ELEVATE
UNIFIED COMMUNICATIONS

IP PHONE QUICK START GUIDE SERIES

YOUR GUIDE FOR:
Yealink T54W

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Yealink T54W Quick Start Guide

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IP Phone Quick Start Guide Series

This guide covers installation, voicemail setup, and everyday calling features for the **Yealink T54W IP phone**. The instructions and model-specific illustrations come from the T54W section of the supplied Word document.

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1. Guided Setup

Assemble your phone

Attach the stand to the rear of the phone and adjust the viewing angle as shown below.

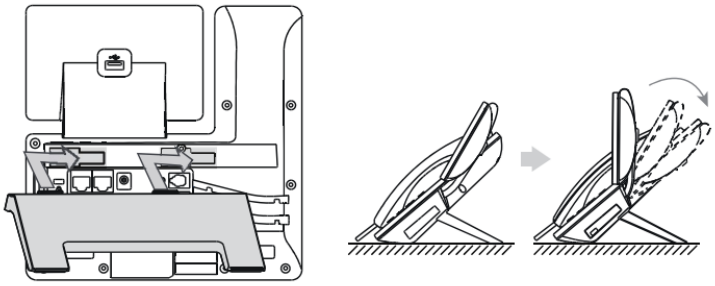


Figure 1. Stand attachment and viewing-angle adjustment.

Connect the handset and optional headset

Connect the handset cord and optional compatible headset according to the original rear-panel diagram.

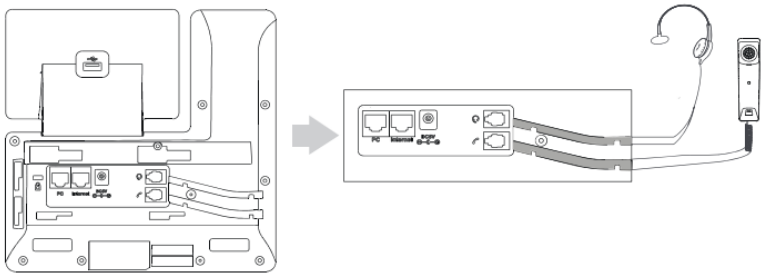


Figure 2. Handset and optional headset wiring.

Note: The T54W supports headsets that use an **RJ9 cable**. Refer to your headset documentation for detailed setup instructions.

Connect network and power cables

Follow the diagram for the Internet/network connection, optional PC connection, and either a power adapter or **Power over Ethernet (PoE)** from a compatible switch.

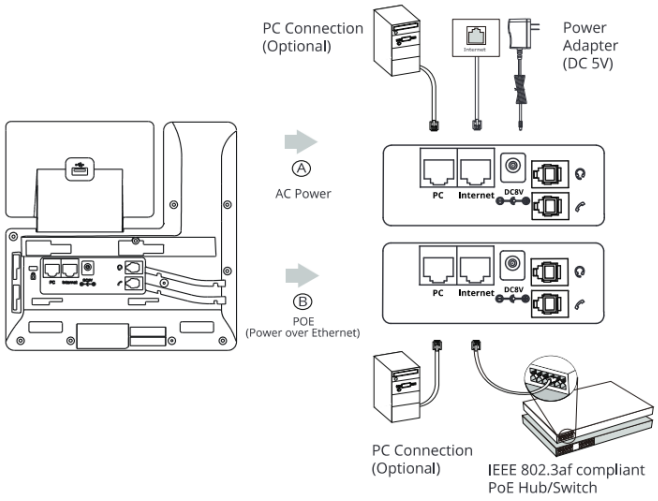


Figure 3. Network, optional PC, and power options.

Once the phone is connected to power and has established a network connection, it automatically downloads its configuration and starts working. The voicemail box initially has a default greeting.

2. Voicemail Box Setup

Record your personal voicemail greeting

1. Press the **Messages** button.
2. Enter the **PIN** supplied by your administrator, then press **#**.
3. Select **3** for personal options.
4. Select **1** to record your voicemail greeting.
5. Follow the voice prompts to record and check your greeting.

Change your voicemail PIN

1. Press the **Messages** button.
2. Enter the PIN supplied by your administrator, then press **#**.
3. Select **3** for personal options.
4. Select **2** to change your PIN.
5. Enter the new PIN when prompted; press **#** when finished.

Security tip: Keep your voicemail PIN private. Do not write it on a printed copy of this guide.

