# Yealink W52P Quick User Guide



### Call Transfer

You can transfer a call in the following ways:

#### **Blind Transfer**

- 1. Press the *Options* soft key during a call, and then select *Transfer*. You can also press R.
- 2. Enter the number you want to transfer to.
- 3. Press R or the Transfer soft key. The call is connected and shows "Call Transferred".

#### Attended Transfer Via Handset

- 1. Press the *Options* soft key during a call, and then select *Transfer*. You can also press 1.
- 2. Do one of the following:
  - Enter the number you want to transfer the call to. Press 🕜 to dial out.
  - Press the *Directory* soft key and then select the desired contact. Press to dial out.
- 3. Press 🔳 or the *Transfer* soft key to complete the transfer after the party answers.

## Call History Via The Handset

1. Press the *History* soft key when the handset is idle.

The LCD screen displays 4 call history lists:

## All Calls, Outgoing Calls, Missed Calls and Accepted Calls

- 2. Press  $\triangle$  or  $\bigvee$  to highlight the desired list, and then press the **OK** soft key.
- Press ▲ or ▼ to highlight the desired entry, and then press the View soft key.
  The LCD screen displays the detailed information of the entry.

## Call Hold/Resume

You can place an active call on hold. At most one active call can be in progress on your handset. You can answer or make another call while placing the original call on hold.

### To place a call on hold:

Press the **Options** soft key during a call, and then select **Hold.** The call is placed on hold and the icon is displayed on the LCD screen.

### To resume a hold call:

Do one of the following:

- Press the **Resume** soft key.
- Press 🔳 . Press 🌈 .

### Two calls on hold:

If two calls are placed on hold on the handset, press the **Resume** soft key to resume the current call. Press  $\triangle$  or  $\blacktriangledown$  or the **Swap** soft key to swap between the two calls.

Note: When the call on the handset is on hold, placing the handset in the charger cradle will not end the call.

## Locating A Handset

You can locate a misplaced handset using the base station to which the handset is registered.

1. Press on the base station.

All handsets registered to this base station will ring simultaneously (paging) and display the IP address of the base station on the LCD screen.

You can press any key on the handset or press 🗊 again on the base station to end paging.

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