



fuze

## Yealink T53W Series

Fuze for Yealink

### Conference Calls

This module is best viewed as 'fit to page' via Google Chrome or Microsoft Edge.

*Click Start to begin.*

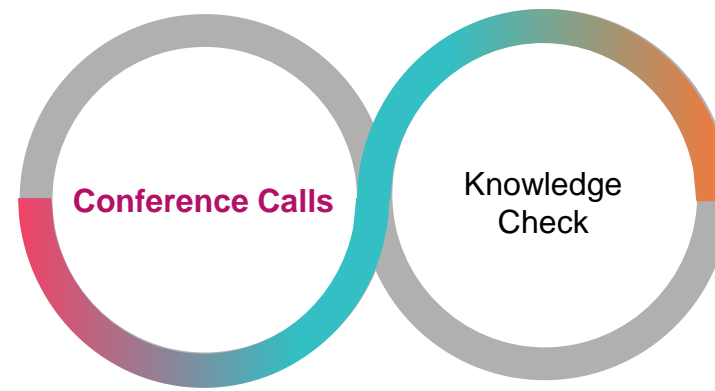
Start

# Conference Calls

## Call Options

This module will cover starting and managing a conference call from the Yealink T53 Series.

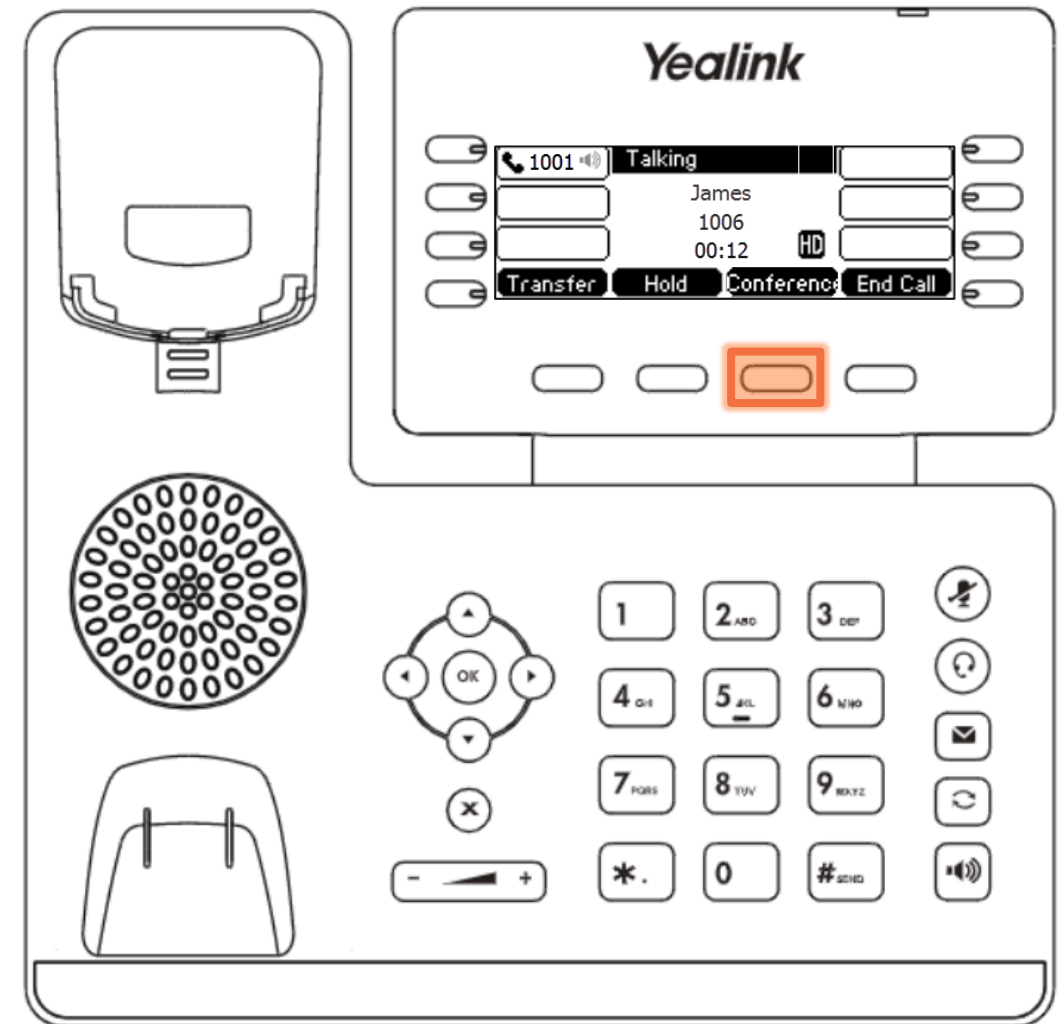
*Use the 'Next' button to navigate through this interactive guide or click a section title to jump to that portion of the training.*



# Conference Calls

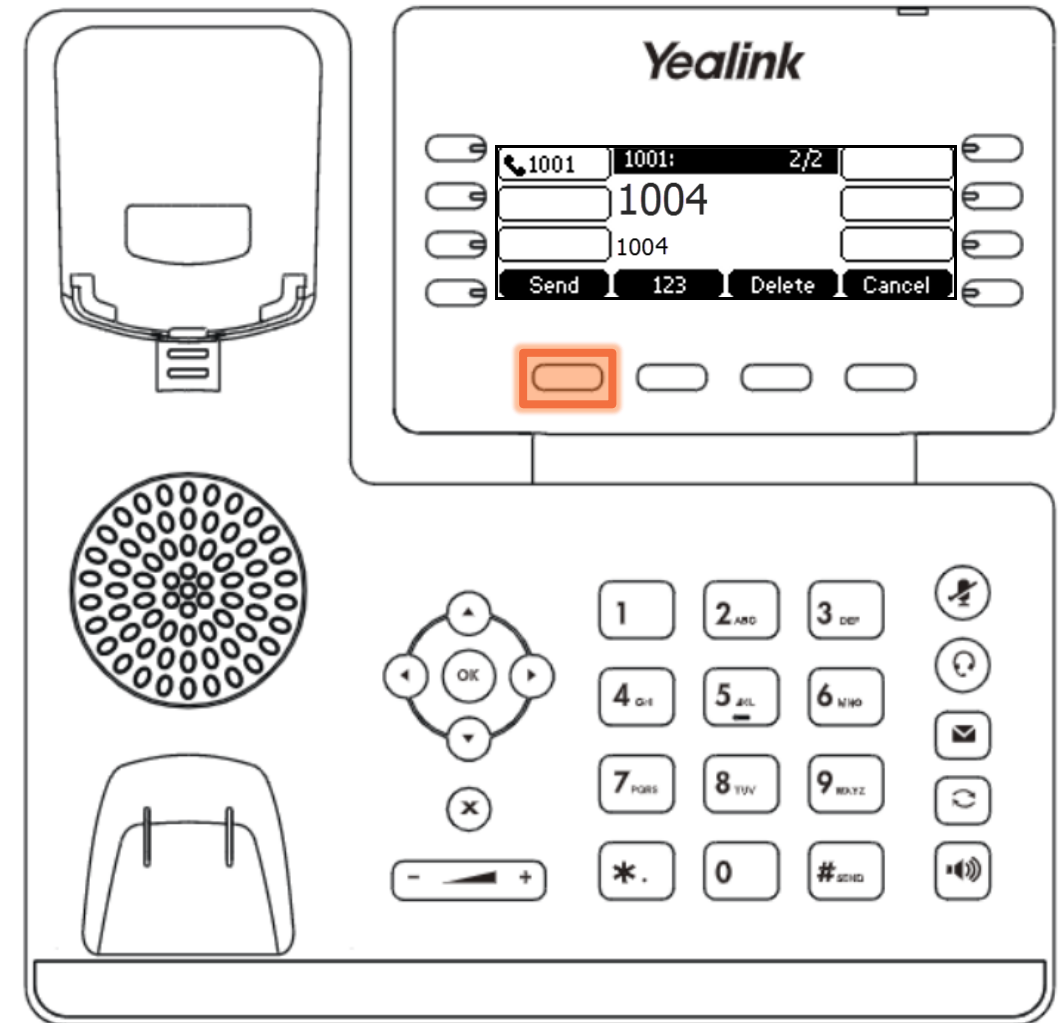
Conference calls can be initiated with two other people.

