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IP PHONE QUICK START GUIDE SERIES

YOUR GUIDE FOR:

Yealink T53W

CloudBusinessPhone.com

Yealink T53W Quick Start Guide

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IP Phone Quick Start Guide Series

A practical guide to setting up and using your **Yealink T53W IP phone**. This edition follows the T53W section of the supplied Word document and includes its original device illustrations.

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1. Guided Setup
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1. Guided Setup

Assemble the phone

Attach the stand to the rear of the phone. Adjust the viewing angle as illustrated.

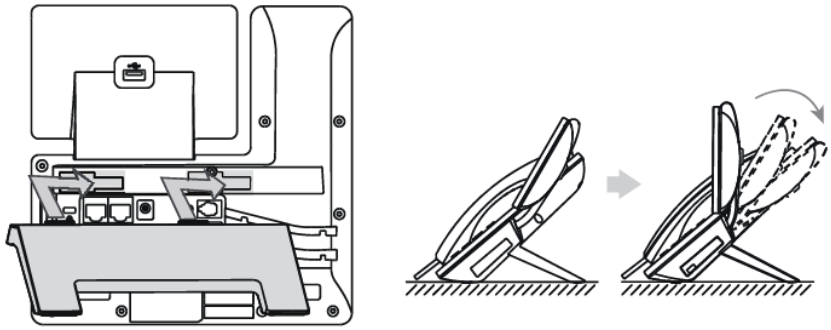


Figure 1. T53W stand installation and viewing-angle adjustment (source: supplied Word document).

Connect the handset and optional headset

Connect the handset cord to the handset connection shown below. An optional compatible headset connects as shown in the illustration.

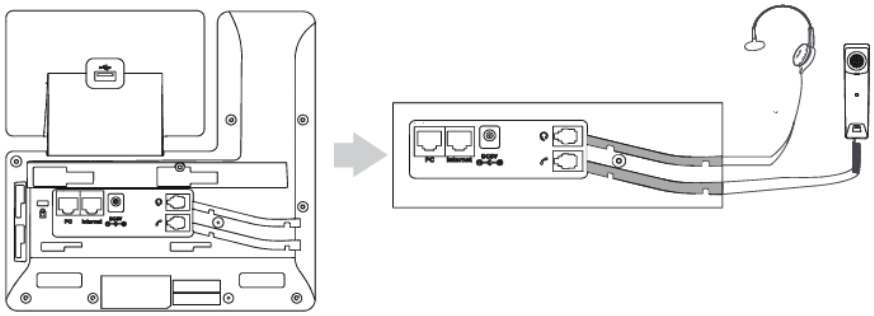


Figure 2. Handset and optional headset connections (source: supplied Word document).

Note: The T53W source states that the phone supports **RJ9 headsets**. Follow your headset manufacturer's documentation for its connection instructions.

Connect the network and power cables

Connect the phone as shown below. The original diagram identifies the **Internet** connection, optional **PC** connection and two power choices: a **DC 5V power adapter** or **Power over Ethernet (PoE)** from a compatible switch.

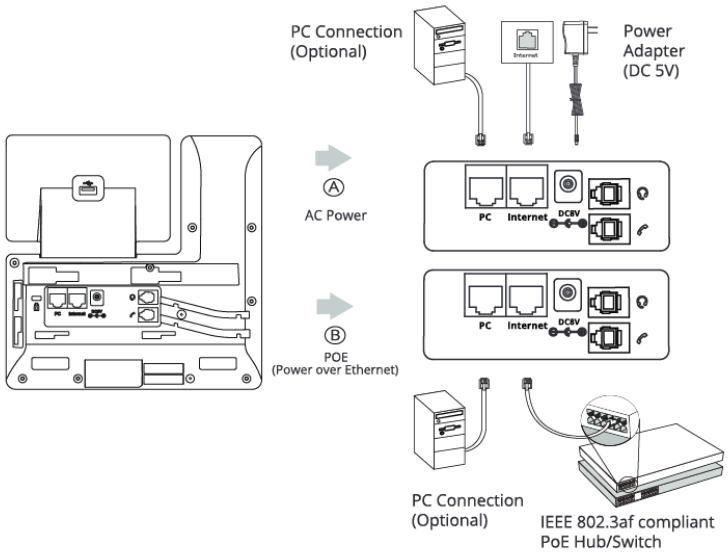


Figure 3. T53W cable and power options (source: supplied Word document).

After power and network connectivity are established, the phone automatically downloads its configuration and becomes usable. Your voicemail box will initially have a default greeting.

2. Voicemail Box Setup

Record your personal voicemail greeting

1. Press the **Messages** button.
2. Enter the PIN supplied by your administrator, then press **#**.
3. Select **3** for personal options.
4. Select **1** to record your voicemail greeting.
5. Follow the voice prompts to record and review the greeting.

