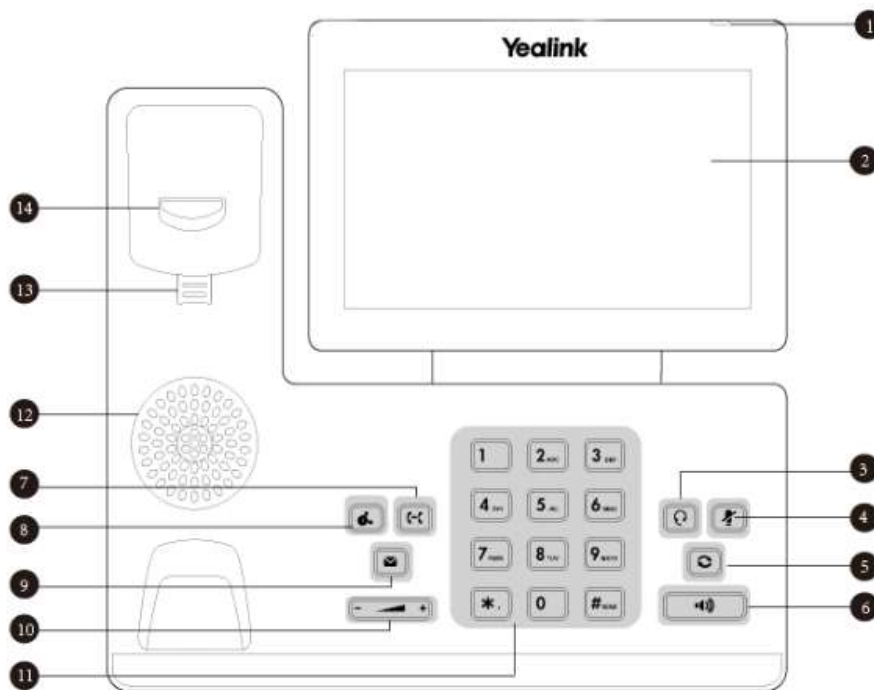


everblü User Instruction Sheet – Yealink T57W



T57W Hardware and Components:



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	Transfers 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.

















Idle Screen

The idle screen is made up of the status bar, line keys, and soft keys. The time & date is displayed in the middle of the screen.



- **Status Bar:** Display the default account on T57W/T54W phones, feature status icons, and the time. The status icons are displayed when features are activated.
- **Line Keys:** Display the information associated with the line keys and feature keys on the phone.
- **Page Icons:** The page icons appear only when you assign functionality to line key located in line key 11-27 on the T54W phones or line key 9-21 on the T53W/T53 phones.
- **More Key:** Tap to display more line keys on the T57W phones.
- **Shortcut and Main Menu:** Tap to access the shortcut or enter the main menu on the T57W phones.

T57W Icons in the Status Bar

Icons	Description	Icons	Description
	Wired network is unavailable		Phone Lock
	Wired network is unreachable		Missed Calls
	Speakerphone (hands-free) mode		Always Forward
	Busy Forward		No Answer Forward
	Handset mode		Recording starts successfully (Using a USB flash drive)
	Headset mode		Recording is paused (Using a USB flash drive)
	Voice Mail		Bluetooth mode is on
	Text Message		Bluetooth headset is both paired and connected

General User Instructions

1. Making a call:

- a. Lift the handset.
- b. Dial the number. *(10-digits for local or long-distance calls)*

2. Answering a call:

- a. If the phone is ringing, lift the handset. No need to press any buttons.
- b. To answer a call ringing directly to another extension, lift the handset and dial *35 followed by the 4-digit extension number of the ringing phone. *(Calls ringing the extension as a result of a hunt group or ring group cannot be picked up.)*

3. Transferring a call:

- a. **Supervised Transfer** *(when you want to announce the call):*
 - i. With the caller on the line, press **+More** followed by the pre-programmed button (OR press the **Transfer** softkey and dial the desired extension).
 - ii. After announcing the call, hang up to complete the transfer.
- b. **Blind Transfer** *(if you do not need to announce the call):*
 - i. With the caller on the line, press **+More** followed by the pre-programmed button (OR dial the desired extension and press **B Transfer**).
 - ii. To complete the transfer, immediately hang up.