- While on the active call with James, press the **Conference** soft key



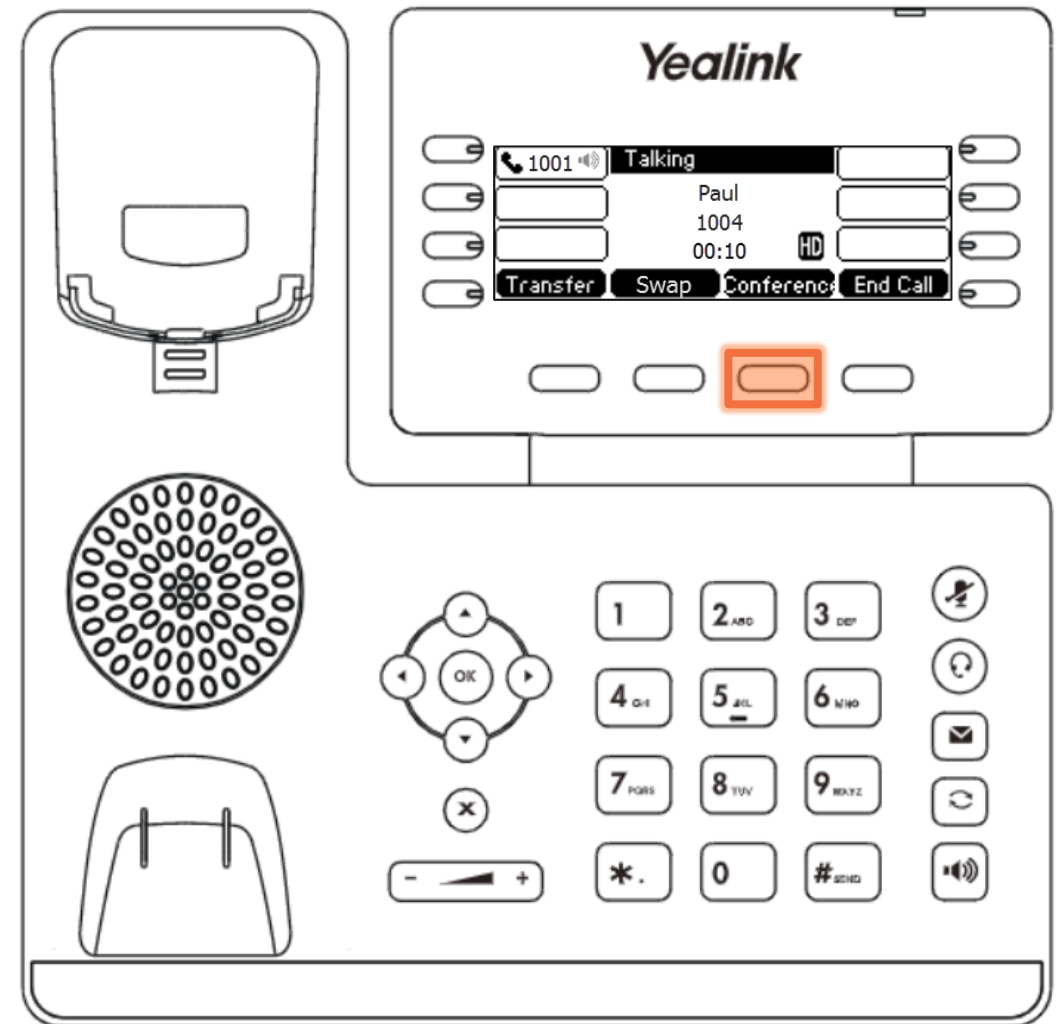
# Conference Calls

- Enter the number of the second party, then press the **Send** soft key to dial



# Conference Calls

- When the second party answers, press the **Conference** soft key again to join all parties

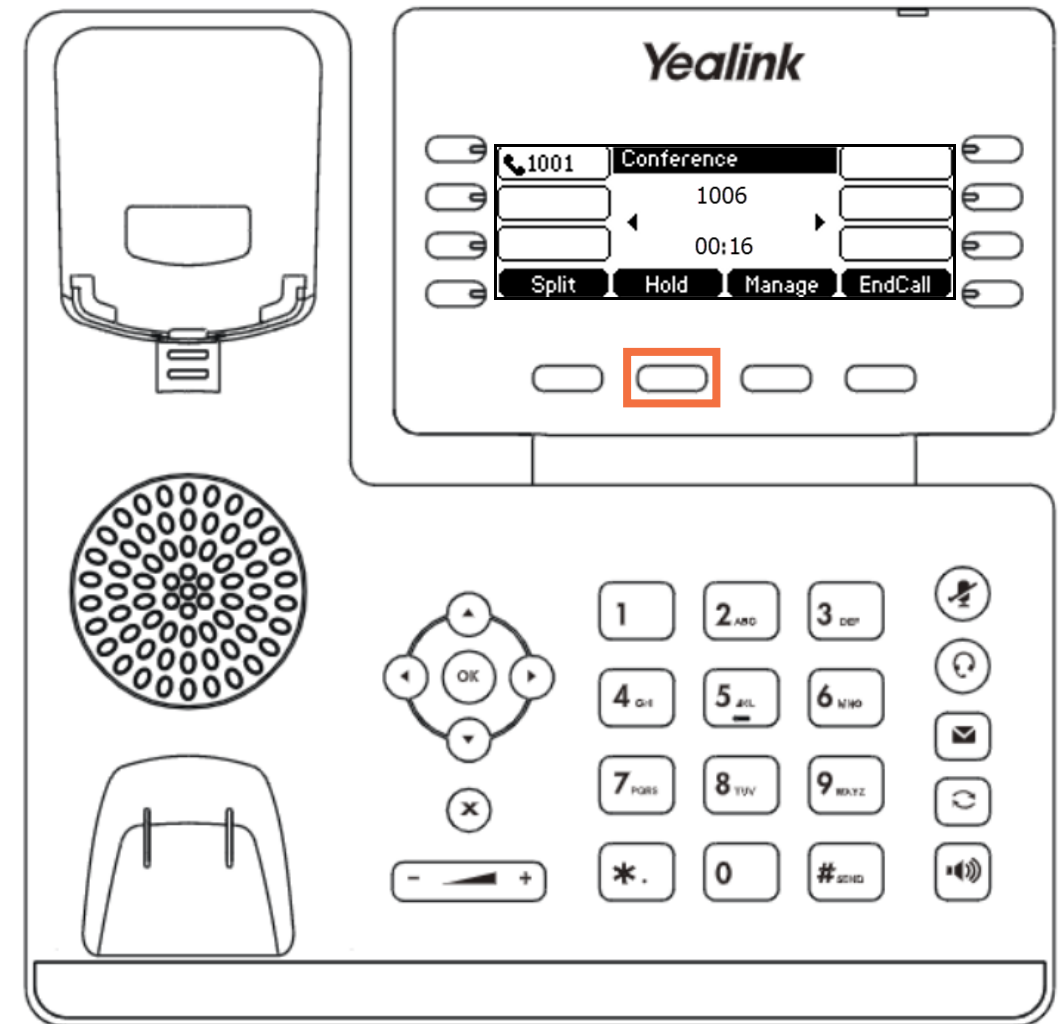


# Holding Conference Calls

Once the conference call has begun, the call may need to be placed on hold.

- Press the **Hold** soft key
  - When a conference call is on hold, participants can not hear one another

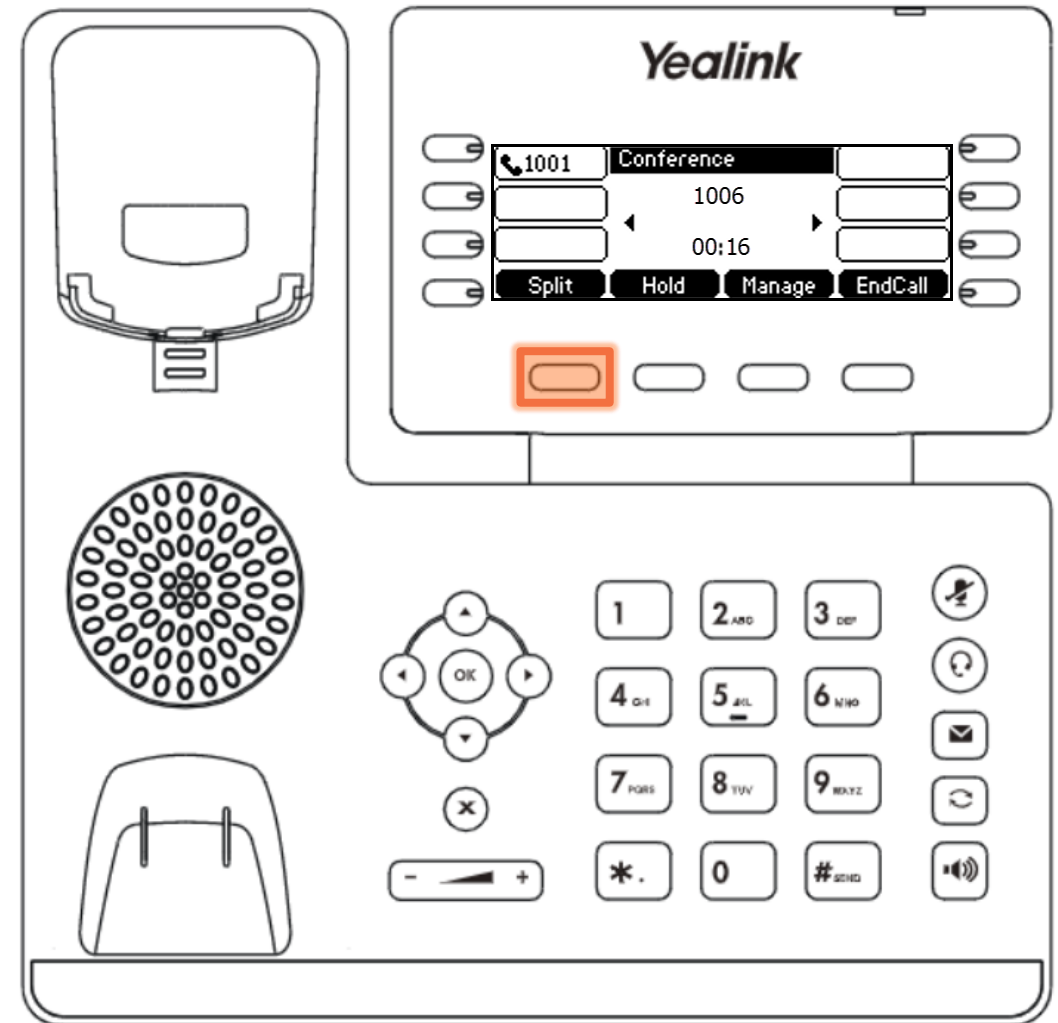
The same soft key will be used to toggle between **Hold** and **Resume**.



