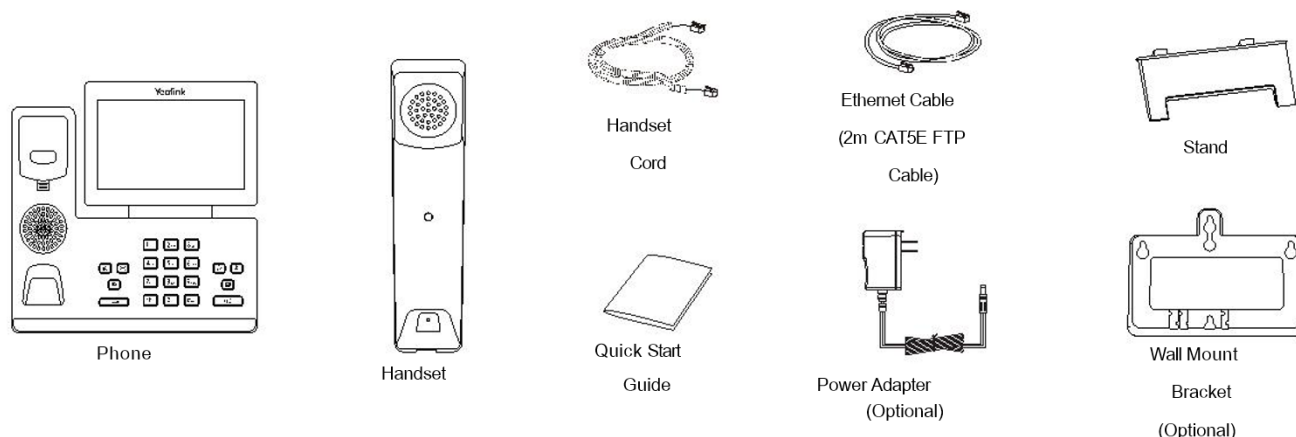# Yealink T57W
Prime Business Phone

Yealink
Quick Start Guide

Package Contents

The following items are included in your package. If you find anything missing, contact your system administrator.

Phone — Handset — Handset Cord — Ethernet Cable (2m CAT5E FTP Cable) — Stand — Quick Start Guide — Power Adapter (Optional) — Wall Mount Bracket (Optional)

Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in poor performance.
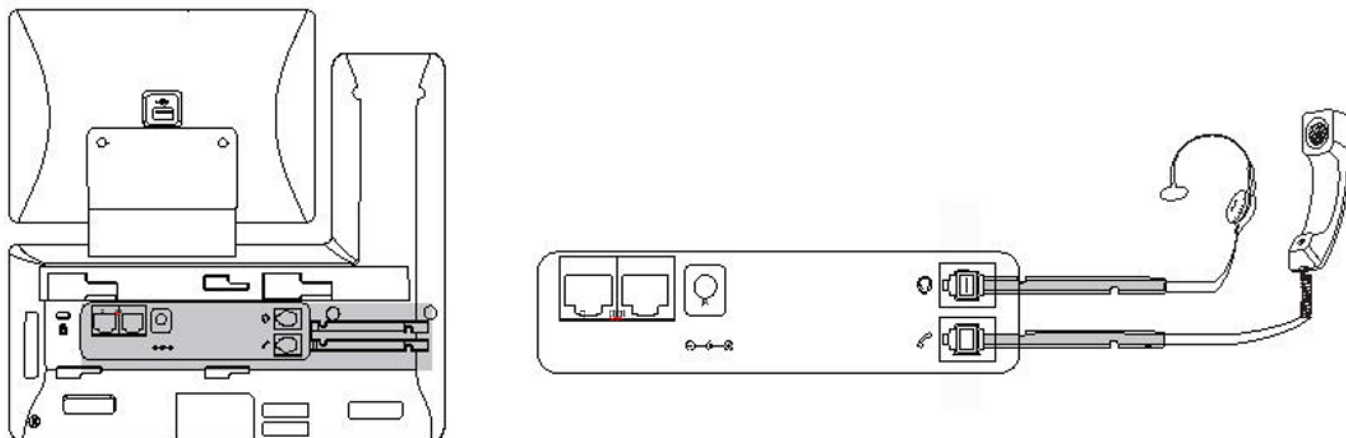
Assembling Your Phone

