Yealink T57 Quick Reference User Guide

Basic Call Features

Placing a Call

Using the handset:

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

Using the speakerphone:

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

Using the headset:

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

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press [🔊] .

Using the headset:

Press [🎧] .

Ending a Call

Using the handset:

Hang up the handset or tap the **End Call** soft key.

Using the speakerphone:

Press [🔊] or tap the **End Call** soft key.

Using the headset:

Tap the **End Call** soft key.

Redial

- Press [↻] to enter the **Placed Calls** list, and then tap the desired entry.
- Press [↻] twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute

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

Call Hold and Resume

To place a call on hold:

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

To resume the call, do one of the following:

- If there is only one call on hold, press 🔲 or tap the **Resume** soft key.
- If there is more than one call on hold, tap the call you want to resume, and press 🔲 or tap the **Resume** soft key.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press 🔲 or tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press 🔲 .

Semi-Attended Transfer

1. Press 🔲 or tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press 🔲 .
3. Press 🔲 or tap the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1. Press 🔲 or tap the **Transfer** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press 🔲 .
3. Press 🔲 or tap the **Transfer** soft key when the second party answers.

Transferring a Call Directly to Voicemail

1. During the call, press the Transfer soft key.
2. Press the * softkey.
3. Enter the extension number of the voicemail that the caller is to be sent to.
4. Press the B-Transfer soft key. The caller is then immediately sent to the voicemail box of the destination extension number you entered.

Call Forward

To enable call forward:

1. Tap **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**, tap the **After Ring Time** field, and then tap the desired ring time to wait before forwarding.
4. Tap **Save** to accept the change.

Call Conference

1. Tap the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press #→ or tap **Conference**.
3. Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Tap the **End Call** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by tapping the **Split** soft key.

Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages: (Ensure the voice mail code is already configured on the phone.)

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

Call Park

To park an active call, press the "Call Park" soft key and it will start to flash green. Hang up the handset. The call is now available to retrieve from other phones.

To retrieve a parked call, press the "Call Park" soft key FIRST and then pick up the handset.

Note: A call will stay parked until it is either retrieved or the caller hangs up.

Commportal Assistant   https://commportal.rainbowtel.net

Number: _____

Password: _____