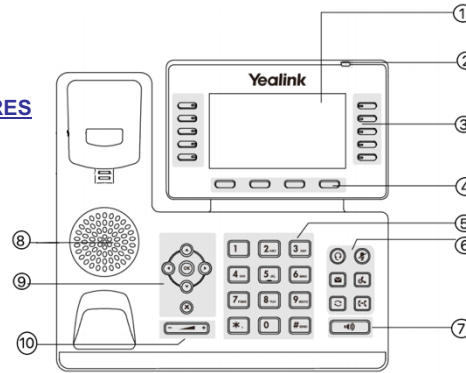


Yealink

Yealink T54/T53 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:

1. Pick up the handset.
2. Enter the number using the keypad and then press the **Send** soft key.

Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, then press the **Send** softkey.

Using the headset:

1. With the headset connected,  to activate the headset mode.
2. Enter the number, and then press the **Send** softkey.

Note: During a call you may alternate between headset, hands-free speakerphone and handset modes by pressing the **Headset** key or **Speakerphone** key or by picking up the handset. Headset mode requires a headset be connected to the phone.

ANSWERING A CALL

Using the handset:
Pick up the handset.

Using the speakerphone:

Press .

Using the headset:

Press .


Note: You may ignore 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 **End Call** soft key.


REDIAL


Press  to enter the **Placed Calls** list. Press .

 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.


MUTING A CALL

Press  to mute the microphone during a call.



Press  again to un-mute the call.

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.




RING TONE

1. Press the **Menu** soft key when the phone is idle, then select **Basic > Sound > Ring Tones**.
2. Press  or  to select the desired ring tone.
3. Press the **Save** soft key to accept the change.

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.

CALL PARK AND RETRIEVE

1. While on an active call, press an available park, indicated by a green light.
2. The call will be placed on park and will indicate with a blinking red light.
3. The caller will now be placed on hold and will hear a message or on hold music if configured.
4. The caller is now parked.
5. To retrieve a parked call, simply press the button next to the desired call park and then lift the handset.



TRANSFERING A CALL

There are three ways to transfer a call: Blind Transfer, Attended Transfer and Semi-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  press  or the **Transfer** soft key when the second party answers.

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.

VOICE MAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.

Visual Voicemail:

1. Press  or the **Connect** soft key.
2. Use the  or  to select the desired voicemail
3. From this menu, you can play, forward, add contact or delete
4. Press the "Back" or "X" button to return to the homescreen



VOICE MAIL CONT.

The system has been designed to guide you through the process of setting up your new voice mailbox. Press the "Voicemail" button or dial *15 on your telephone to begin this process.

Your New Voice Mail PIN (Password) Must:

- Be between 6 and 20 characters long.
- Not have a single digit repeated more than 2 times in a row.
- Not be a numeric sequence, e.g. 12345 or 54321.
- Not contain, or match part of, a telephone number associated with this account.

RETRIEVING YOUR MESSAGES

From your telephone: Press the "Voicemail" button and enter your PIN

FROM AWAY

Dial your 606-743-8900, followed by your 10 digit directory number and # Enter your pin.

VOICE MAIL MAIN MENU OPTIONS

- Listen to your Voice Messages press **1**
Create a New Message press **2**
Work with Greetings Menu press **3**
To Change Mailbox Settings press **4**
Reminders press **5**
Review Erased Messages press **6**
Login to a Different Mailbox press **7**

OPTIONS DURING/AFTER MESSAGE PLAYBACK

- 1** Play message again from the beginning
 - 2** Save message and go to the next message
(This will store the message and mark it a "saved" message)
 - 3** Erase message
 - 4** to Reply
 - 5** to send a copy
 - 8** Pauses the playback of message for up to 20 seconds;
Pressing 8 again resumes playback
 - 9** Speeds playback of message
 - 77** Rewind 5 seconds
 - 99** Fast forward 5 seconds
- Press **#** to skip to the next message
Press ***** to return to previous menu