3. Commonly Used Features

Place outgoing calls

When the phone is idle:

1. Pick up the handset or press **Speakerphone**.

2. When you hear the dial tone, dial the extension or telephone number.

When using a headset:

1. Press **Headset** to activate headset mode.
2. Dial an extension or telephone number. The source notes that no dial tone is heard in this mode.

When already on another call:

1. Press **Hold** (button or soft key).
2. Press the **New Call** soft key.
3. Dial the extension or telephone number.
4. Press **Resume** to return to the original call.

Answer an incoming call

- **Handset:** Pick up the handset.
- **Headset:** With the headset connected, press **Headset**.
- **Speakerphone:** Press **Speaker**.

Reject or silence a ringing call

- **Reject:** Press the **Reject** soft key to immediately send the caller to voicemail.
- **Silence:** Press the **Silence** soft key to stop the incoming-call alert. The caller continues to hear ringing until the period set by No Answer Forwarding ends.

End a call

- **Handset:** Hang up, or press **More** followed by **EndCall**.
- **Headset:** Press **More**, followed by **End Call**.
- **Speakerphone:** Press the **Speakerphone** button.

Hold a call

- **Place on hold:** While on a call, press the **Hold** button or soft key.
- **Resume:** Press **Hold** again or press the **Resume** soft key.

Mute or unmute your microphone

1. During a call, press the **Mute** button to mute the microphone.
2. Press **Mute** again to unmute.

Check voicemail

1. Press the **Envelope / Messages** button.
2. Enter your PIN when prompted, followed by **#**.

Transfer a call

Blind transfer (without speaking to the recipient first):

1. While on a call, press **Transfer**.
2. Dial the destination number or extension.
3. Press **Transfer** again.
4. The call is transferred automatically.

Attended (consultative / warm) transfer:

1. While on a call, press **Transfer**.

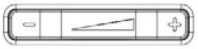
2. Dial the destination number or extension.
3. Wait for the person to answer and announce the call.
4. Press **Transfer** to complete the transfer.

Call waiting

If a second call arrives during an active call, your phone emits a beep tone.

- **Answer second call:** Press the **Answer** soft key. The first call is placed on hold. When the second call ends, press **Resume** to return to the first.
- **Reject second call:** Press **Reject** to send the second caller to voicemail.

Adjust volume



- **In-call volume:** During a call, press **+** or **-** to raise or lower volume.
- **Ringer volume:** While the phone is idle, press **+** or **-** to adjust ringing volume.

Use speakerphone

- **When idle:** Press **Speakerphone** to activate it and obtain a dial tone for an outbound call.
- **During a handset or headset call:** Press **Speakerphone** to continue the current call over speakerphone.
- **During a speakerphone call:** Press **Speakerphone** again to hang up.

Forward calls

Enable Always Forward:

1. Press the **Menu** soft key.
2. Press the right arrow to highlight **Features**; press **OK**.
3. Highlight **Call Forward** and press **OK**, then press **OK** or **Enter**.
4. If the display reads **Always Forward: Off**, press **OK**.
5. Use the left or right arrow to enable Always Forward.
6. Press the down arrow and enter the desired forwarding number or extension, then press **Save**.
7. Press **OK** or **Save** to confirm the setting.

Disable Always Forward:

1. If the display reads **Always Forward: On**, press **OK** or **Enter**.
2. Use the left or right arrow to disable Always Forward.
3. Press **OK** or **Save**.

Busy Forward and **No Answer Forward** can be configured similarly.

4. Quick Reference

Task	Key / action
Answer with handset	Pick up handset
Answer with headset	Press **Headset**
Answer with speakerphone	Press **Speaker**
Reject call	**Reject** soft key
Silence ringing	**Silence** soft key
Put call on hold	**Hold**
Resume held call	**Resume** (or **Hold** again)
Mute / unmute	**Mute**
Access voicemail	**Messages**, then PIN and **#**
Blind transfer	**Transfer** → number → **Transfer**
Warm transfer	**Transfer** → number → speak → **Transfer**
Change volume	**+** / **-**
Forward calls	**Menu** → **Features** → **Call Forward**
End speakerphone call	Press **Speakerphone**

Need help?

CloudBusinessPhone.com
Service: 888.704.1789, Option 1
Email: support@CloudBusinessPhone.com

Source: T54W section of the owner-supplied VARIOUS TO BE CREATED.docx. This guide reflects the supplied ELEVATE service instructions. Button labels or menu choices may vary by firmware or provisioning configuration.