

QUICK REFERENCE GUIDE: Yealink T54W



CALL ACTIONS

Answer an Incoming Call

- Either lift the handset,
- Press the speakerphone button ,
- Or press the headset button .

Place an Outbound Call

- Either lift the handset, dial the number, press **Call/Dial** (or wait for timeout),
- Press the speakerphone button , dial the number, press **Call/Dial** (or wait for timeout),
- Or dial the number, then lift the handset or press the speakerphone button .

Transfer a Call (Blind/Consultative)

- During a call, press **Transfer**.
- Dial the number/extension to which you want to transfer the call.
- Press **Call** for Consultative/**Press B** Transfer to Blind Transfer.

Transfer a Call to Voicemail

- During a call, press **Transfer**.
- Dial **7 plus the extension** to which you want to transfer the call.
- Press **B Transfer**.

Checking Voicemail

- Press the envelope hard key .
- Enter your **PIN**.
- Follow the prompts.

Initiating a Conference Call

- While in an active call, press **Conference**.
- Dial the second party and press **Send/Dial**.
- Press **Conference** again to join all parties.
*Note: You can split the conference call into two individual calls by pressing **Split**.*

Redial

- Press the **Refresh** key twice .
- *Note: Pressing once will display call history.*

Configuring Speed Dial Keys

- Navigate to Menu > Features > Dsskey.
- Select **Speed Dial**.
- Input the number and how you want the key labeled.
- Press **Save**.
- *Note: If your phone reboots, manually programmed speed dials could disappear. It is best to have speed dials programmed via the CommPortal.*

CUSTOMIZING YOUR PHONE

Viewing Your Call History

- Press **History**.
- Press **Left** or **Right** to view:
 - All Calls
 - Missed Calls
 - Placed Calls
 - Received Calls
 - Forwarded Calls

Managing Call History

- Press **History**.
- Press **Left** or **Right** to select an entry from the list.
- Do the following:
 - Press **Send** to call the entry.
 - Press **Delete** to delete the entry from the list.
 - Press **Option**, for the following:
 - Select **Detail** to view detailed information.
 - Select **Add to Contacts** to add to the local directory.
 - Select **Add to Blacklist** to add the entry to the Blacklist.
 - Select **Delete All** to delete all entries from the list.

Adding a Contact

- Press **Directory**, and then select **All Contacts**.
- Press **Add** to add a contact.
- Enter the desired contact name and the contact number.
- Press **Save**.

Editing a Contact

- Press **Directory** and then select **All Contacts**.
- Press **Left** or **Right** to select the desired contact, press **Option**, and then select **Detail** from the prompt list.
- Edit the contact information.
- Press **Save** to accept the change.

Deleting a Contact

- Press **Directory**, and then select **All Contacts**.
- Press **Left** or **Right** to select the desired contact, press **Option**, and then select **Delete** from the prompt list.
- Press **OK** when the LCD screen prompts "Delete selected item?".

Setting Ring Tones

- Navigate to **Menu > Basic > Sound > Ring Tones**.
- Press **Left** or **Right** to select **Common** or your line and then press **Enter**.
- Press **Left** or **Right** to select the desired ring tone.
- Press **Save** to accept the change.