

## **QUICK START GUIDE**

**YEALINK T53W** 



## **SOLUTION LINE**

833.487.0003 EXT. 711

## **DIALING PROCEDURES**

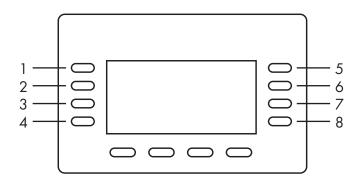
Internal Extensions: Dial three digit extension. External Number: Dial 10 digit number.

## **CALL PARKING**

With the Call Parking feature, you can put an active call on hold and resume the call from any other phone in your organization. The site can have a maximum of four callers on park at any given time.

## Parking a Call:

- Press button 4 to place a call on park.
- Use buttons 5-8 to retreive parked calls.



Button #	Name
1	Line 1
2	Line 2
3	Line 3
4	Place a Call on Park
5	Park Pickup 1
6	Park Pickup 2
7	Park Pickup 3
8	Park Pickup 4





For the full User Guide, scan the QR code.

## **T53W PHONE FEATURES**

## PLACING OUTGOING CALLS

#### When the phone is not in use:

- 1. Pick up the handset or press the "Speaker" button. 🔊
- 2. Dial tone will be heard.

#### When you are already on a call:

- 1. Press the "Hold" soft key.
- 2. Press the "New Call" soft key.
- 3. Dial an extension or telephone number.
- 4. Resume the original call by pressing the "Resume" soft key.

# ANSWERING AN INCOMING CALL

#### On the handset:

• Pick up the handset to answer the call.

#### On speakerphone:

• Press the "Speaker" button 🖜 to answer the call.

## **ENDING A CALL**

#### On a handset:

 Hang up the handset or press the "More" soft key followed by the "End Call" soft key.

### On speakerphone:

• Press the "Speaker" button.

## HOLD

#### Placing a call on hold:

• While on a call, press the "Hold" soft key.

#### Retrieving calls on hold:

• Press the "Resume" soft key.

## TRANSFERRING CALLS

- 1. While on a call, press the "Transfer" soft key.
- 2. Dial the desired phone number or extension number.
- 3. Press the "Transfer" soft key again.
- 4. The call is automatically transferred.

## **VOLUME ADJUSTMENT**

#### **In-Call Volume:**

• While on a call, press the "+" and "-" buttons to raise or lower the volume.

#### **Ringer Volume:**

• While the phone is not in use, press the "+" or "-" buttons to adjust the ringer volume on the phone.



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