

# Quick User Guide

## SIP-T54S



## Configuring Your Phone

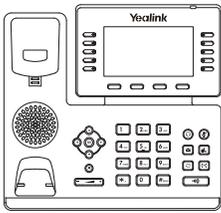
### Configuring via web user interface

#### Accessing the web user interface:

1. Press the **OK** key when the phone is idle to obtain the IP address of the phone.
2. Open a web browser on your computer, enter the IP address into the address bar (e.g., <http://192.168.0.10> or "192.168.0.10") and then press the **Enter**.
3. Enter the user name (default: admin) and password (default: admin) in the login page and click **Confirm**.

# Packaging Contents

The following items are included in your package. If you find anything missing, contact your system administrator.



Media IP Phone



Handset



Handset Cord



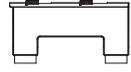
Quick Start Guide



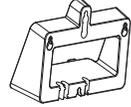
Ethernet Cable  
(2m CAT5E FTP Cable)



Power Adapter  
(Optional)



Stand

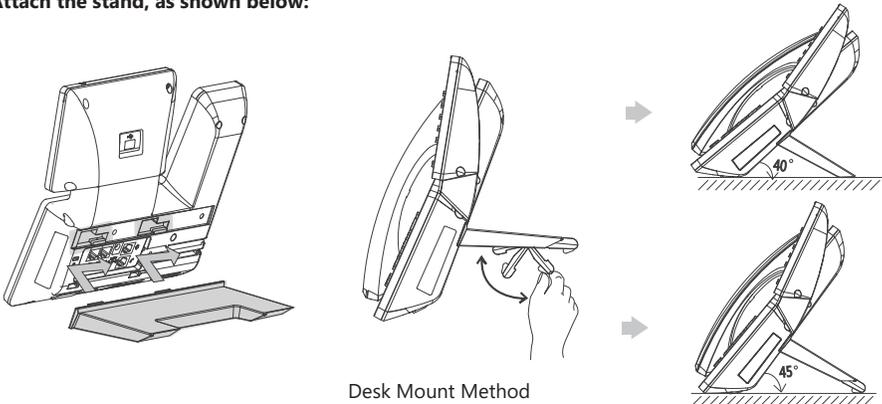


Wall Mount Bracket  
(Optional)

**Note:** We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

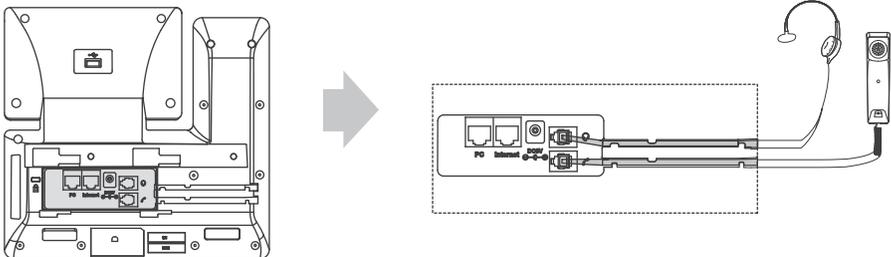
## Assembling the Phone

**1. Attach the stand, as shown below:**



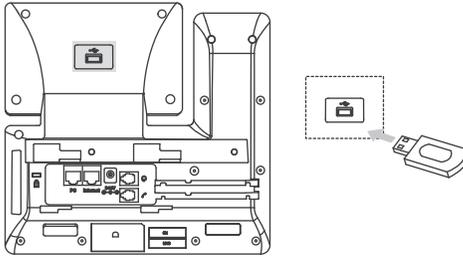
**Note:** You can also mount the phone to a wall. For more information on how to attach the wall mount bracket, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones.

**2. Connect the handset and optional headset, as shown below:**



**Note:** The headset should be purchased separately.

### 3. Connect the USB flash drive, as shown below:

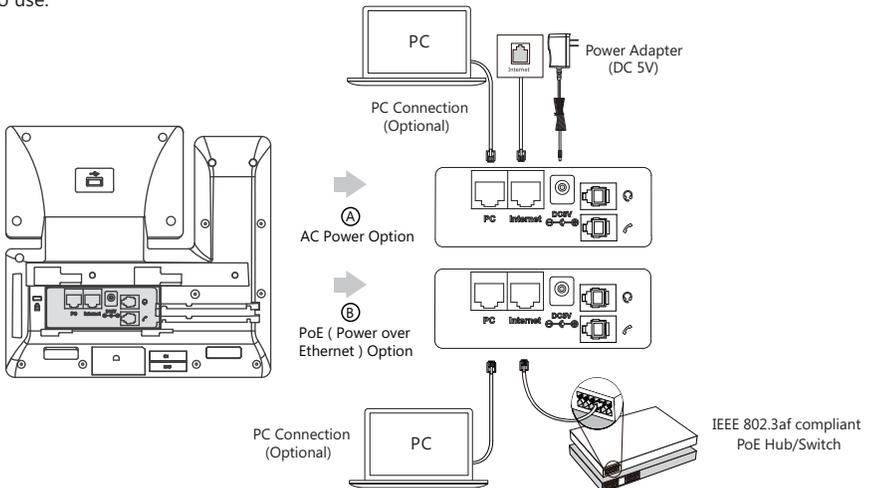


**Note:** The USB port can also be used to connect the Wi-Fi USB dongle WF40/WF50, color-screen expansion module EXP50 or USB headset.

