

Yealink T54W Quick Reference

Warm Transferring Calls

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

1. While on a call, press the **Transfer** **K** button or softkey.
2. Dial a number or select from **Directory**.
3. After speaking with the receiving party, press the **Transfer** **K** button or softkey again to complete the transfer.

Blind Transferring Calls

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

1. While on a call, press the **Transfer** **K** button or softkey.
2. Dial a number or select from **Directory**.
3. Press the **B Transfer** softkey or **Transfer** **K** button to complete the transfer.

Checking Voicemail

There must not be a call on the line when attempting to check voicemail.

1. Press the **Voicemail** **G** button or dial ***86**.
2. Enter the personal voicemail passcode, then press **#**. The default is 0000.
3. Press **1** to listen to new or saved voicemails.



- A** Soft Keys
- B** Navigation Keys
- C** Cancellation
- D** Volume Up/Down
- E** Mute
- F** Headset
- G** Voicemail
- H** Redial
- I** Speaker
- J** Hold
- K** Transfer

Accessing Call History

1. Select the **History** softkey.
2. Use the Navigation **B** keys to see **Missed, Received, Placed, or Forwarded** calls.
3. Use the down and up **arrow keys** to scroll through each list.