

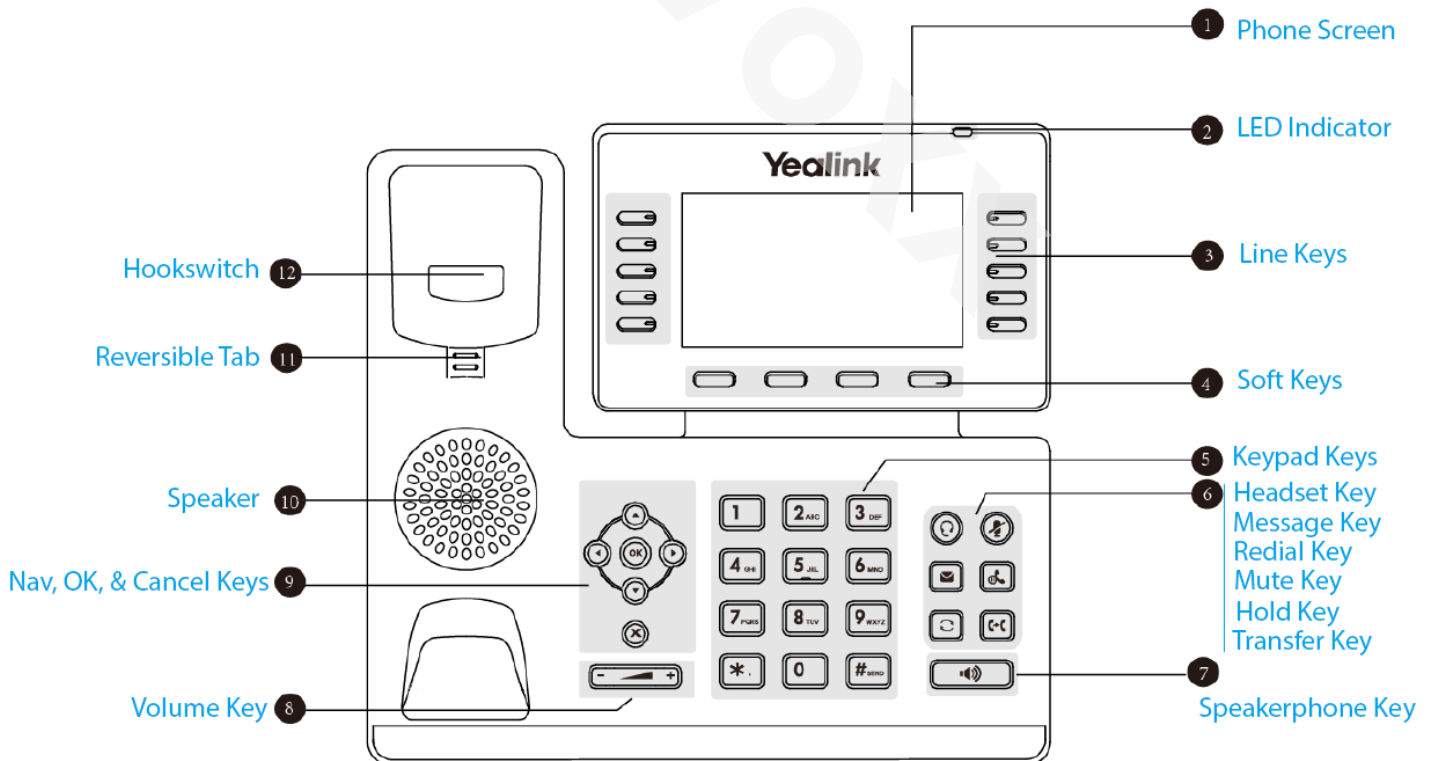
Yealink T54W



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Yealink T54W Diagram




Basic Call Functions

Placing a Call

Using the handset:

1. Pick up the handset
2. Enter the number

Using the speakerphone:

1. With the handset on-hook press 
2. Enter the number

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.

Answering a Call

Using the handset:

Pick up the handset

Using the speakerphone:

Press 

Note: You can reject an incoming call by pressing **Reject** soft key

Ending a Call





Using the handset:

Hang up the handset or press **End Call** soft key


Using the speakerphone:


Press  or **End Call** soft key

Redialing a Call

Press  to view your recent calls list press  or  to select the desired entry and then press  or **Call** soft key


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** soft key during an active call

To Resume a call:

If there is only one call on hold press  or **Resume** soft key

If there is more than one call on hold press  or  to select the desired call and then press  or **Resume** soft key



Adjusting the Volume

Press  to adjust the volume



Transferring a Call

You can transfer a call in the following ways:

Performing a Blind Transfer:

1. Press  or **Transfer** soft key during an active call (this will place the current call on hold)
2. Enter the number you want to transfer the call to
3. Press  or **B Transfer** soft key

Performing an Attended Transfer:

1. Press  or **Transfer** soft key during an active call (this will place the current call on hold)
2. Enter the number you want to transfer the call to and then press **Call** soft key
3. Press  or **Transfer** soft key when the second party answers

Conference

Initiating a Conference Call:

1. Press the **Conf** soft key during an active call (this will place the current call on hold)
2. Enter the number of the second party and then press **Call** soft key
3. Press the **Conf** soft key again when the second party answers (three parties are now joined in the conference)
4. Press the **End Call** soft key to disconnect all parties

Note: You can split the conference call into two individual calls by pressing **Split** soft key

Voice Messages


Check your voicemails:

Voice messages will automatically be emailed to you as an audio file with a text transcription, as soon as they are received. We disabled saving messages directly on your phone. Therefore, your voicemail messages will not be stored.

Change your greeting:

A default greeting will automatically be recorded with your first and last name. Should you wish to change your greeting, you may follow the steps below.

Record a Greeting:

1. Press  button
2. Press 5 for advanced options
3. Press 1 to record a greeting
4. Record a Greetings and then:
 - Option 1: Listen to your recording
 - Option 2: Save your recording
 - Option 3: Re-record

Address Book

To access your address book via phone user interface:

Press the **Directory** soft key on your phone