# Splitting Conference Calls

At any time, the conference call may be split to place participants on hold on separate call lines.

- Press the **Split** soft key



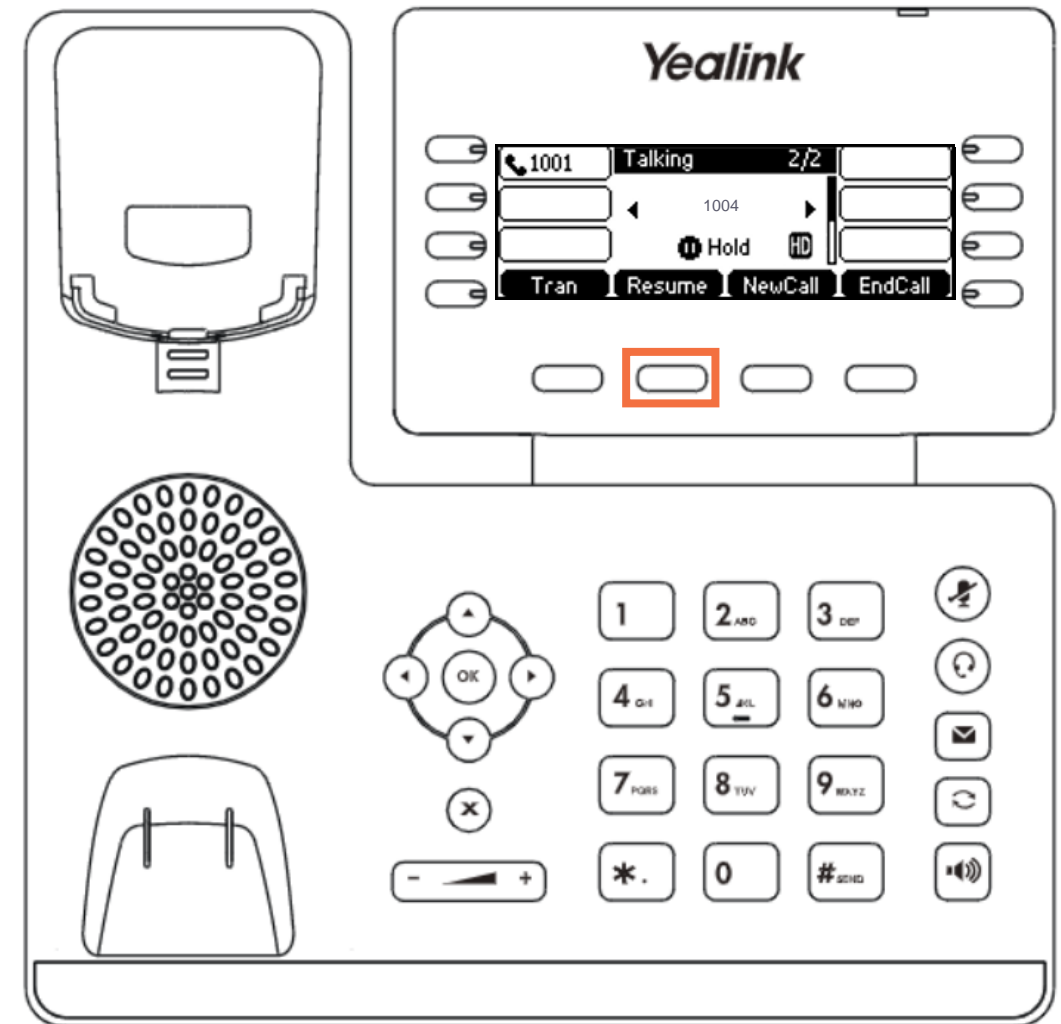
# Split Conference Calls

Toggle between parties by using ◀ or ▶ to select the participant of which to speak with.

- Press the **Resume** soft key to speak privately with the selected party displayed on screen



Pressing the **EndCall** soft key will end the call with the selected party.

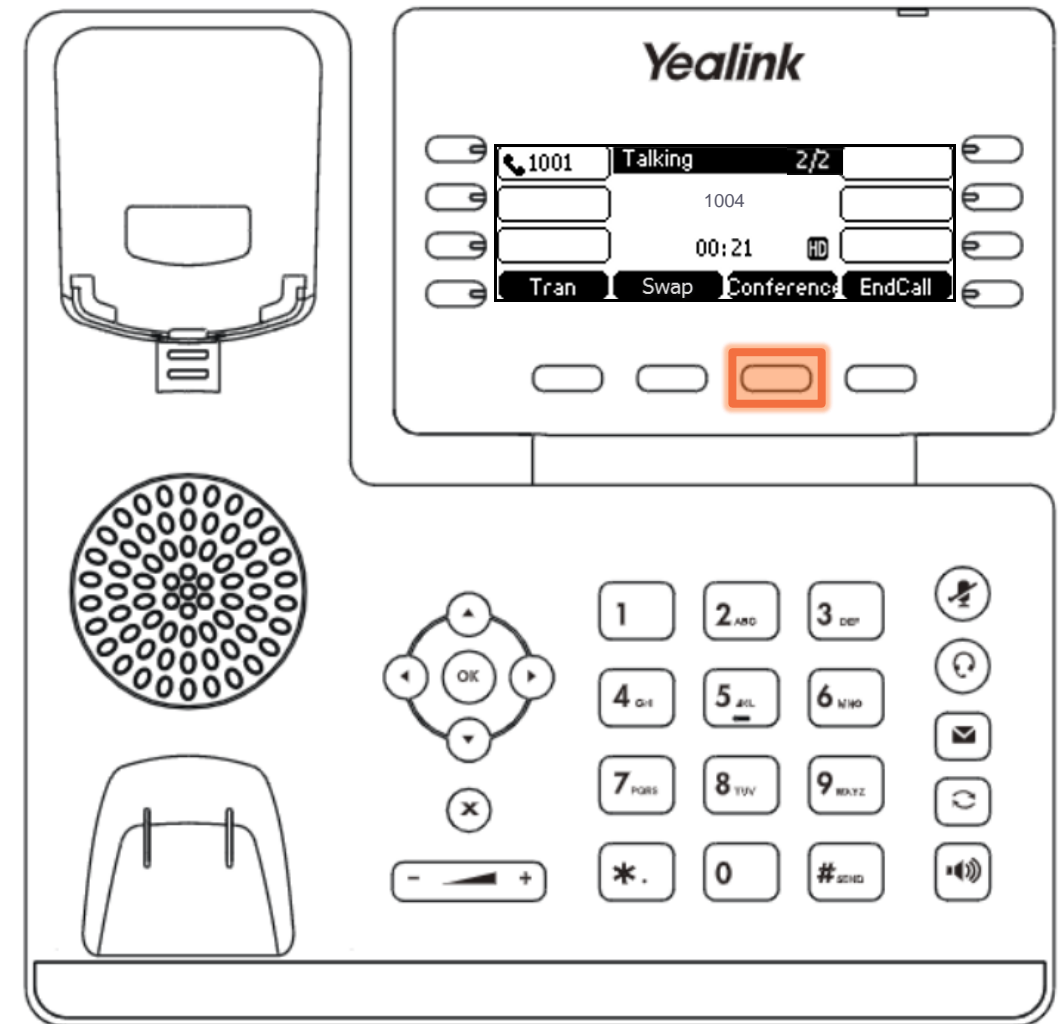




# Reestablish a Split Conference Call

After speaking with each member individually, it is determined that the conference call should be resumed. To reestablish the conference connection:

