

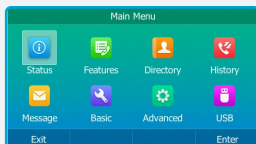


## yealink T54W QUICK START



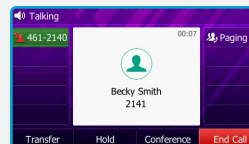
### MENU SCREEN

Displays messages, settings & information.



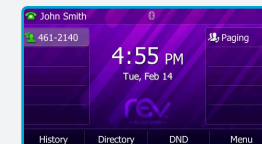
### CALLS SCREEN

Displays all active & held calls.



### HOME SCREEN

Displays phone lines & conditional soft keys.




### PLACE CALLS

You can only have one active call in progress.


#### Using the handset

1. Pick up the handset.
2. Enter the number and press **CALL**.

#### Using the speakerphone




1. With the handset on-hook, press .
2. Enter the number and press **CALL**.

#### Using the headset

1. With the headset connected, press  to activate the headset mode.
2. Enter the number and press **CALL**.

**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.

### REDIAL A CALL

Press  to enter the **PLACED CALLS** list, press  or  to select the desired entry, and then press **CALL**.





### HOLD & RESUME CALLS

You can have multiple calls on hold at one time.

#### To hold a call



Press the  or tap **HOLD** during an active call.

#### To resume a call



- If there is only one call on hold, press  or **RESUME**.
- If there is more than one call on hold, press  or  to select the desired call, and then press  or tap **RESUME**.

### TRANSFER CALLS



#### Perform a blind transfer

1. Press  or **TRANSFER** during an active call.  
The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or **B TRANSFER**.

#### Perform a semi-attended transfer

1. Press  or **TRANSFER** during an active call.  
The call is placed on hold.
2. Enter the number you want to transfer to and then press **CALL**.
3. Press  or **TRANSFER** when you hear the ring-back tone.



### Perform an attended transfer

1. Press  or **TRANSFER** during an active call.  
The call is placed on hold.
2. Enter the number you want to transfer to and then press **CALL**.
3. Press  or **TRANSFER** when you hear the second party answer.

## FORWARD CALLS

You can forward an incoming call to a contact or forward all incoming calls to a contact.

### To forward an incoming call

1. Navigate to **MENU > FEATURES > CALL FORWARD**
2. Select the desired forward type:
  - **ALWAYS FORWARD** - Incoming calls are forwarded unconditionally.
  - **BUSY FORWARD** - Incoming calls are forwarded when the phone is busy.
  - **NO ANSWER FORWARD** - Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **NO ANSWER FORWARD**, press  or  to select the desired ring time to wait before forwarding from the **AFTER RING TIME** field.
4. Press **SAVE** to accept the change.

### To disable call forwarding

- Press the **FORWARD**  button.

## INITIATE A CONFERENCE CALL

You can have a conference call with a total of 3 people including yourself.

### To initiate a conference call


1. Press **CONFERENCE** during an active call. The call will be placed on hold.
2. Enter the number of the third party and then press **CALL**.
3. Press **CONFERENCE** again when the third party answers. Three parties are now joined in the conference.

**Note** You can split the conference call into two individual calls by pressing **SPLIT**.

## LISTEN TO VOICEMAIL

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

### To listen to voice mail

1. Press  or **CONNECT**.
2. Follow the voice prompts to listen to your voicemail messages.





## MANAGE CONTACT DIRECTORY

### Add a contact



1. Press **DIRECTORY**, select **NETWORK CONTACTS**, and then select **CONTACTS**.
2. Press **ADD** to add a contact.
3. Enter the contact name in the **NAME** field and contact numbers in the corresponding fields.
4. Press **SAVE** to accept the change.

**Note** If you already have contacts listed, you will need to press **OPTION** then select **ADD**.

### Edit a contact

1. Press **DIRECTORY**, select **NETWORK CONTACTS**, and then select **CONTACTS**.
2. Press  or  to select the desired contact, press **OPTION** and then select **DETAIL** from the prompt list.
3. Edit the contact information.
4. Press **SAVE** to accept the change.

### Delete a contact

1. Press **DIRECTORY**, select **NETWORK CONTACTS**, and then select **CONTACTS**.
2. Press  or  to select the desired contact, press **OPTION** and then select **DELETE** from the prompt list.
3. Press **OK** when the LCD screen prompts "Delete Selected Item?".