



YEALINK T53W QUICK START GUIDE

Let's get you up and running with your new phone.

Once your administrator has assigned your Hosted Voice service, you'll receive two emails:

- One with your My Phone and Voice Portal login credentials.
- One with a temporary password for My Phone portal.

Accessing Voicemail

Press the Messages icon or dial your extension on your phone and follow the prompts. On first login you'll be asked to change your passcode.

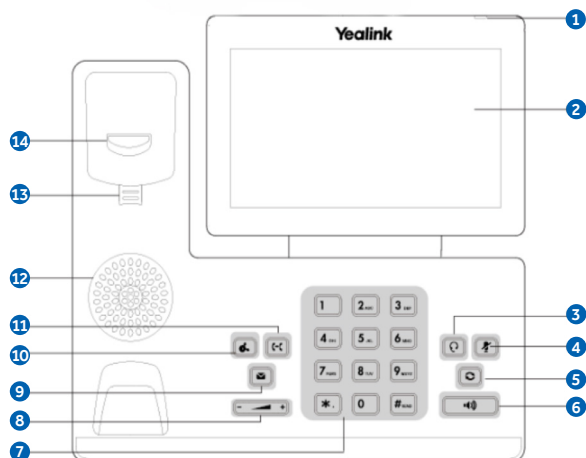
Accessing My Phone Portal

Go to businessvoice.sparklight.net/myphonenext/ enter your username and password. You'll be asked to change your password the first time you visit the site.

Need more help?

We want to make this easy for you. You'll find more guides and video tutorials at business.sparklight.com/support/hosted-voice

No.	Item	Description
1	Power LED	Indicates call status, message status and phone's system status.
2	Touch Screen	Allows you to select items and navigate menus on the touch-sensitive screen. Tap to select and highlight screen items. Shows information about calls, messages, time, date and other relevant data.
3	HEADSET Key	Toggles and indicates the headset mode. The key LED glows green when headset mode is activated.
4	MUTE Key	Toggles and indicates mute feature. The key LED glows red when the call is muted.
5	REDIAL Key	Redials a previously dialed number.
6	Speakerphone Key	Toggles and indicates the hands-free (speakerphone) mode. The key LED glows green when the hands-free (speakerphone) mode is activated.
7	TRANSFER Key	Transfer a call to another party.
8	HOLD Key	Places a call on hold or resumes a held call.
9	MESSAGE Key	Accesses voice mails.
10	Volume Key	Adjusts the volume of the handset, headset and speaker.
11	Keypad	Provides the digits and special characters in context-sensitive applications.
12	Speaker	Provides hands-free (speakerphone) audio output.
13	Reversible Tab	Secures the handset in the handset cradle when the phone is mounted vertically. For more information on how to adjust the reversible tab, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones .
14	Hookswitch	<ul style="list-style-type: none">• Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line.• Laying the handset down on the handset cradle, the phone disconnects from the line.



BASIC FUNCTIONS


PLACING CALLS

Placing a Call


Using the handset:

1. Pick up the handset.
2. Enter the number, and then press **Send**.

Using the speakerphone:

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

Using the headset:

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

ANSWERING CALLS

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press .

Using the headset:

Press .

ENDING A CALL

Ending a Call

Using the handset:

Hang up the handset or press **End Call**.






Using the speakerphone:

Press  or **End Call**.

Using the headset:



Press **End Call**.

REDIALING A CALL

- Press  to enter the Placed Calls list, press  or  to select the desired entry, and then press  or **Send**.
- Press  twice when the phone is idle to dial out the last dialed number.

MUTE/UNMUTE A CALL



Muting and Un-muting a Call

- Press  to mute the microphone during a call.
- Press  again to un-mute the call.

HOLD/RESUME A CALL

Press **Hold** during an active call.

To Resume the call, do one of the following:

- If there is only one call on hold, press **Resume**.
- If there is more than one call on hold, press  or  to select the desired call, and then press **Resume**.

TRANSFERRING A CALL

Performing a Blind Transfer

1. Press **Transfer** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press **B Transfer**.

Performing a Semi-Attended Transfer

1. Press **Transfer** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press **Send**.
3. Press **Transfer** when you hear the ring-back tone.

Performing an Attended Transfer

1. Press **Transfer** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press **Send**.
3. Press **Transfer** when the second party answers.

FORWARDING A CALL

1. Navigate to **Menu->Features->Call Forward**.



2. Select the desired forward type:

Always Forward----Incoming calls are forwarded unconditionally.

Busy Forward----Incoming calls are forwarded when the phone is busy.

No Answer Forward----Incoming calls are forwarded if not answered after a period of time.

3. Enter the number you want to forward to.


For No Answer Forward, press  or  to select the desired ring time to wait before forwarding from the **After Ring Time** field.

4. Press **Save** to accept the change.

INITIATE A CONFERENCE CALL

1. Press **Conference** during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press **Send**.
3. Press **Conference** again when the second party answers. Three parties are now joined in the conference.

LISTEN TO VOICEMAIL

1. Press  or **Connect**.
2. Follow the voice prompts to listen to your voicemail messages.

