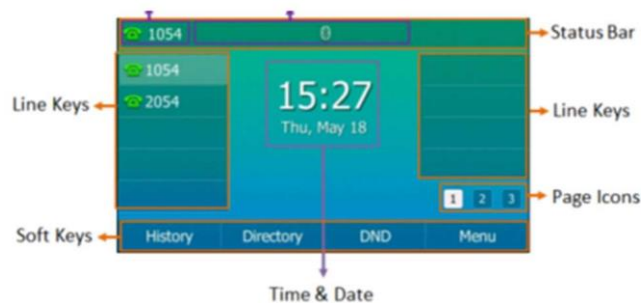


QUICK USER GUIDE

YEALINK T54W HANDSET



To place a call:

Using the handset

1. Pick up the Handset.
2. Enter the number, and then press Call.

Using the speakerphone

1. With the handset on-hook, press the speakerphone key.
2. Enter the number and then press Call.

Using the headset

1. With the headset connected, press the headset key to activate the headset mode.
2. Enter the number and the call will placed automatically.

To answer a call:

1. Pick up the Handset.
2. You can also press the Answer softkey to activate the speakerphone or Headset key to answer via headset.

To answer an incoming call when you're already on an active call:

1. Press the Answer softkey.
2. The first call is automatically placed on hold.

To put an active call on hold:

1. Press the Hold softkey.
2. To resume the call, press the Resume softkey.

Transfer a Call

A Blind (or unannounced) Transfer takes place when you transfer a call to someone else without announcing the call first.

To conduct a blind transfer while on an active call:

1. Press the Transfer softkey.
2. Enter the destination to which you wish to transfer the call.
3. Then press the Transfer softkey again to complete the transfer.

An Attended (or announced) Transfer is performed when you announce the call to the recipient prior to transferring the call.

To conduct an Attended Transfer, while on an active call:

1. Press the Transfer softkey. The caller is automatically placed on hold.
2. Dial the receiving party.
3. Press the Call Softkey.
4. Once the receiving party answers, announce the call.
5. To complete the transfer, press the Transfer softkey again.

Three-way conference

To initiate a Three-Way Conference Call, while on an active call:

1. Press the Conference softkey.
2. Dial the second number.
3. Press the Call Softkey.
4. When the second party answers, press the Conference softkey again to connect the calls.