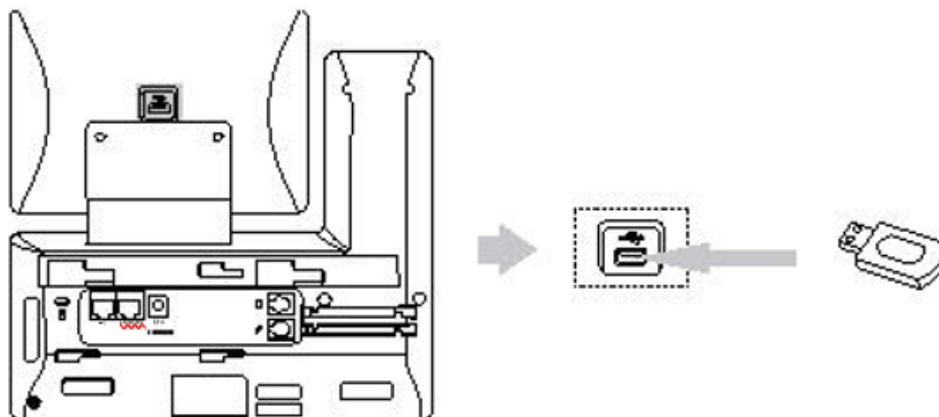**1.** Attach the stand and adjust the angle of the screen.
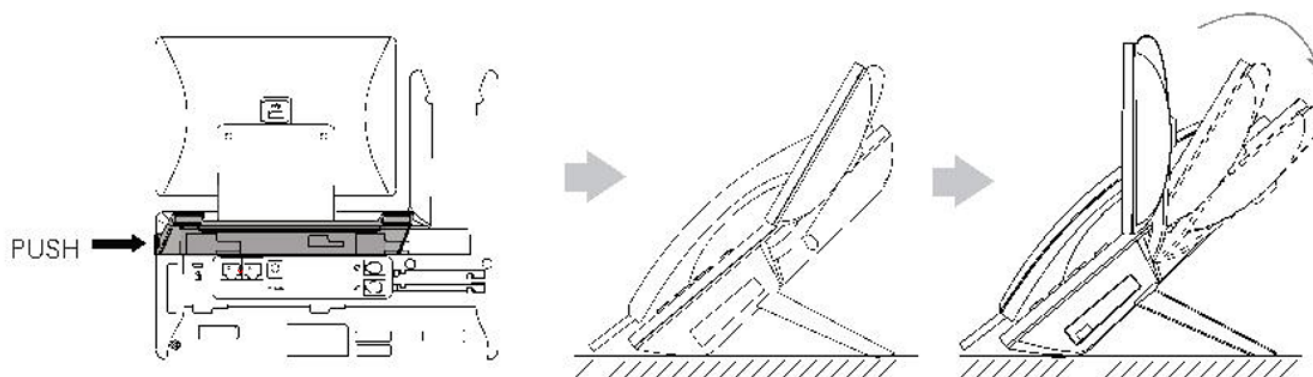
Note: You can also mount the phone to a wall.

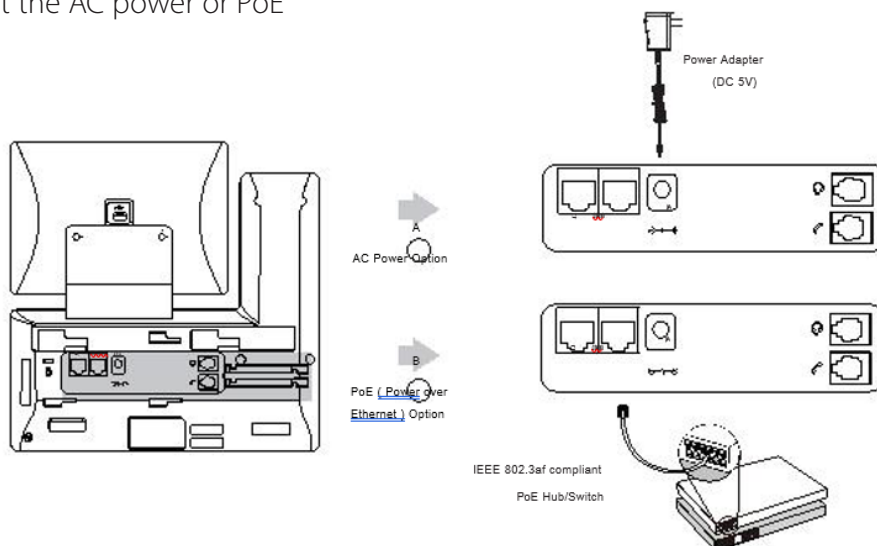**2.** Connect the handset and optional headset.

3. Optional: Connect the USB devices

Note: The USB port can also be used to connect other USB devices, such as EXP50, USB headset and so on.

4. Connect the AC power or PoE

Power Adapter
(DC 5V)

A
AC Power Option

B
PoE (Power over Ethernet) Option

IEEE 802.3af compliant
PoE Hub/Switch

Note: The phone should be used with Yealink original power adapter (5V/2A) only. The use of the third-party power adapter may cause the damage to the phone.