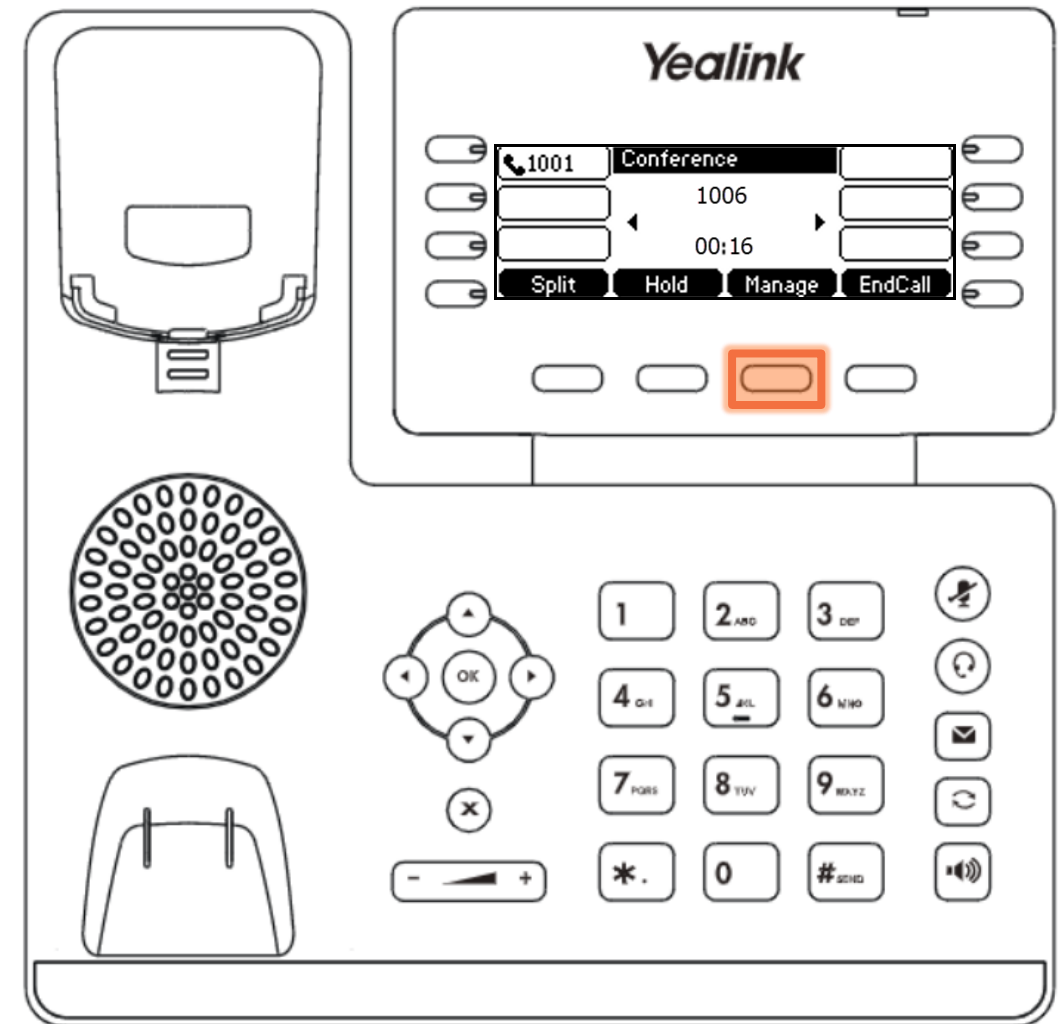
- Press the **Conference** soft key to join all parties



# Manage the Conference Call


The conference call can be managed from the Yealink device.

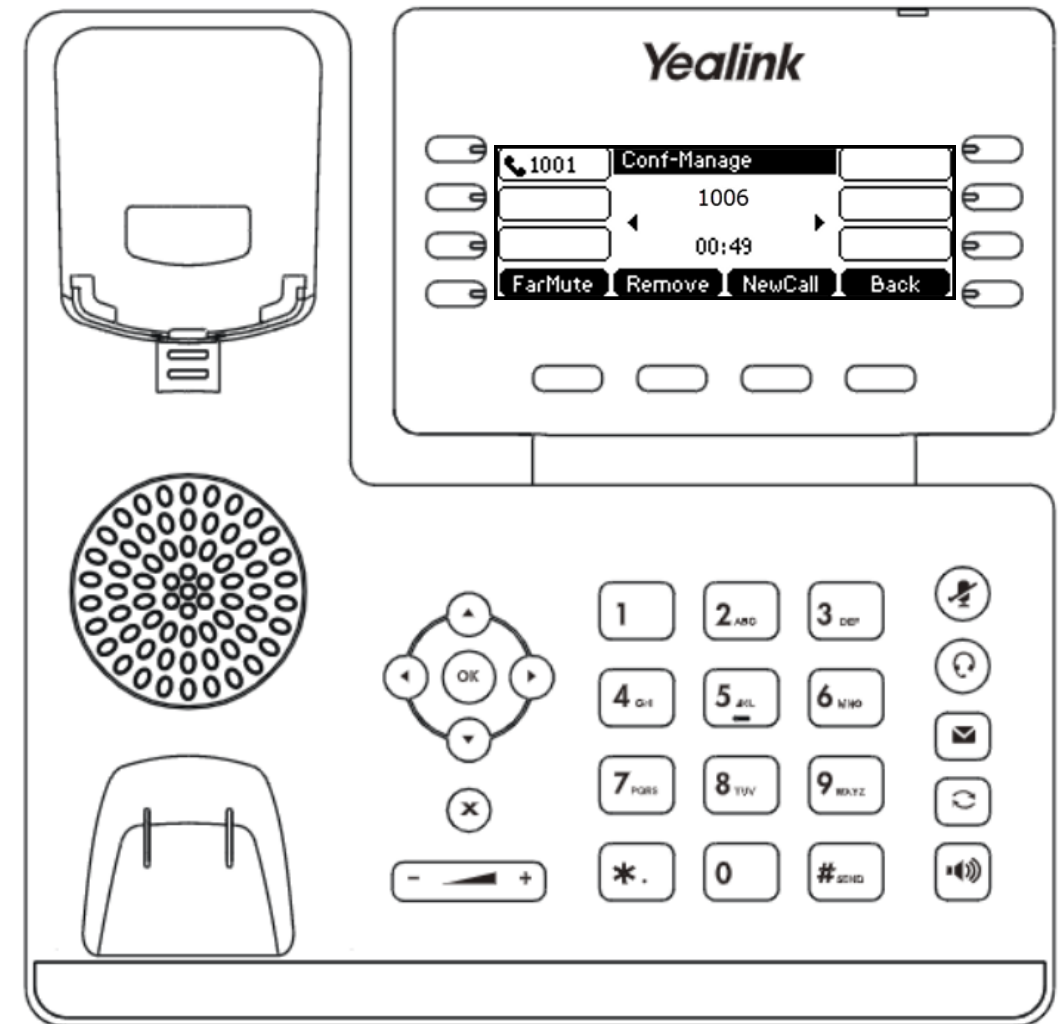
- Press the **Manage** soft key



# Manage the Conference Call

The following options are available to manage the conference call:

- **FarMute** – allows a party to listen, but not speak
- **Remove** – removes the party from the conference call
- **Back** – returns to the previous interface
- Press the mute icon  to mute the conference call