(NOTE: Calls may also be transferred to an outside telephone number. Instead of dialing the 4-digit extension number, dial the 10-digit telephone number.)

4. Cancelling a transfer:

If you have not completed the transfer and wish to pull the caller back, press the back arrow in the bottom left-hand corner of the screen, then your **EXTENSION** key or the **Resume** button.

5. Placing a call on hold/Retrieving the held call (Station HOLD vs System PARK):

- a. To place a call on Station HOLD at the extension *(The call can only be retrieved from the same extension.)*
 - i. Press the **HOLD** softkey.
 - ii. To retrieve the call from the same extension, press **RESUME**, or the **EXTENSION** key.
- b. To place a call on System PARK *(The call can be retrieved from any extension.)*
 - i. Press an unlit **PARK** key.
 - ii. To retrieve the call, from any phone, press the lit **PARK** key.

NOTE: Some phones have multiple Park keys (Park 1, Park 2, Park 3). You must retrieve the call from the Park key with the same designation (Park 1, Park 2, Park 3).

6. Internal calling:





To ring the extension, dial the desired extension number or press the pre-programmed button.


To have your voice come over the speaker of an extension, dial 08 followed by the desired extension number. **NOTE: The called party can then answer back hands-free.**

7. Paging (if configured by your system administrator):

- a. Press the **Paging List** key.
- b. Use the arrow keys to select one of the following options:
 - i. All Page – Allows your voice to be heard overhead, and over all the phones.
 - ii. Overhead Page – Allows your voice to be heard ONLY Overhead.
 - iii. Phone Page – Allows your voice to be heard ONLY over the phones.

8. Call history:

Icons	Description	Icons	Description
	Received Call		Missed Call
	Placed Call		Forwarded Call

- a. Press **History** or navigate to **Menu > History**.
- b. Select the desired list.
- c. Select the desired entry.
- d. Select **Option > Detail**.
 On the T57W phones, tap  after the desired entry.
 - i. Press **Send** to place a call to that number
 - ii. Press **Delete** to erase the number followed by **OK**

9. Conference Calling: (Allows up to a 3 party conference call.)

- a. During an active call, press the **Conference** softkey. *(The first call is placed on hold. You will hear a dial tone.)*
- b. Dial the number to conference in. *(extension or outside number)*
- c. Press the **Send** softkey.
- d. When the called party answers, announce the conference. Then press the **Conference** button to join all parties.
- e. Options during a conference:
 - i. Press the **Split** softkey to split the conference into two hold lines, and press the **Resume** softkey to resume the chosen call respectively.
 - ii. When you press the **Hold** key, the conference will be on hold.
 - iii. Tap the **EndCall** softkey to disconnect all parties.

Voicemail

1. Setting Up Voicemail and/or Changing your greeting:

- a. Lift your handset and press the mailbox button (**envelope key**).
- b. When prompted, enter your passcode (by default your 6-digit passcode is 111111)
- c. Press **5** to change your passcode or to record your name for the directory.
- d. Press **6** and follow the prompts to record your greetings. *By default there is already a greeting recorded as shown in the example below.*

Sample Primary Greeting: "Hello, (First Name) (Last Name) is currently unavailable. Please leave a message after the tone."

2. **Checking messages from your phone:**
 - a. Press the flashing message button.
 - b. When prompted, enter your passcode and follow the prompts.
3. **Checking messages from another phone on the system:**
 - a. Dial *18.
 - b. When prompted, enter your mailbox number.
 - c. When prompted, enter your passcode.
 - d. Follow the prompts.
4. **Checking messages from off site:** *(The auto attendant must be answering to retrieve messages from outside your building.)*
 - a. Dial your main business' telephone number.
 - b. When the auto attendant answers, press the "*" key followed by your mailbox number.
 - c. When prompted, enter your passcode and follow the prompts.

(NOTE: There appears to be no limit to the number of messages that a mailbox can store.)