Yealink T54W
Quick Reference Guide

Call Handling

Blind Transfer

1. During an active call, press the **Transfer** soft key. The call is placed on hold.
2. Enter the number/extension you would like to transfer the call to.
3. Press the **B Transfer** softkey.

Attended Transfer

1. During an active call, press the **Transfer** soft key. The call is placed on hold.
2. Enter the number/extension you would like to transfer the call to; press **Send**.
3. When the second party answers, announce the call then press the **Transfer** soft key.

Parking a Call

1. **During an active call:** Press a **Parking Lot** slot that is not occupied and the call will be transferred to that Lot number. An occupied **Parking Lot** will have a solid red light on.
2. **To resume the call:** Press the **Parking Lot** key where the call was placed.

Setting Up a 3-Way Conference Call

1. During an active call, press the **Conference** soft key.
2. Enter the extension or external number of the second party, then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up the handset to disconnect all parties or press **End Call**.

Do Not Disturb (DND)

1. **To activate or deactivate DND:** Press the **DND** soft key when the phone is idle.

Call History

While the phone is idle:

1. Press the **History** soft key.
2. Press ◂ or ▸ to switch between **All**, **Missed**, **Placed**, and **Forwarded**; select **Enter**.
3. Select an entry from the list using the up and down arrow key.
4. **To place a call to that number:** Press the **Send** soft key; or
5. **To view information about the entry:** Select the **Option** soft key, then select **Detail** from the prompt list; or
6. **To add to your Local Directory:** Select **Add to Contacts**; or

Add to Blacklist: Select if you want to block a caller.

Keys	Key Description
🔊	Press this key to use the speakerphone.
🎧	Press this key to activate headset mode.
🔇	Press this key to mute the microphone or a call.
✉	Press this key to access voicemail.
↻	Press this key to enter the placed call list.
navigation keys	Press the navigation keys to move up/down/left/right.
✕	Press this key to exit and return to the Home screen.
volume bar	• Press during a call to adjust receiver volume of the handset/speakerphone/headset. • Press when the phone is idle or ringing to adjust the ringer volume.

Voicemail

The message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

1. Press the ⊠ or the **View** soft key.
2. Either press the **OK** button or the **Connect** soft key.
3. Enter your voicemail password when prompted. By default, this will be your extension twice.
4. To listen to your voice messages, press **1**. By default, new voicemails will play automatically.
5. Listen to each prompt for the different voicemail options.
6. When finished, hang up or press **#**.

Recording Your Voicemail Greetings

1. Call into your voicemail (see above steps).
2. Press **0** for Mailbox Options.
3. **Select Record Unavailable.** This is for when someone gets to your voicemail and you are not currently on another call.
4. **Select Record Busy**. This is for when someone gets to your voicemail and you are currently on another call or on DND.

Connecting to Bluetooth

Activating Bluetooth

Activate the Bluetooth mode first when you need to connect to the Bluetooth device to your phone.

1. Navigate to **Menu** > **Basic** > **Bluetooth**.
2. Select **On** from the **Bluetooth** field.
3. Select **Save**.

Pairing a Bluetooth Headset

When you need the Bluetooth headset to handle calls, you should pair and connect it to your phone in advance.

1. Make sure the Bluetooth headset is discoverable.
2. Navigate to **Menu** > **Basic** > **Bluetooth**.
3. Select **Scan** to search the Bluetooth devices. The phone proceeds to scan the local Bluetooth devices and the screen displays the available Bluetooth devices.
4. Locate your Bluetooth headset; select **Connect**.

Connecting to Wi-Fi

Connecting to an Available Wi-Fi Network Manually

When you enable the WiFi mode, the phone automatically connects to the saved wireless network; however, you can also connect it manually.

1. Get the password of the wireless network from your system administrator. Make sure that the Wi-Fi mode is activated.
2. Navigate to **Menu** > **Basic** > **Wi-Fi**.
3. Highlight the **X Available Network(s)**; select **Enter**. **NOTE:** *X = the number of available networks*.
4. (Optional) To research the available network, select **Scan**.
5. Highlight the desired wireless network; select **Connect**.
6. If the network is secure, enter its password.
7. Select **OK**.