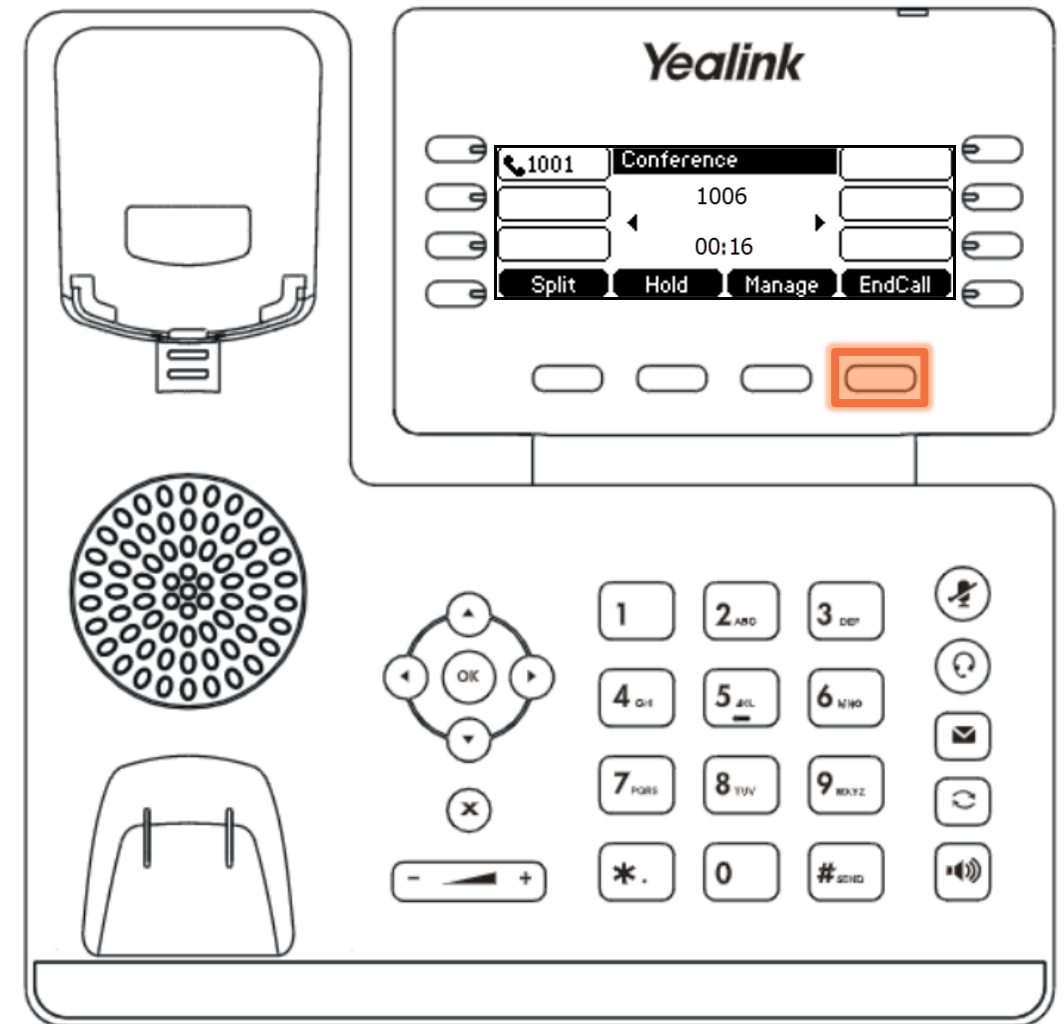
# Ending the Conference Call

As the host, to end the conference call:

- Press the **EndCall** soft key to terminate the conference call
  - Ending the conference call will terminate the call for all parties



If any other party in the conference call ends the call, the remaining participants remain connected to each other.



# Knowledge Check

An ungraded knowledge check will be presented to determine understanding of this module.

*Click Next to begin the knowledge check.*

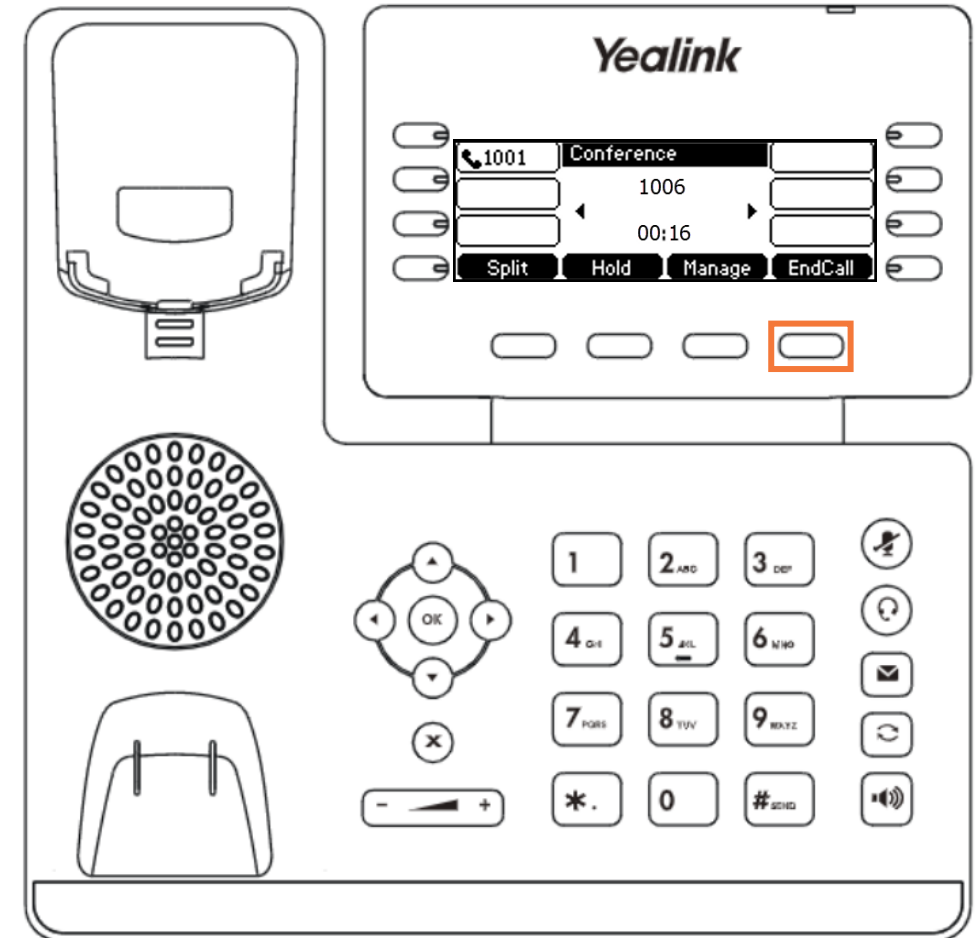


# Knowledge Check 1 of 4

*True or False.* If a participant presses the **EndCall** soft key during a conference call, all parties will be disconnected.

True

False

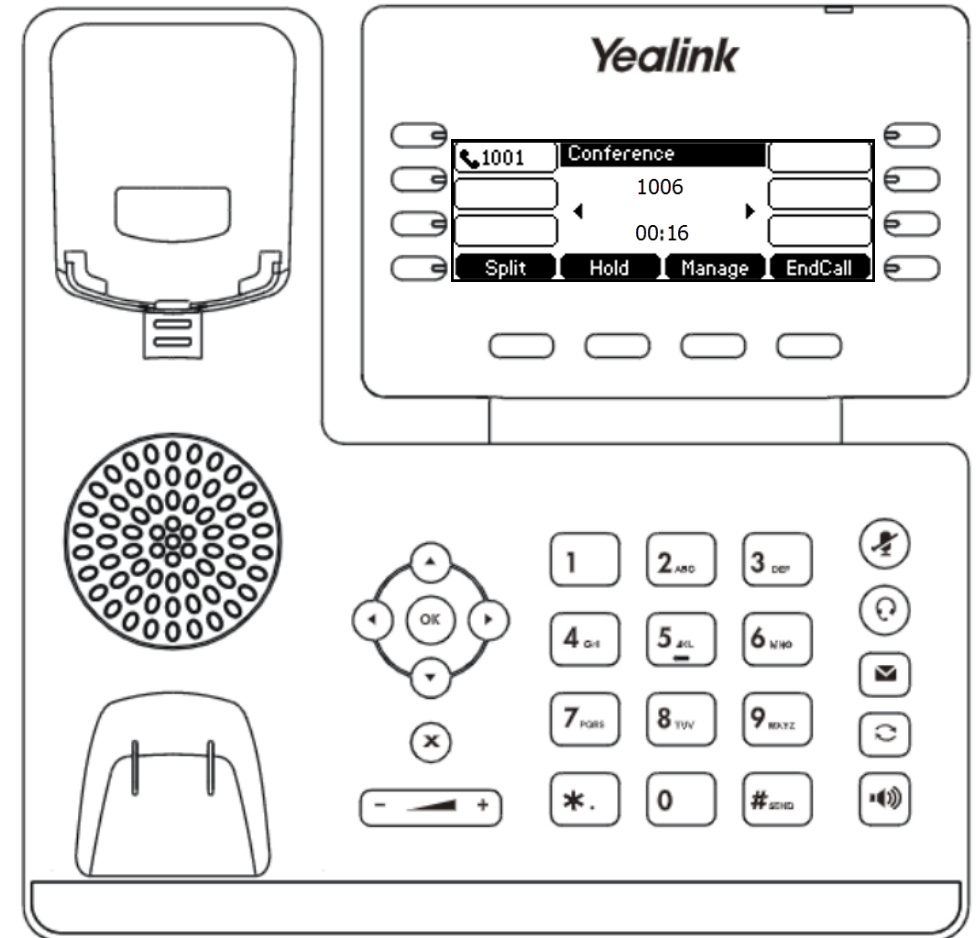


# Knowledge Check 1 of 4

## That is correct!

All parties will only be disconnected when the host presses **EndCall**.

If another party chooses to end the call, all remaining participants will remain on the line.

