

Yealink T54W Quick Start Guide


Using Basic Call Functions

Placing a Call

Using the handset:

1. Pick up the handset.
2. Enter the number, and then press **Send**.

Using the speakerphone:

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

Using the headset:

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

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing **Reject**, 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 .

Using the headset:

Press .

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

Ending a Call

Using the handset:

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






Using the speakerphone:

Press  or **End Call**.



Using the headset:

Press **End Call**.

Redialing a Call


- Press  to enter the **Placed Calls** list, press  or  to select the desired entry, and then press  or **Send**.
- Press  twice when the phone is idle to dial out the last dialed number.

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** during an active call.



To Resume the call, do one of the following:

- 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 **Resume**.



Transferring a Call

You can transfer a call in the following ways:



Performing 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**.

Performing 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 **Send**.
3. Press  or **Transfer** when you hear the ring-back tone.

Performing 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 **Send**.
3. Press  or **Transfer** when the second party answers.

Forwarding a Call

To enable call forward:

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.

Initiating a Conference Call

1. Press **Conference** during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press **Send**.
3. Press **Conference** again when the second party answers. All parties are now joined in the conference.
4. Press **End Call** to disconnect all parties.

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

Configuring and Using Speed Dial

To configure a speed dial key:

1. Navigate to **Menu-> Features-> Dsskey**.
2. Select the desired DSS key, and then press **Enter**.
3. Select **SpeedDial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Press **Save** to accept the change.


To use the speed dial key:

Press the speed dial key to dial out the preset number.

Listening to Voice Mails



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 mails:

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

Customizing Your Phone

Managing Call History



1. Press **History**.
2. Press  or  to select an entry from the list.
3. Do the following:
 - Press **Send** to call the entry.
 - Press **Delete** to delete the entry from the list.
 - Press **Option**, you can do the following:
 - Select **Detail** to view detailed information about the entry.
 - Select **Add to Contacts** to add the entry 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.

Managing Contact Directory



adding a contact:

1. Press **Directory**, and then select **All Contacts**.
2. Press **Add** to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press **Save** to accept the change.

Editing a contact:


1. Press **Directory**, and then select **All 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.

Deleting a contact:





1. Press **Directory**, and then select **All 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?".

Note: You can add contacts from call history easily. For more information, refer to **Call History** above.

Adjusting the Volume

Press  to adjust the volume.

Setting Ring Tones

1. Navigate to **Menu->Basic->Sound->Ring Tones**.
2. Press  or  to select **Common** or the desired account and then press **Enter**.
3. Press  or  to select the desired ring tone.
4. Press **Save** to accept the change.