



## YEALINK W52P WIRELESS PHONE INSTRUCTIONS

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## Call Extensions

1. Dial the desired extension.
2. Press the green call button.

## Transfer Calls

1. Press the transfer button on the bottom left of the phone (TRAN).
2. Dial the desired extension to transfer the call.
3. Press the upper righthand button that says transfer on the screen. The call will transfer automatically.

## Voicemail

1. Press the letter-shaped button on the upper right-hand side of the phone.
2. Scroll down to the second option.
3. Press OK on the arrow pad. You will then call your voicemail.
4. Enter your phone extension.
5. Enter your PIN. Your new messages will play automatically.

## Record Greetings

1. Dial your voicemail.
2. Enter PIN
3. Press 9 for settings.
4. Press 8 to record greeting.
5. Press 0 to confirm, then record greeting after beep.
6. Press pound to save recording. This will automatically be set as your default recording.

## Set Profile Status

1. Dial your voicemail.
2. Enter PIN.
3. Press 9 for settings.
4. Press 1 for profile status.
5. To select available, press 1. To select away, press 2. To select Out of Office, press 3. For custom profile 1, press 4. For custom profile 2, press 5.

## Silent Mode

1. Press and hold the star button to turn on silent mode.
2. Press and hold the star button to turn off silent mode.

## Locating a Handset

1. Press the locating button on the base.
2. All handsets registered to this base station will ring simultaneously and will display the IP address of the base station on the screen.
3. Press any key on the handset **or** press the locating button on the base to end the ringing.
4. You can also locate a handset via paging.

## Paging

1. On your handset, press “OK” on the arrow pad.
2. Scroll to Call Features.
3. Scroll down to paging. A list of phones that can be paged will appear.
4. Scroll to your desired phone.
5. Press “OK” to page your desired phone.

## Do Not Disturb

1. On your handset, press “OK” on the arrow pad.
2. Scroll to Call Features.
3. Scroll Down to Do Not Disturb.
4. Press “OK” on the arrow pad.
5. Select the phone you would like to enable Do Not Disturb on, and press “OK”.

6. Scroll left or right to select “Enabled” or “Disabled”.
7. Press the upper right-hand button that says “Save”. Your setting will then be saved.

## Call History

1. Press the upper left-hand button labeled “History”.
2. 4 recently made calls will appear on screen.
3. Scroll up and down on the arrow pad to view more of your call history.

## Eco Mode +

1. Press “OK” on the arrow pad.
2. Scroll to Settings, then press “OK”.
3. Scroll down to System Settings, then press “OK”.
4. Scroll down to Eco Mode+.
5. Press “OK” to enable Eco Mode+.

## Mute

1. To mute your phone while on a call, press the mute button found at the bottom most right-hand side of your handset.
2. To unmute your phone while on a call, press the mute button again.

## Hold

1. While on call, press the key for Options.
2. Scroll down to the Hold option.
3. Press “OK” to put the call on hold.