

# Yealink T54W

## Support:

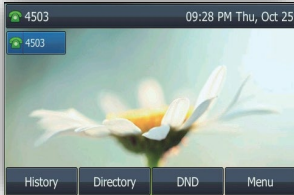
**Phone Guides & Online Training**  
[hawaiiantel.com/VoiceSupport](http://hawaiiantel.com/VoiceSupport)

**Customer Support**  
 643-8647

**Web Portal**  
<https://bvoip.hawaiiantel.com>



## Screen Display Views

| Menu                                                                                                                                                                                            | Lines                                                                                                                      | Active                                                                                                                                                                                                    | Calls                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                              |                                         |                                                                                                                       |                                                                                         |
| <ul style="list-style-type: none"> <li>• Accessed by tapping the Menu soft key</li> <li>• Displays phone extension at top left</li> <li>• Access Status, Features, Directory, etc...</li> </ul> | <ul style="list-style-type: none"> <li>• Default Display</li> <li>• Displays phone lines and up to 27 soft keys</li> </ul> | <ul style="list-style-type: none"> <li>• Displayed when you're on an active call</li> <li>• Displays name &amp; number of calling party</li> <li>• Can Transfer, Hold, Conference and End Call</li> </ul> | <ul style="list-style-type: none"> <li>• Displayed if you have multiple active calls or calls on-hold</li> <li>• Use Navigation Pad to choose one call to display</li> </ul> |

## Dialing Out:

### Internal Calls

4 digit number  
Ex. 5555

### On Island, Neighbor Island & Mainland Calls

10 digit number (area code + number)  
Ex. (808) 555-1212

### Toll-free Calls

10 digit number (area code + number)  
Ex: (800) 555-1212

### International Calls

011 + country code + city code + number  
Ex: 011 + 19 + 66 + local number

## Placing a Call

### Using the handset:

1. Pick-up the handset.
2. Enter the number then press  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, press  to activate the headset mode.

## Ending a Call

### Using the handset:

1. Hang up the handset or press  soft key.

### Using the speakerphone:

1. Press  or press **End Call**.

### Using the headset:

1. Press **End Call**.

## Answering a Call

### Using the handset:

1. Pick up the handset.

### Using the speakerphone:

1. Press the .

### Using the headset:

1. Press the .

## Call Forwarding

### Enabling:

1. From your homescreen press  soft key.
2. Using the arrows, select  then press  soft key.
3. Press **1** for **Call Control**.
4. Press **4** to select **Call Forward**.
5. When **Custom Forward** appears, press **Enter** soft key.
6. Select your **Forward Option**: Press **1** for **Always**, **2** for **Busy** or **3** for **No Answer**.
7. Next, use your  to enable then enter the destination number where calls will be forwarded.
8. Press **Save**.

### Disabling:

1. Follow the same steps as above, using your **left arrow** to disable.

## How to Set Do Not Disturb (DND)

**Enabling:** Press  soft key or dial **\*78**.

**Disabling:** Press  soft key or dial **\*79**.

## How to Transfer a Call

### Consultative Transfer (With Announcement)

1. While on an active call, press the **Transfer** button  or press the **Transfer** soft key (the caller will be placed on hold).
2. When you hear dial tone, dial the contact number of the party you wish to transfer the call to (you can also select a contact from the directory).
3. When the party answers, announce the call and press the **Transfer** button  or press the **Transfer** soft key.

**Note:** When the call is transferred, Caller ID will show the party who transferred the call rather than the original caller.

### Blind Transfer (Without Announcement)

1. On an active call press the **Transfer** button  or **Transfer** soft key (the caller will be placed on hold).
2. When you hear dial tone, dial the contact number you want to transfer the call to (you can also select a contact from the directory).
3. Next, press the **B Transfer** soft key or  button.

**Note:** The inbound Caller ID will appear on the phone where the call was transferred to.

## How to Transfer a call directly to Voicemail

1. On an active call, press the **Transfer** button  or **Transfer** soft key.
2. When you hear dial tone dial \*55 and wait for the announcement to play.
3. The announcement will say "To transfer your call to your mailbox, press the # key or hang up. To transfer your call to another mailbox, enter the mailbox ID now followed by the # key. To cancel, press the \* key".
4. Enter the mailbox ID that you wish to transfer the call to followed by the # key.
5. The transfer is complete.

## How to Set Up a 3-Way Conference

### Creating a Conference

1. On an active call, press the  soft key (the caller will be placed on hold).
2. When you hear the dial tone, dial the number of the party you wish to have a conference with (you can also select a contact from the directory).
3. After the party answers, press the  soft key and the conference call will be connected.

### Far Hold

To speak with only with one party while on an active conference:

1. Press the  soft key.
2. Using the **up/down** arrows, choose one of the callers to be placed on hold.
3. Next, press **Far Hold** soft key.
4. To resume the conference, select the caller that is currently on hold and press the **Resume** soft key.

## How to Access Voicemail

1. To access your voicemail box, press the envelope .
  2. Enter your voicemail passcode (default is \_\_\_\_).
- If you're accessing your Voicemail for the first time or have multiple lines, please refer to the "How to Set up and Manage Your Voicemail" guide.