



User Guide Yealink T54

Placing a Call

Using the handset:

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

Using the speakerphone:

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

Using the headset:

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

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.

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 the **Reject** soft key.

Ending a Call

Using the handset:

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

Using the speakerphone:

Press or the **End Call** soft key.

Using the headset:

Press the **End Call** soft key.

Redial

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

Call Mute and Un-mute

- Press to mute the microphone during a call.
- Press again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press or the **Hold** soft key during an active call.

To resume the call, do one of the following:

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

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

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

Semi-Attended Transfer

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

Attended Transfer

1. Press or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press or the **Transfer** soft key when the second party answers.

Call Forward

To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **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 the **Save** soft key to accept the change.

Call Conference

1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and 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. Press the **End Call** soft key to disconnect all parties.

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

Speed Dial

To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->DSS Keys**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **Speed Dial** 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 the **Save** soft key to accept the change.

To use the speed dial key:

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

Voice Message

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.

To listen to voice messages:

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