














one communications (Network version - Cordless User) - quick guide

Description	Operation
Dialing out	(Phone no.) +  or  or OK key Note: NO need to dial [9] before the phone no
Intercom dialing	(lift up handset) + (Extension no.) +  key
System hold	To hold: (speaking) + press [Options]->[Hold] key To retrieve: Press the [Resume] key
Volume adjustment	To increase volume: [Right] key To decrease volume: [Left] key
Last number redial	Press  key
Speed dialing	To press and hold: [2] ~ [9]
Call transfer / Call transfer with consultation	Press  key, or [Options]->[Transfer] key
3-way conference	Press [Options]->[Conference] key, or [Ext.Call]->[Options]->[Conference]
All call forwarding	Press OK to enter Menu + [Call Features]->[Call Forward]->[Always]
Busy call forwarding	Press OK to enter Menu + [Call Features]->[Call Forward]->[Busy]
No answer call forwarding	Press OK to enter Menu + [Call Features]->[Call Forward]->[No Answer]
Call waiting	When beep tone sounds and press  or [Accept] key To set/cancel: [*][1][7] +  key to set, [#][1][7] +  to cancel
Group pick-up	[*][1][1] +  key Note: You can set *11 as a speed dial number named "Group pick-up" on 2-9 key
Call pick-up	Press [*][2][1] + (ringing extension no.) +  key
Do not disturb (DND)	To set/cancel: Press OK to enter Menu + [Call Features]->[Do Not Disturb] Note: You can set the left, right soft key, or navigation key to "Do Not Disturb" as a shortcut by long press the key
Listen to voicemail (outside office)	From other phones: (dial 22051111) + (your phone no.) + (your voicemail passcode)
IDD & chargeable call password	To lock: [*][0][4] +  key, system will prompt to enter password, (password) + [#] To unlock: [#][0][4] +  key, system will prompt to enter password, (password) + [#]
Phone book	Press [Down] key Note: e.g. You can enter 6453 to find Mike quickly
Call log	Press [History] key Outgoing Call: Press  key Note: You can set the left, right soft key, or navigation key to "Accepted/Missed Calls" as a shortcut by long press the key
Feature shortcuts	Press and hold left/right soft key, or 4 navigation keys, you can customize the key to multiple features you use frequently

Cordless plan phone set model: Yealink W52P, W52H

Service hotline number: 1833 111