REDIAL A NUMBER

To call the last dialled number:

- Press ⟳ twice when the phone is idle to dial the last dialled number.

To call a previously dialled number:

1. Press ⟳ to enter the Placed Calls list.
2. Press ▲ or ▼ until you reach the desired entry in the list.
3. Press ⟳ or the **Send** soft key to place the call.

MUTE OR UN-MUTE A CALL

- Press 🔇 to mute or un-mute an active call.

FORWARD A CALL

1. Press the **Menu** soft key.
2. Select **Features** and then **Call Forward.**
3. Select the desired forward type: **Always Forward, Busy Forward,** or **No Answer Forward.**
4. Enter the destination number you wish to forward calls to.
- For **No Answer Forward,** press ▲ or ▼ to select the desired ring time.
- Press the **Save** soft key to accept the change.

CREATE A CONFERENCE CALL

1. Press the **Conference** soft key during an active call to place the call on hold.
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 has answered the call.
- All parties are now joined in the conference call.

PLACE A CALL ON HOLD & THEN RESUME THE CALL

To place a call on hold:

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

To resume a call from hold:

- Press 📳 or press the **Resume** soft key when a call is on hold.

If there is more than 1 call on hold:

- Press ▲ or ▼ to select the desired held call, then press 📳 or press the **Resume** soft key to retrieve the desired call.
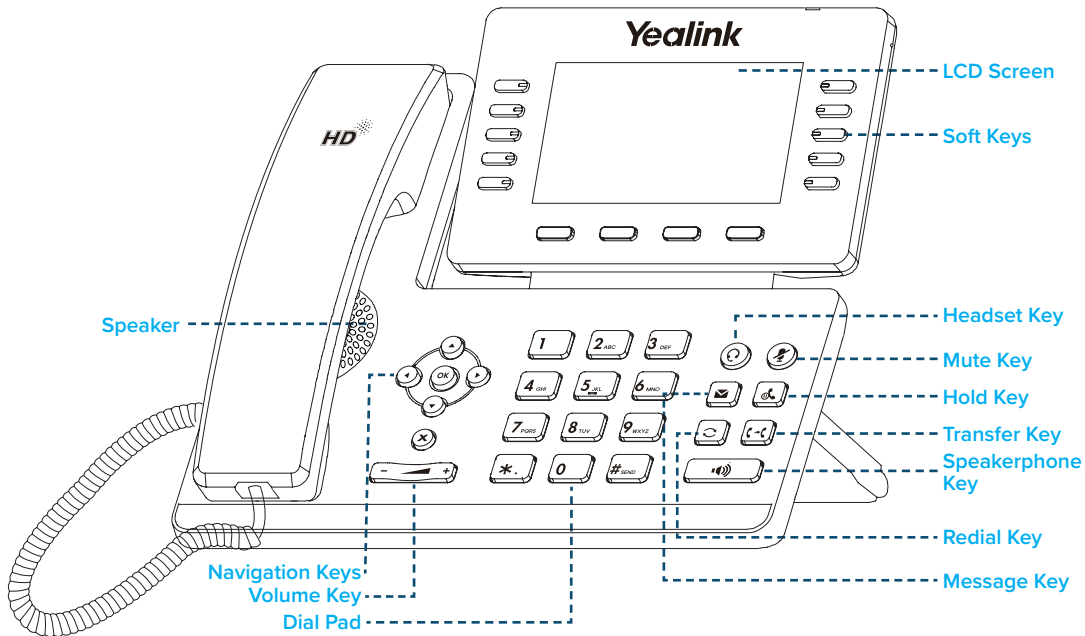
Yealink SIP-T54W
Prime Business Phone

Quick Reference User Guide

Layout & Features:

- LCD Screen
- Soft Keys
- Speaker
- Headset Key
- Mute Key
- Hold Key
- Transfer Key
- Speakerphone Key
- Redial Key
- Message Key
- Navigation Keys
- Volume Key
- Dial Pad

How to:

PLACE A CALL

Using a handset:
1. Pick up handset.
2. Enter number and press the **Send** soft key.

Using a headset:
1. With the headset connected, press 🎧 to activate headset mode.
2. Enter number and press the **Send** soft key.

Using speakerphone:
1. With the handset on-hook, press 🔊 .
2. Enter number and press the **Send** soft key.

> ⚠️ You can alternate between headset, speakerphone and handset by pressing the corresponding key.

ANSWER/END A CALL

Using a handset:
- Pick up handset / Return handset or press **End Call** soft key.

Using a headset:
- Press 🎧 .

Using speakerphone:
- Press 🔊 .

TRANSFER A CALL

Blind Transfer - The call is transferred directly without the need to announce the caller:
1. Press 📞 or the **Transfer** soft key during the active call to place the call on hold.
2. Enter the receiving number you want the call transferred to.
3. Press 📞 or the **B Transfer** soft key.

Attended Transfer - Allows you to announce the caller prior to releasing the call:
1. Press 📞 or the **Transfer** soft key during the active call to place the call on hold.
2. Enter the number you want to transfer to and press #SEND .
3. When the second party answers, announce the call and then press 📞 or the **Transfer** soft key.

ACCESS VOICEMAIL

1. Press ✉ or press the **Connect** soft key.
2. When prompted, enter **PIN-Code** and press #SEND .
- For new messages, press 1 .
- For saved messages, press 2ABC .
- For advanced voicemail settings, press 5JKL .

MANAGE CALL HISTORY

1. Press the **History** soft key to view the **Placed, Received** or **Missed** call log.
2. Press ▲ or ▼ to scroll through the list.
- Press the **Send** soft key to place a call to the highlighted entry.
- Press the **Delete** soft key to delete the highlighted entry from the list.
- Press the **Option** soft key and select **Add to Contacts** to add the entry to the local directory or select **Add to Blacklist** to add the entry to the blacklist.

ADD A NEW CONTACT

1. Press the **Directory** soft key and then select **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Select the **Directory** the contact will be added to.
4. Enter the contact's **Name** and **Number.**
5. Press the **Save** soft key.