



rainbow



Yealink T54 Quick Reference User Guide


Basic Call Features

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.

Note: 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 **EndCall** 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 **Resume** soft key.



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 **B 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 **Send**.
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 **Send**.
3. Press  or the **Transfer** soft key when the second party answers.

Transferring a Call Directly to Voicemail

1. During the call, press the **Transfer** soft key.
2. Press the * softkey.
3. Enter the extension number of the voicemail that the caller is to be sent to.
4. Press the **B-Transfer** soft key. The caller is then immediately sent to the voicemail box of the destination extension number you entered.

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 **EndCall** soft key to disconnect all parties.

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

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.

Call Park

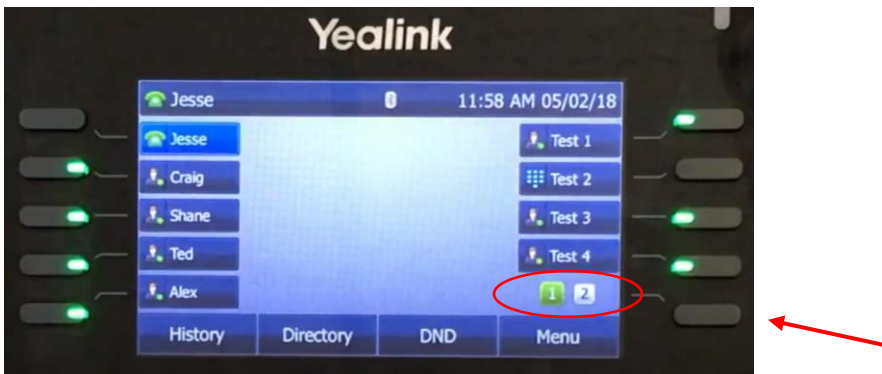
To park an active call, press the "Call Park" button and the button will start to flash green. Hang up the handset. The call is now available to retrieve from other phones.

To retrieve a parked call, press the "Call Park" button FIRST and then pick up the handset.

Note: A call will stay parked until it is either retrieved or the caller hangs up.

Speed Dial Pages:

Your phone supports up to 3 pages of speed dial keys, which you can toggle between.



The bottom right key should display a 1, 2 or 3 depending on how many keys you have set up. The page you're currently on will be in the solid green box. Tap the bottom right button to toggle through your pages of speed dial keys.

Commportal Assistant <https://commportal.rainbowtel.net>

Number: _____

Password: _____