2. Press the Resume soft key to resume the call 3. Press the  button to mute the audio device 4. Press the  button again to unmute the audio device
Rejecting and Silencing a Call	Forwarding an Incoming Call	Transferring a Call
<ol style="list-style-type: none"> 1. Press the Reject soft key to send the call to directly to voicemail 2. Press the Silence soft key to silence ringer and have the ability to answer the call within the designated number of rings 	<ol style="list-style-type: none"> 1. Press the Forward soft key 2. Enter the number to forward call to 3. Press the  button OR 4. Press the  button OR 5. Press the Call soft key 	<ol style="list-style-type: none"> 1. Press the Transfer soft key 2. Enter number to transfer call to 3. Press the B Transfer soft key <p>Note: To speak with the party to which the call will be transferred, press the Call soft key after entering their number. Then press the Transfer soft key</p>
Initiating a Conference Call	Ending or Splitting a Conference Call	Managing a Conference Call
<ol style="list-style-type: none"> 1. Press the Conference soft on the active call screen 2. Enter the number of the second party 3. Press the  key OR 4. Press the  key 5. Press the Conference soft key when the second party answers 	<ol style="list-style-type: none"> 1. Press the End Call soft key to terminate the call 2. Press the Split soft key to split the call into two separate held calls 3. Toggle between parties by pressing  or  to select participant to speak with 4. Press the Resume soft key 5. Press the End Call soft key 6. Repeat steps 3-5 with the other call 	<ol style="list-style-type: none"> 1. Press the Manage soft key on an active conference call 2. Press the Far Mute soft key to restrict a caller from speaking 3. Press the Remove soft key to remove a caller from the conference call

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Searching for a Contact	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> 1. Press the Directory soft key 2. Select the desired directory type and press the Enter soft key 3. Press the Search soft key 4. Enter search criteria 5. Select desired contact 6. Press the Call soft key to call 	<ol style="list-style-type: none"> 1. Press the Directory soft key 2. Select the desired directory type and press the Enter soft key 3. Press the Add soft key <li style="text-align: center;">OR 4. Press the Option soft key on an unknown number 5. Select Add to Contacts 6. Enter contact information 7. Press the Save soft key 	<ol style="list-style-type: none"> 1. Press the Directory soft key 2. Select the desired directory type and press the Enter soft key 3. Press the Search soft key 4. Enter search criteria and locate the contact record 5. Press the Option soft key 6. Select Detail 7. Edit information 8. Press the Save soft key <p>Note: Remote directories may not be able to be edited via desk phones</p>
Forwarding an Extension	Setting up Voicemail	Initiating Do Not Disturb (DND)
<ol style="list-style-type: none"> 1. Press the Menu soft key 2. Select Features and then press the Enter soft key 3. Select Call Forward and then press the Enter soft key 4. Select call forward type: <ol style="list-style-type: none"> a. Always b. Busy c. No Answer 5. Press the Enter soft key and then the Switch soft key to enable/disable 6. Enter the destination number to forward all incoming calls to 7. Press the Save soft key 	<ol style="list-style-type: none"> 1. Press the  button or dial *123 to access the Message Center 2. Enter default PIN (4-digit extension) 3. Follow menu prompts 4. Reset PIN <ol style="list-style-type: none"> a. 4 digits b. Non-sequential c. Different digits 5. Press the Connect soft key when alerted of a message <li style="text-align: center;">OR 6. Press the  button to access voicemail 	<ol style="list-style-type: none"> 1. Press the DND soft key to enable 2. Press the DND soft key again to disable