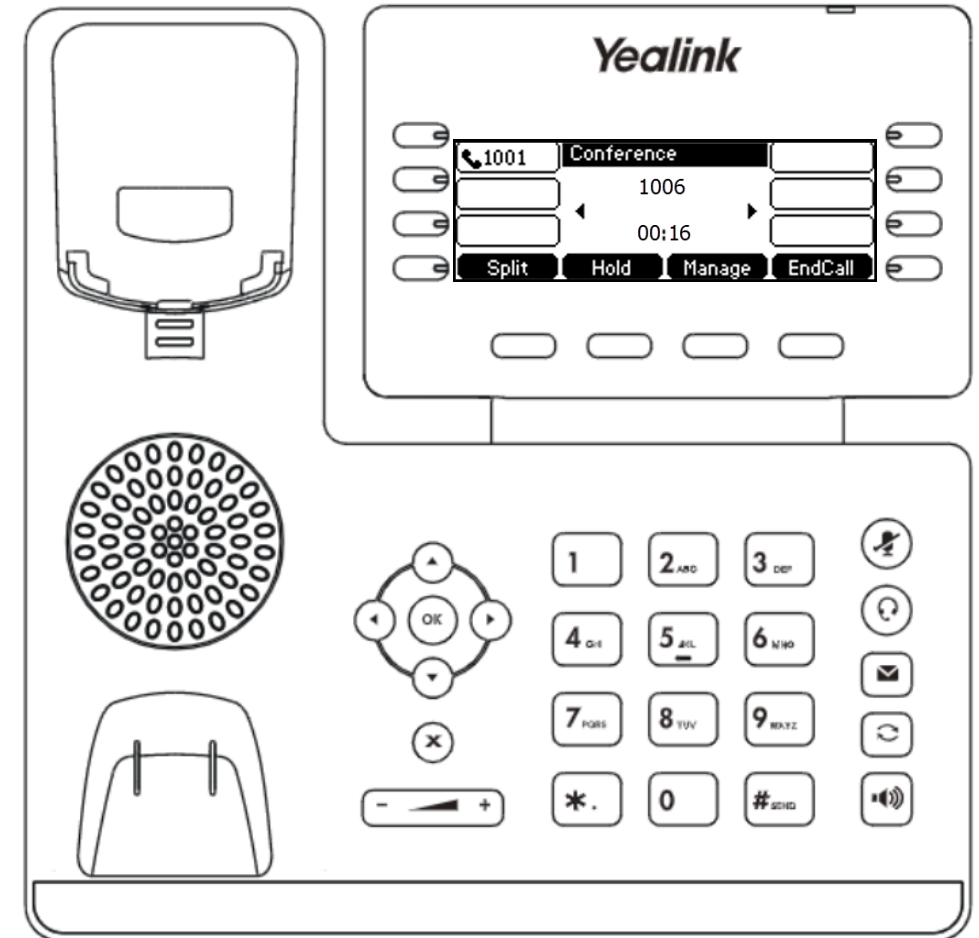


# Knowledge Check 1 of 4

## Sorry, that is incorrect.

All parties will only be disconnected when the host presses **EndCall**.

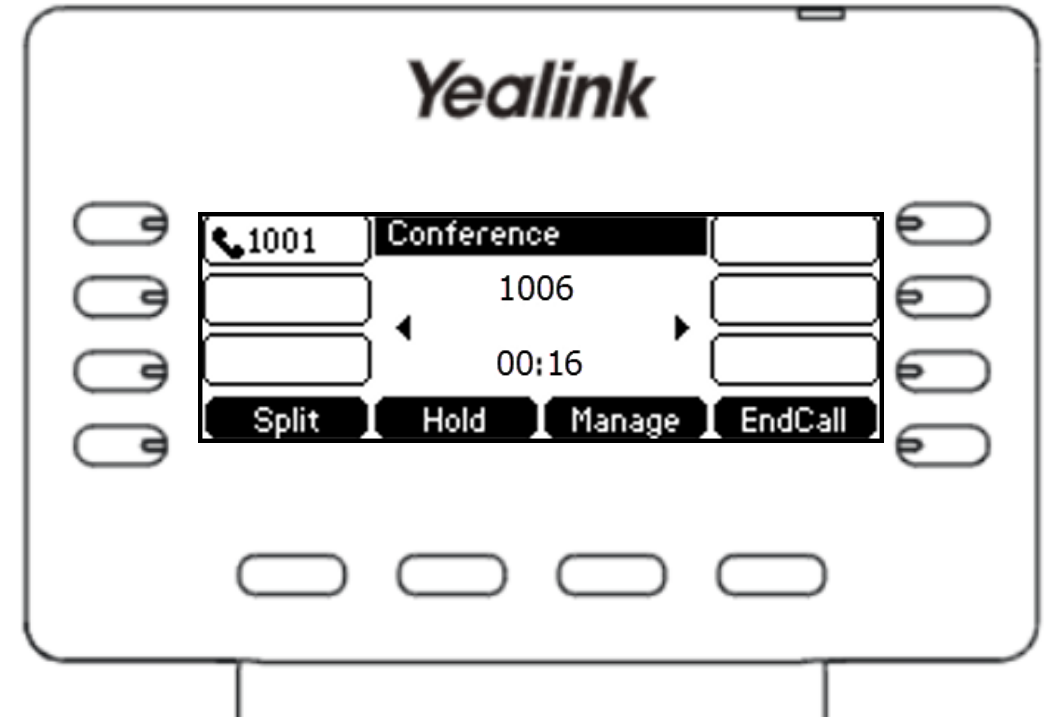
If another party chooses to end the call, all remaining participants will remain on the line.





# Knowledge Check 2 of 4

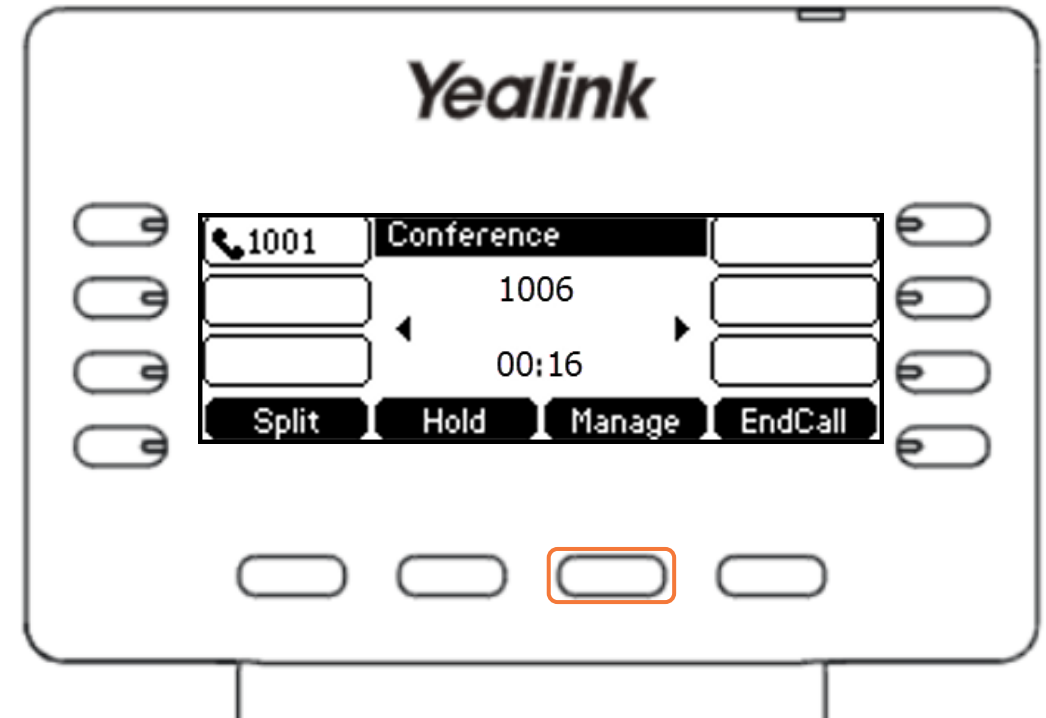
Click on-screen to select the soft key that will begin the process of manually removing a member from the conference call.



# Knowledge Check 2 of 4

## That is correct!

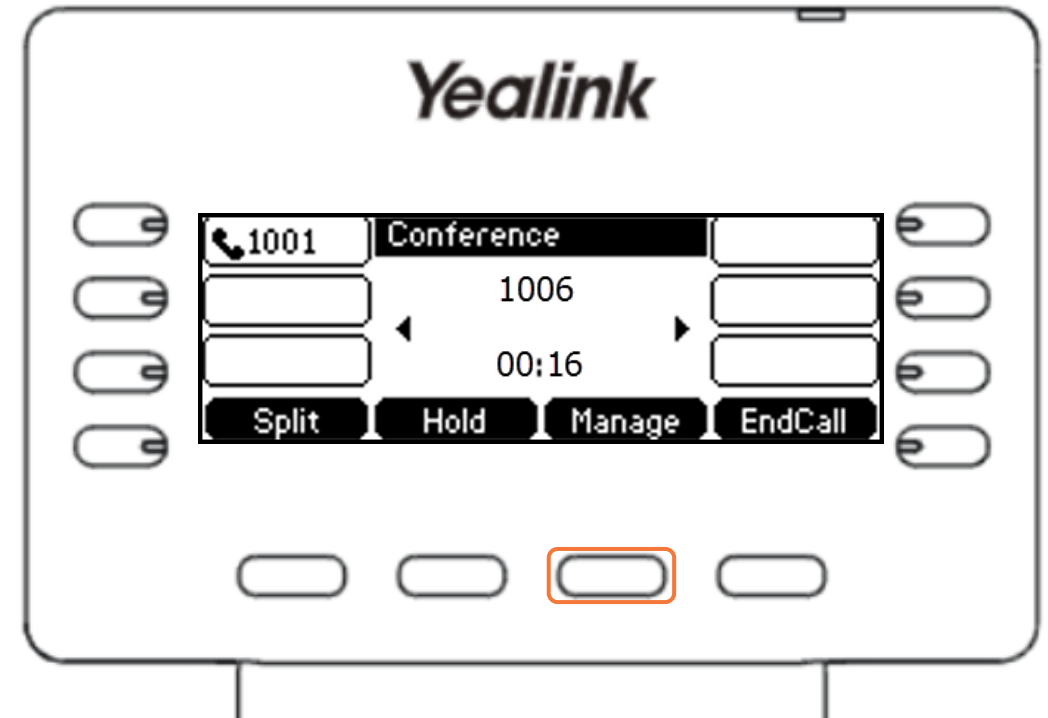
The option to remove participants can be accessed from the **Manage** screen.



