




PLACE A CALL

- Pick up the handset, or press the **Headset** or the **Speaker** button
- Dial number, and then press the **Call** soft key




ANSWER A CALL

- Pick up the handset 
- Press  for the headset
- Press  for the speakerphone
- Press the **Answer** soft key

END A CALL

*You can only end active calls.
To end an On Hold call, you must resume the call first.*

To End an Active Call:

-  • Replace the handset to hang up
-  • Press the **Headset** button if using a headset
-  • Press the **Speaker** button if using the speakerphone
- Press the **.. (next page)** soft key at the bottom of the display and then select the **End Call** soft key

HOLD & RESUME


On hold call displays only on the device used to place the call on hold.

- While on an active call press the **Hold** button located on the right side of the phone
- To Resume, select the call and:
 - Press the **Hold** button or the **Hold** soft key, or
 - Press the **Resume** soft key



TRANSFER CALLS

Transfer calls to any extension

Consulted/Warm Transfer

- Press  or tap the **Transfer** soft key
- Enter or select the extension / phone number
- Press **Send**, **OK** or the **#** button to dial
- Speak to the recipient and then press the **Transfer** soft key again to send the call when ready

Blind Transfer

- Press  or tap the **Transfer** soft key
- Dial or select the ext/phone number
- Press  or tap the **Transfer** soft key again

VOICEMAIL

- Press the **Messages** button
- Enter your PIN when prompted
- Select the menu option for the desired action

VIEW RECENT CALLS

- Press the **History** soft key to view lists of recent calls... you may look at *All, Missed, Placed, Forwarded, or Received* calls



Use the navigation pad to switch list views, scroll, and select list items:

- ◀ Switch ▶ between the call lists
- ▲ Scroll ▼ through listings

Press the **OK** button to select

While viewing Recent Calls you may also:

- Select a listing and press **Send** to call the number
- Select a listing and press the **Option** soft key to review details

Yealink T54 Phone Interface



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