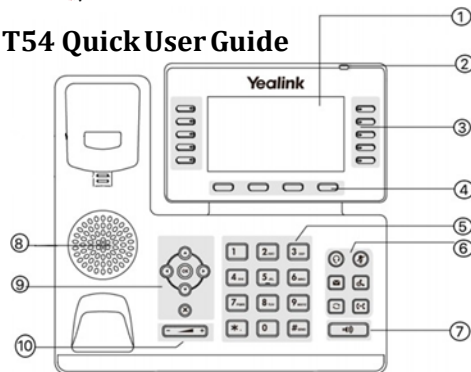


Yealink T54 Quick User Guide



FEATURES

1 LCD Screen
2 Power LED
3 Line Keys
4 Soft Keys
5 Key Pad

6 Headset/Mute Keys
7 Speaker Phone Key
8 Speaker
9 Scroll Keys
10 Volume

MAKING A CALL

Using the handset:

Pick up the handset.

Enter the number using the keypad and then press the **Send** soft key.

Using the speakerphone:

With the handset on-hook, press



Enter the number, then press the **Send** soft key.

Multiple calls:

Press the line key. The active call is placed on hold.

Enter the desired number using the keypad.

Press the **Send** soft key.

You can press or to switch between calls,

then press again to resume the desired call.

ANSWERING A CALL

Using the handset:

Pick up the handset.

Using the speakerphone:

Press

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.

MUTING A CALL

Press to mute the microphone during a call.

Press again to un-mute the call.

REDIAL

Press to enter the **Placed Calls** list. Press or to select the desired call, then press or the **Send** soft key.

Press twice when the phone is idle to call the last dialed number.

VOLUME ADJUSTMENT

Press during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press when the phone is idle to adjust the ringer volume.

PUTTING A CALL ON HOLD

Press or the **Hold** soft key during an active call. To resume a held call, press the **Resume** soft key. 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 **Resume** soft key.

TRANSFERING A CALL

There are three ways to transfer a call: Blind Transfer, Attended Transfer.

Blind Transfer:

While on a call, press the button of the person you wish to transfer to (if their light indicates they are available)

Or-

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, then press or the **Transfer** soft key.

Attended Transfer:

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

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CONFERENCE CALL

1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the 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 to disconnect yourself. The other parties will remain connected. Press the **End Call** soft key to disconnect all parties.

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

DIRECTIONS FOR RECORDING YOUR VOICEMAIL GREETING

1. Use any desk phone and dial "9999" (Prompt will say "Please enter your Personal Identification Number", but you are not going to do that now.)
2. Press the "#" key
3. Enter your 4 digit extension number (Prompt will say "Please enter extension number".)
4. Enter your Personal Identification Number (PIN). **This will be in your welcome email from 3CX.**
5. Press "9" to go to options
6. Press "8" to change your greeting message.
7. When prompted press "0" to record new self-identification message and at the end of recording message press "#" to stop the recording.
8. Press "0" to save the message.

RETRIEVING VOICEMAIL MESSAGES

Voicemail messages will be sent to your email address, for you to play back.

OTHER OPTIONS AVAILABLE

You can manage other voicemail settings using any Desk Phone by dialing "9999". Press "#" and enter your extension. A voice menu system will ask you to enter your Personal Identification Number (PIN) followed by "#". The initial options you are presented with, are the following:

- Dial * to play your messages.
- Dial "9" to go to options.
- Dial pound "#" to exit.

When you dial "9" for options, the following options will be announced by the voicemail system. Dial the respective numbers to change and update these features:

- Dial * to play your messages.
- Dialing "1" allows you to change your profile status.
- Dialing "3" allows you to dial a number.
- Dialing "4" allows you to delete all read messages.
- Dialing "5" allows you to change your self-identification message.
- Dialing "6" allows you to play mailbox information.
- Dialing "7" allows you to change your voicemail PIN number.
- Dialing "8" allows you to change your greeting message.
- Dialing "9" allows you to restart the voice menu prompts.
- Dial pound "#" to exit.