# Knowledge Check 2 of 4

**Sorry, that is incorrect.**

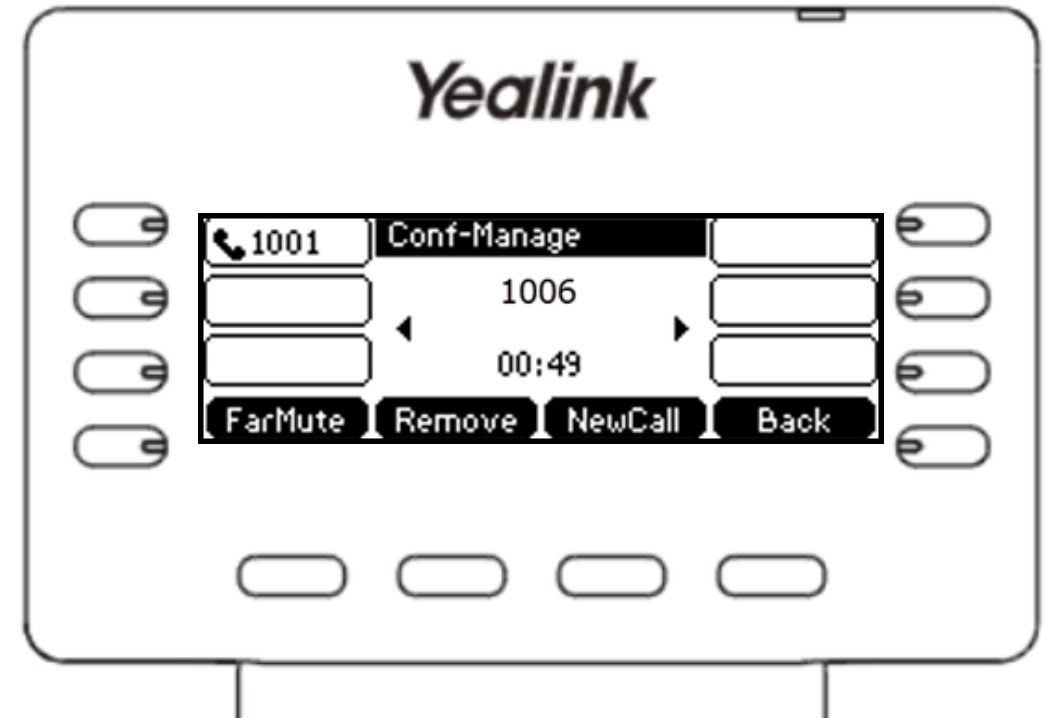
The option to remove participants can be accessed from the **Manage** screen.



# Knowledge Check 3 of 4

While in the **Conference Management** screen, which soft key will allow the party to listen but not speak?

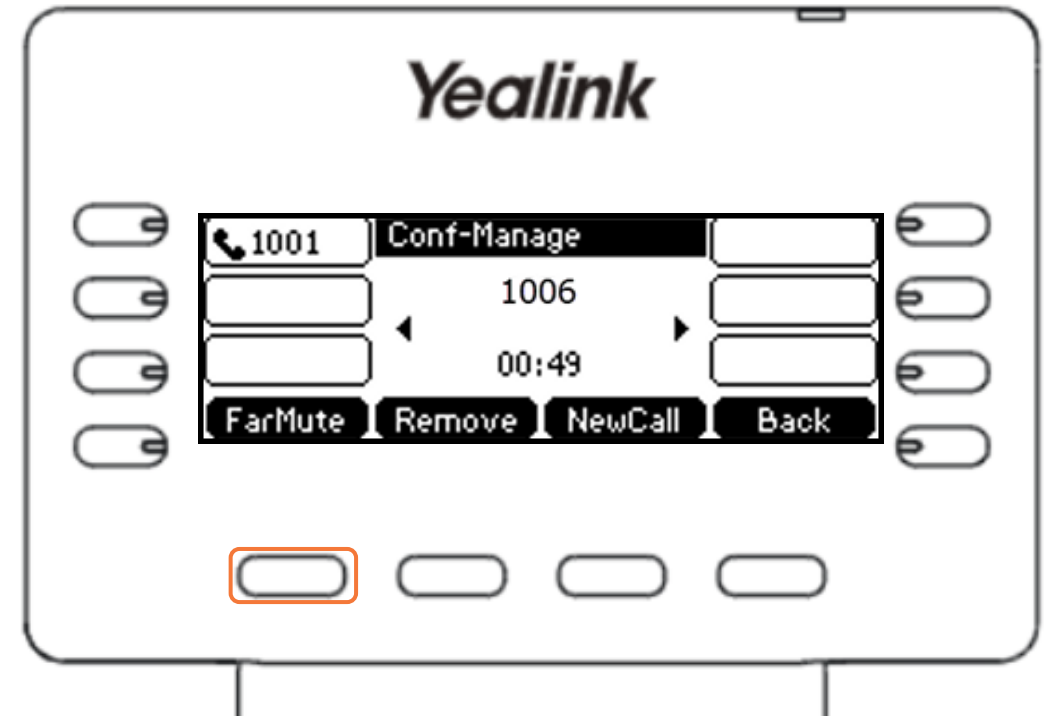
Click on-screen to select the correct soft key.



# Knowledge Check 3 of 4

## That is correct!

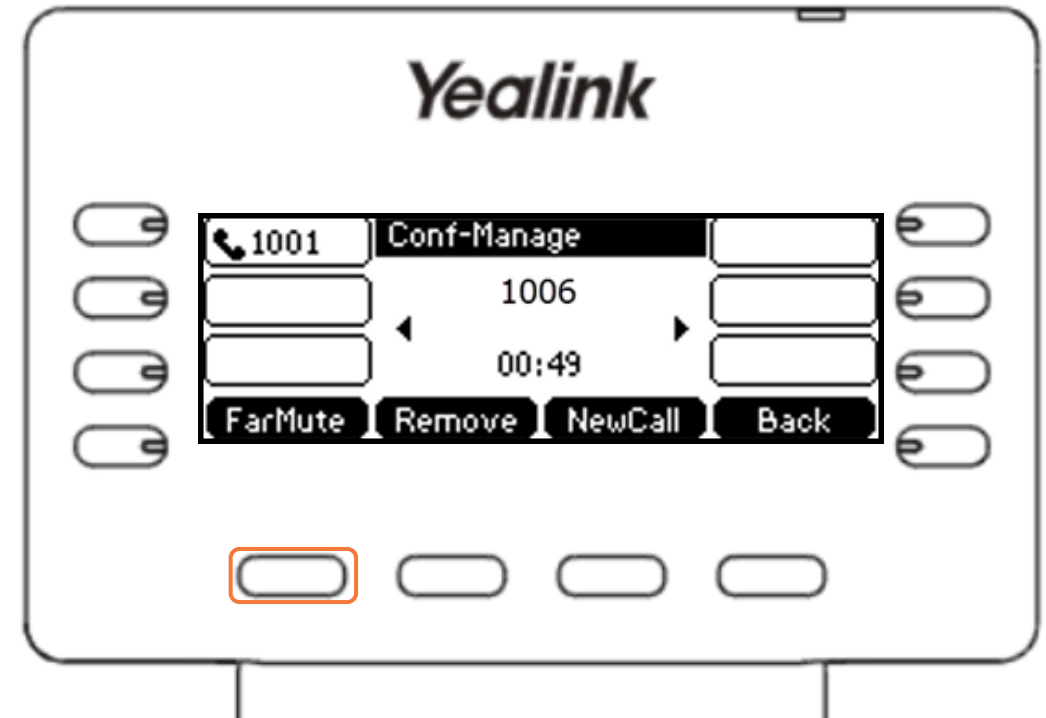
The **FarMute** soft key will place the party into a listen-only mode.



# Knowledge Check 3 of 4

**Sorry, that is incorrect.**

The **FarMute** soft key will place the party into a listen-only mode.