5. Connect to the network

▶ Connect to the wired network
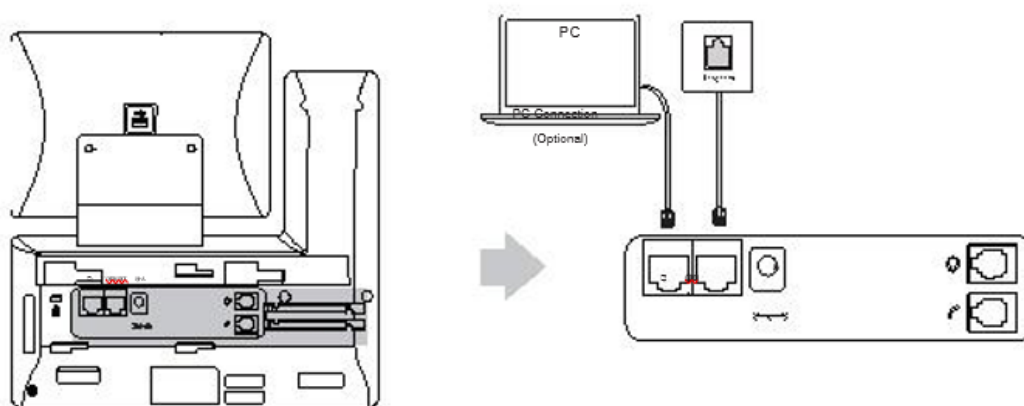
Note: If you are connecting a PC to your phone, we recommend that you use the Ethernet cable provided by Yealink.

After the phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via phone user interface or web user interface.

Configuring Your Phone

DHCP: By default, the phone attempts to contact a DHCP server in your network to obtain its valid network set- tings, for example, IP address, subnet mask, gateway address and DNS address. Set DHCP Option 66 to https://commportal.airespring.com/sip-ps/

Using Basic Call Functions

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.

> Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

2. Enter the number, and then tap Send.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 🎧

> Note: You can reject an incoming call by tapping **Reject**.

Ending a Call

Using the handset:

- Hang up the handset or tap **End Call**

Using the speakerphone:

- Press ⬛ or **End Call**

Using the headset:

- Tap **End Call**

Redialing a Call:

- 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.

Muting and Un-muting a Call:

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

Holding and Resuming a Call

To Hold a call:

- Press ⬛ or **Hold** during an active call.

To Resume the call, do one of the following:

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

Transferring a Call:

You can transfer a call in the following ways:

Performing a Blind Transfer:

1. Press ⌗ or **Transfer** during an active call. The call is placed on hold.

2. Enter the number you want to transfer to.

3. Press ⌗ or **B Transfer**.

Performing a Semi-Attended Transfer

1. Press ⌗ or **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 ⌗ or **Transfer** when you hear the ring-back tone.

Performing an Attended Transfer

1. Press ⌗ or **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 ⌗ or **Transfer** when the second party answers.

Initiating a Conference Call

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

1. Tap **Conference** during an active call. The call is placed on hold.

2. Enter the number of the second party, and then tap **Conference**.

3. Tap **Conference** again when the second party answers. Three parties are now joined in the conference.

Listening to Voice Mails

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

To listen to voice messages:

1. Press ⌷ or **Connect**.

2. Follow the voice prompts to listen to your voice messages.

Customizing Your Phone

Managing Call History

1. Press **History.**

2. Select an entry from the list.

3. Tap ⓘ after the desired entry, and then you can do the following:

▸ Press **Send** to call the entry.

▸ Press **Delete** to delete the entry from the list.

▸ Press **Option**, you can also do the following:

‣ Select **Detail** to view detailed information about the entry.

‣ Select **Add to Contacts** to add the entry to the local directory.

‣ Select **Delete All** to delete all entries from the list.

Managing Contact Directory

Adding a contact:

1. Press **Directory**.

2. Press **Add** to add a contact.

3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.

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

Editing a contact:

1. Press **Directory**.

2. Tap ⓘ after the desired entry.

3. Edit the contact information.

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

Cloud, Fully Managed and Connected

Deleting a contact:

1. Tap **Directory**.

2. Tap 🛈 after the desired entry and then tap **Delete**.

3. Press the **OK** when the LCD screen prompts "Delete selected item?".

Adjusting the Volume

▸ Press ⬚⬚⬚ to adjust the volume.

Setting Ring Tones:

1. Navigate to **Menu->Basic->Sound->Ring Tones**.

2. Select **Common** or the desired account.

3. Select the desired ring tone.

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

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