

QUICK REFERENCE GUIDE

Yealink T54W

Warm transferring calls

A warm transfer involves speaking with the person you are transferring the call to.

- 1 While on a call, press the **Transfer** button.
- 2 Dial a number or select from the **Directory** and press **Call**.
- 3 Press the **B Transfer** soft key or the **Transfer** button immediately to complete the transfer.



Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the recipient, regardless of whether or not they answer.

- 1 While on a call, press the **Conference** soft key.
- 2 Dial a number or select from **Directory** and press **Call**.
- 3 Once the recipient answers, press the **Conference** soft key again to merge the calls together.

Initiating a conference call

- 1 While on a call, press the **Conference** soft key.
- 2 Dial a number or select from **Directory** and press **Call**.
- 3 Once the recipient answers, press the **Conference** soft key again to merge the calls together.

Accessing call history

- 1 Press the **History** soft key.
- 2 Use the right and left arrow keys to see Missed, Received, Placed, or Forwarded calls.
- 3 Use the down and up arrow keys to scroll through each list.

Checking voicemail

- 1 Press the **VM** button (), or dial *86.
- 2 Enter your voicemail PIN.
- 3 Press **1** to listen to new or saved voicemails.