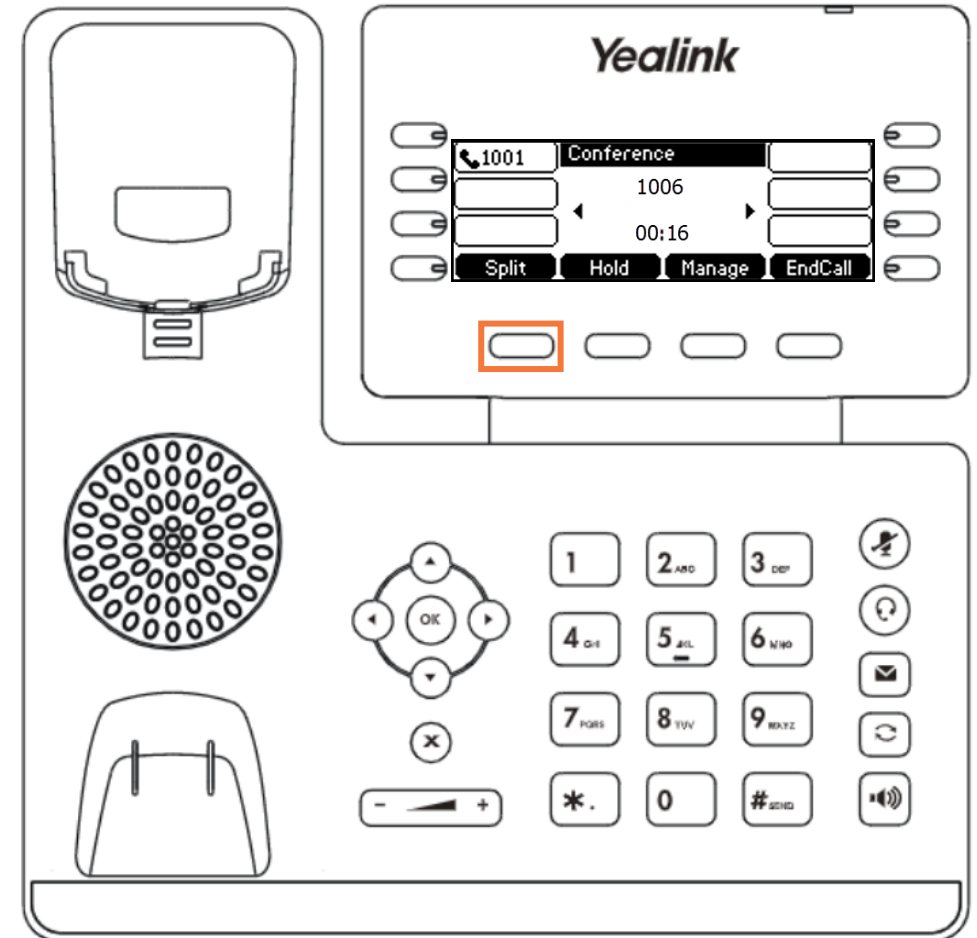


# Knowledge Check 4 of 4

True or False. By pressing the **Split** soft key during a conference call, each participant is placed on a separate call line.

True

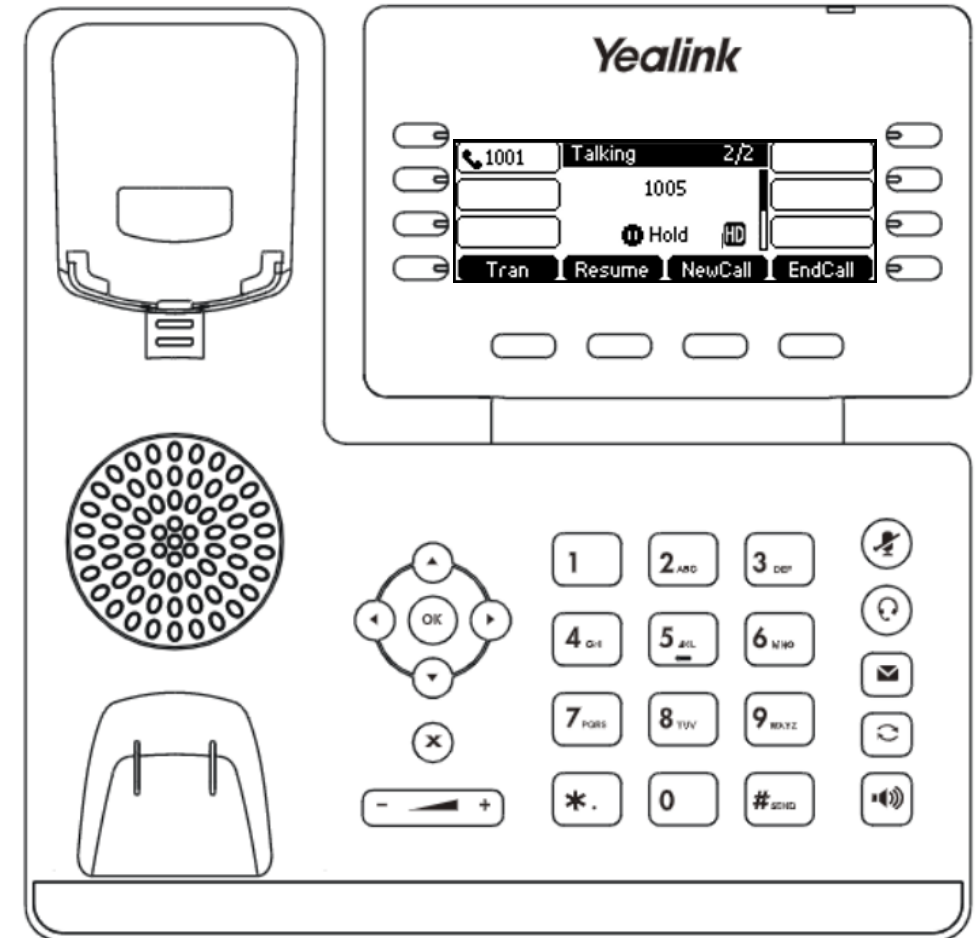
False



# Knowledge Check 4 of 4

## That is correct!

All parties will be placed on hold and on separate call lines, allowing for swapping between participants for a 1:1 call.

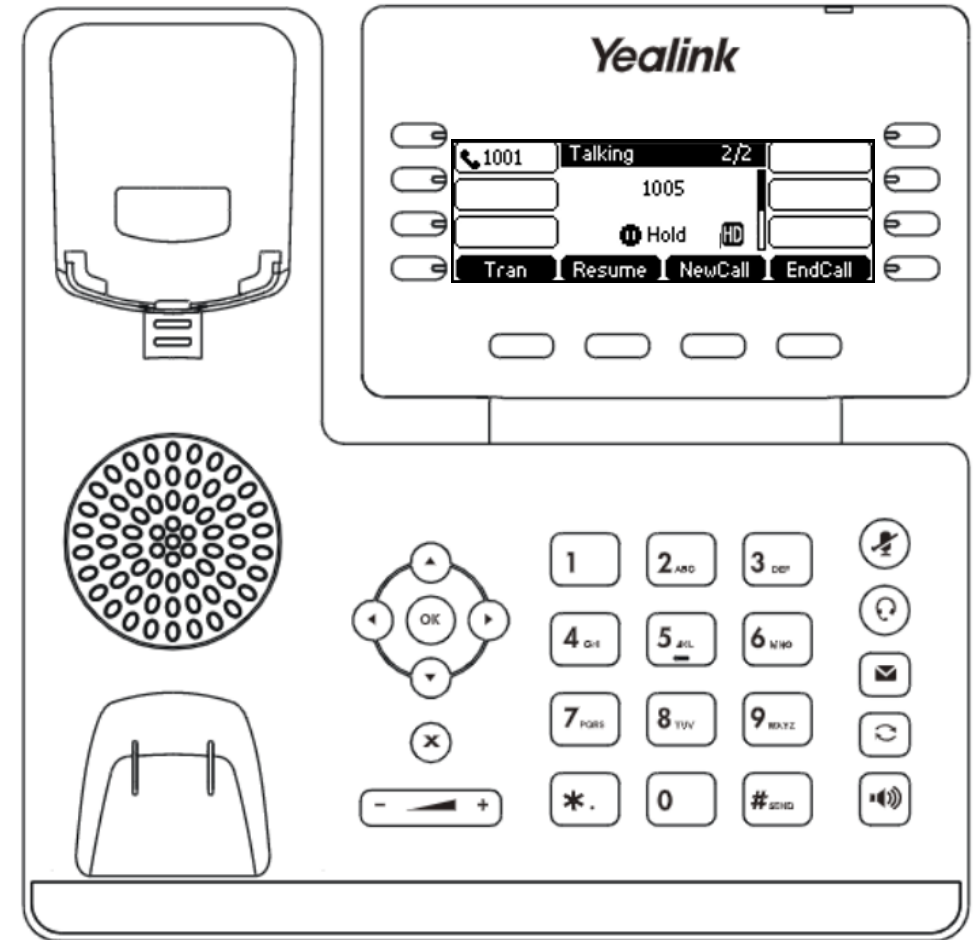




# Knowledge Check 4 of 4

**Sorry, that is incorrect.**

All parties will be placed on hold and on separate call lines, allowing for swapping between participants for a 1:1 call.



# Conference Calls Complete

The Conference Call module is now complete.

*Click a section title to review that section or click Restart to review this module.*



Restart