Change your voicemail PIN

1. Press the **Messages** button.
2. Enter the PIN supplied by your administrator, then press **#**.
3. Select **3** for personal options.
4. Select **2** to change your PIN.
5. Enter the new PIN when prompted, then press **#** to finish.

Security reminder: Do not write your voicemail PIN on this guide or share it with others.

3. Commonly Used Features

Place outgoing calls

When the phone is idle:

1. Lift the handset or press **Speakerphone**.
2. When you hear the dial tone, dial the extension or telephone number.

Using a headset:

1. Press **Headset** to activate headset mode.
2. Dial an extension or phone number. The source notes that a dial tone will not be heard in this mode.

While already on another call:

1. Press the **Hold** soft key.
2. Press **NewCall**.
3. Dial the extension or telephone number.
4. Press **Resume** to return to the original call.

Answer an incoming call

- **Handset:** Lift the handset.
- **Headset:** With a headset connected, press **Headset**.
- **Speakerphone:** Press **Speaker**.

Reject or silence a ringing call

- **Reject:** Press **Reject** to send the caller directly to voicemail.
- **Ignore / silence:** Press **Silence**. The caller continues to hear ringing for the interval configured in **No Answer Forwarding**.

End a call

- **Handset:** Hang up or press **More**, then **End Call**.
- **Headset:** Press **More**, then **End Call**.
- **Speakerphone:** Press **Speakerphone**.

Hold and resume a call

- **Hold:** During a call, press the **Hold** soft key.
- **Resume:** Press the **Resume** soft key.

Mute or unmute your microphone

1. During an active call, press **Mute** to mute the microphone.
2. Press **Mute** again to restore the microphone.

Listen to voicemail

1. Press the **Envelope / Messages** button.
2. Enter your PIN when prompted, followed by **#**.

Transfer calls

Blind transfer — send a call without first speaking to the recipient:

1. During the call, press the **Transfer** soft key.
2. Dial the destination extension or telephone number.
3. Press **Transfer** again. The call transfers immediately.

Attended / warm transfer — speak to the recipient before completing the transfer:

1. During the call, press **Transfer**.
2. Dial the destination extension or telephone number.
3. Wait for the recipient to answer and announce the transfer.
4. Press **Transfer** again to complete the handoff.

Call waiting

If another call rings while you're on a call, your phone emits a beep.

- **Answer the second call:** Press **Answer**. Your first call is placed on hold. After finishing the second call, press **Resume** to return to the first call.
- **Reject the second call:** Press **Reject** to send that caller to voicemail.

Adjust volume

- **During a call:** Press **+** or **-** to increase or decrease listening volume.
- **When the phone is idle:** Press **+** or **-** to change the ringer volume.

Use speakerphone

- **Start a speakerphone call:** When idle, press **Speakerphone** for a dial tone.
- **Move an active call to speakerphone:** Press **Speakerphone** while using the handset or headset.
- **End a speakerphone call:** Press **Speakerphone** again.

Forward incoming calls

Enable Always Forward (menu procedure in the supplied T53W guide):

1. Press **Menu**.
2. Use the **down arrow** to highlight **Features**, then press **OK**.
3. Highlight **Call Forward** and press **OK**.
4. Press **OK** or the **Enter** soft key.
5. If forwarding is disabled, the screen shows **Always Forward: Off**.
6. Use **OK** and the **left/right arrows** to enable Always Forward; the source then instructs you to press **Save**.
7. Enter a valid destination telephone number or extension.
8. Press **OK** or **Save** to confirm the destination.

Disable Always Forward:

1. When the screen shows **Always Forward: On**, press **OK** or **Enter**.
2. Use the **left/right arrows** to disable forwarding.
3. Press **OK** or **Save**.

Busy Forward and **No Answer Forward** are configured similarly.

Source note: The provided T53W instructions mention **Save** before entering the forwarding number and then again after entry. The order above retains the source sequence; follow the prompts displayed on your specific phone if your configured interface differs.

4. Quick Reference

Task	What to press
Answer incoming call	Lift handset / **Headset** / **Speaker**
Reject caller	**Reject**
Silence ringing	**Silence**
End call	Hang up or **More** → **End Call**
Hold / Return	**Hold** / **Resume**
Mute / Unmute	**Mute** (toggle)
Listen to voicemail	**Messages** → PIN → **#**
Blind transfer	**Transfer** → dial → **Transfer**
Warm transfer	**Transfer** → dial → announce → **Transfer**
Answer waiting call	**Answer**; then **Resume** first call
Call forwarding	**Menu** → **Features** → **Call Forward**

First-use checklist

- [ ] Attach the stand and connect the handset.
- [ ] Connect Ethernet and the appropriate power source.
- [ ] Allow the phone to download its configuration.
- [ ] Set your personal voicemail greeting and PIN.
- [ ] Test an outgoing call, incoming call, hold and transfer.

My extension: _____
Administrator / office contact: _____