

Yealink T54/W



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 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 the Park Call button and the system will automatically assign the call to an open lot. An occupied Parking Lot will display a solid red light.
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

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
5. To view information about the entry: Select the Option soft key, then select Detail from the prompt list



Keys	Key Description
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Hold: Places an active call on hold.



Transfer: Transfer call to another extension



Voicemail Access: press to call voicemail and access messages



Redial: Will take you to call history and you can select a number to redial



Volume Control: adjusts volume for handset, headset, ringer and speakerphone



Speaker: Activates the speakerphone mode



Mute: Mutes the microphone in your handset or on your speakerphone so that your caller cannot hear you



Headset: Activates the headset mode



Navigation buttons: Press the arrow keys to scroll through menu selections on the screen




Exit: Ends an active call, sends a ringing call to voicemail, exits out of a menu.

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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  key.
2. Press the OK button or the Connect soft key.
3. Enter your voicemail password when prompted.
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.



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	Navigation buttons: Press the arrow keys to scroll through menu selections on the screen
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