
Yealink T54W — Basic User Guide

Answering a Call

- Pick up the **handset**
OR
- Press the **Speaker** button (for hands-free)
OR
- Press the **Answer** softkey on the screen

Making a Call

- Pick up the **handset** (or press **Speaker**)
- Dial the number
- Press **Send** (or wait a few seconds for auto-send)

Ending a Call

- Hang up the **handset**
OR
 - Press the **End Call** softkey
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Putting a Call on Hold

- During a call, press the **Hold** softkey
 - To resume, press **Resume** or select the call and press **Resume**
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Transferring a Call

1. Press the **Transfer** softkey while on a call
 2. Dial the extension or phone number
 3. Choose an option:
 - **Announced/Consulted Transfer:**
→ Talk to the person first, then press **Transfer** again
 - **Blind Transfer** (no announcement):
→ Press **Transfer** twice immediately after dialing
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Parking a Call

- During a call, press the **Park** softkey
- The system will assign a **park orbit number** (example: "701")
- Tell the person who needs to pick up the call which orbit to dial
- To retrieve a parked call:
→ Pick up your handset and dial the orbit number (e.g., **701**)

Note: Your system may label it "Park," "Call Park," or "Park Call."

Starting a Conference Call

- During an active call, press the **Conference** softkey
- Dial the second person's number
- When they answer, press **Conference** again to join all parties together

(Optional: Repeat to add more people if supported.)

Checking Voicemail

- Press the **Message** button (envelope icon)
 - Follow the prompts (you may need to enter your PIN)
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Adjusting Volume

- **During a call:** Press the **Volume** buttons to adjust call volume
 - **While idle:** Press the **Volume** buttons to adjust ringer volume
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Muting Yourself

- Press the **Mute** button (microphone icon with a slash)
 - Press it again to unmute
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Using the Directory (Contacts)

- Press the **Directory** softkey

- Browse or search for a contact
- Select a contact and press **Send** to call

Redialing Last Number

- Press the **Redial** softkey or the **Redial** button (if available)