The Wi-Fi USB dongle WF40/WF50 or color-screen expansion module EXP50 should be purchased separately. For more information on how to use the WF40, WF50 or EXP50, refer to Yealink Wi-Fi USB Dongle WF40 User Guide, Yealink Wi-Fi USB Dongle WF50 User Guide or Yealink EXP50 User Guide. For more information on how to use USB headset, refer to the documentation from the manufacturer.

### 4. Connect the network and power, as shown below:

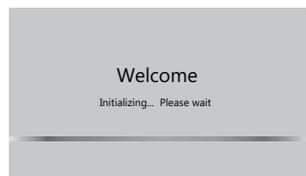
You have two options for network and power connections. Your system administrator will advise you which one to use.



**Note:** The IP phone should be used with Yealink original power adapter (5V/2A) only. The use of the third-party power adapter may cause the damage to the phone. If you are connecting a PC to your phone, we recommend that you use the Ethernet cable provided by Yealink. If inline power (PoE) is provided, you don't need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

## Startup

After the IP phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via phone user interface or web user interface.



# Basic Call Features

## Placing a Call

### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **Send** soft key.

### Using the headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then press the **Send** soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

## Answering a Call

### Using the handset:

Pick up the handset.

### Using the speakerphone:

Press .

### Using the headset:

Press .

Note: You can reject an incoming call by pressing the **Reject** soft key.

## Ending a Call

### Using the handset:

Hang up the handset or press the **End Call** soft key.

### Using the speakerphone:

Press  or the **End Call** soft key.

### Using the headset:

Press the **End Call** soft key.

## Redial

- Press  to enter the **Placed Calls** list, press  or  to select the desired entry, and then press  or the **Send** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

## Call Mute and Un-mute

- Press  to mute the microphone during a call.
- Press  again to un-mute the call.

## Call Hold and Resume

### To place a call on hold:

Press  or the **Hold** soft key during an active call.

### To resume the call, do one of the following:

- If there is only one call on hold, press  or the **Resume** soft key.

- If there is more than one call on hold, press  or  to select the desired call, and then press  or the **Resume** soft key.

## Call Transfer

You can transfer a call in the following ways:

### Blind Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or the **B Transfer** soft key.

### Semi-Attended Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Send** soft key.
3. Press  or the **Transfer** soft key when you hear the ring-back tone.

### Attended Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Send** soft key.
3. Press  or the **Transfer** soft key when the second party answers.

## Call Forward

### To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->Call Forward**.
2. Select the desired forward type:
  - Always Forward**----Incoming calls are forwarded unconditionally.
  - Busy Forward**----Incoming calls are forwarded when the phone is busy.
  - No Answer Forward**----Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **No Answer Forward**, press  or  to select the desired ring time to wait before forwarding from the **After Ring Time** field.
4. Press the **Save** soft key to accept the change.

## Call Conference

1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the **Split** soft key.

## Speed Dial

### To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->DSS Keys**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **SpeedDial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Press the **Save** soft key to accept the change.

### To use the speed dial key:

Press the speed dial key to dial out the preset number.

## Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

### To listen to voice messages:

1. Press  or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.

## Customizing Your Phone

### Call History

1. Press the **History** soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
  - Press the **Send** soft key to call the entry.
  - Press the **Delete** soft key to delete the entry from the list.

If you press the **Option** soft key, you can also do the following:

- Select **Detail** to view detailed information about the entry.
- Select **Add to Contact** to add the entry to the local directory.
- Select **Add to Blacklist** to add the entry to the blacklist.
- Select **Delete All** to delete all entries from the list.

### Contact Directory

#### To add a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

#### To edit a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.

#### To delete a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete selected item?".

Note: You can add contacts from call history easily. For more information, refer to **Call History** above.

### Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle or ringing to adjust the ringer volume.
- Press  to adjust the media volume in the corresponding screen.

### Ring Tones

1. Press the **Menu** soft key when the phone is idle, and then select **Basic->Sound->Ring Tones**.
2. Press  or  to select **Common** or the desired account and then press the **Enter** soft key.
3. Press  or  to select the desired ring tone.
4. Press the **Save** soft key to accept the change.