

# End User Guide for Yealink T54W



## Yealink END USER GUIDE

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## End User Guide for Yealink T54W

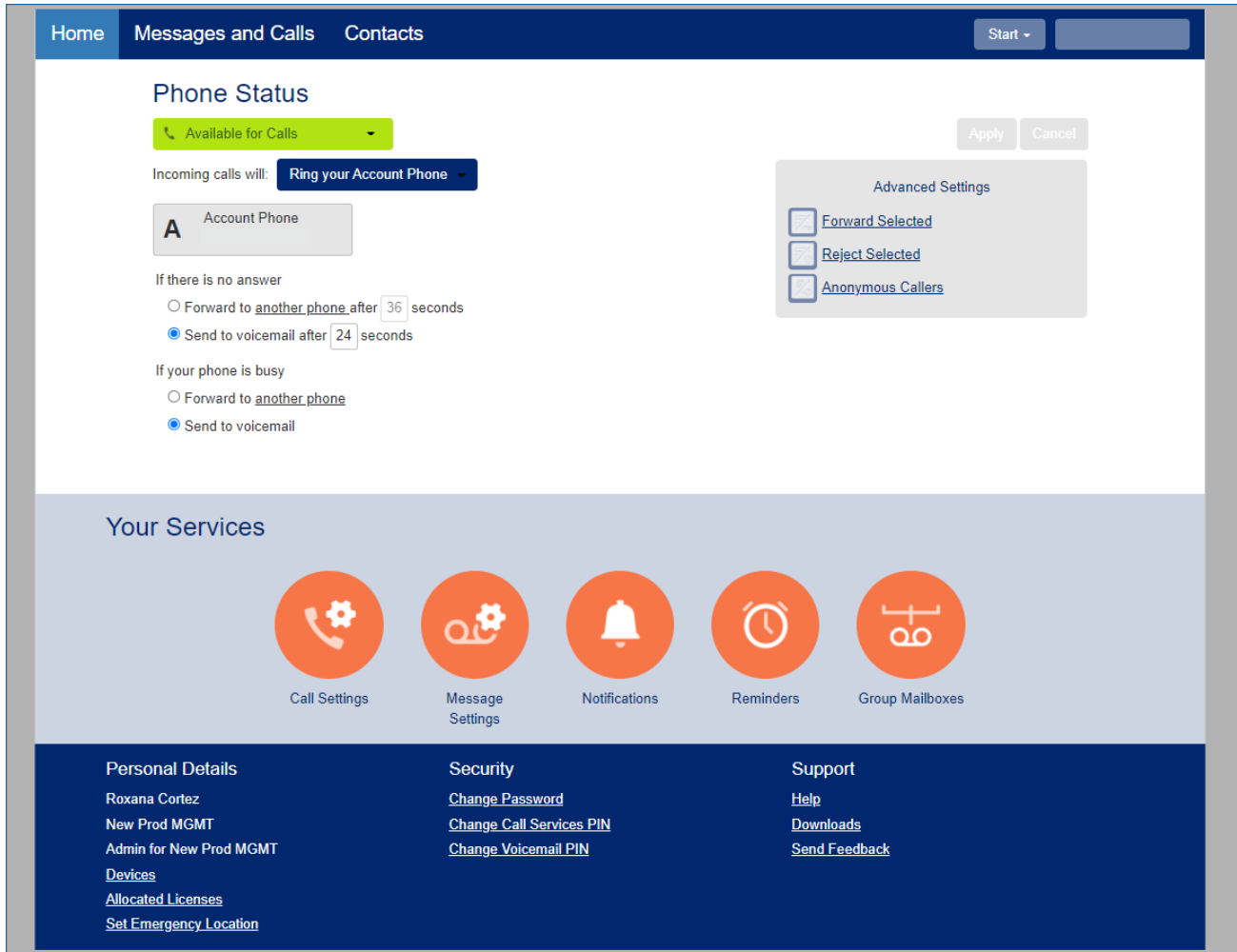
### Introduction

This guide will help you get up and running with your new desk phone. For an explanation of the listed features please reference the AirePBX Feature Guide at <https://airespring.com/resources/resources-others/?d=guides>.

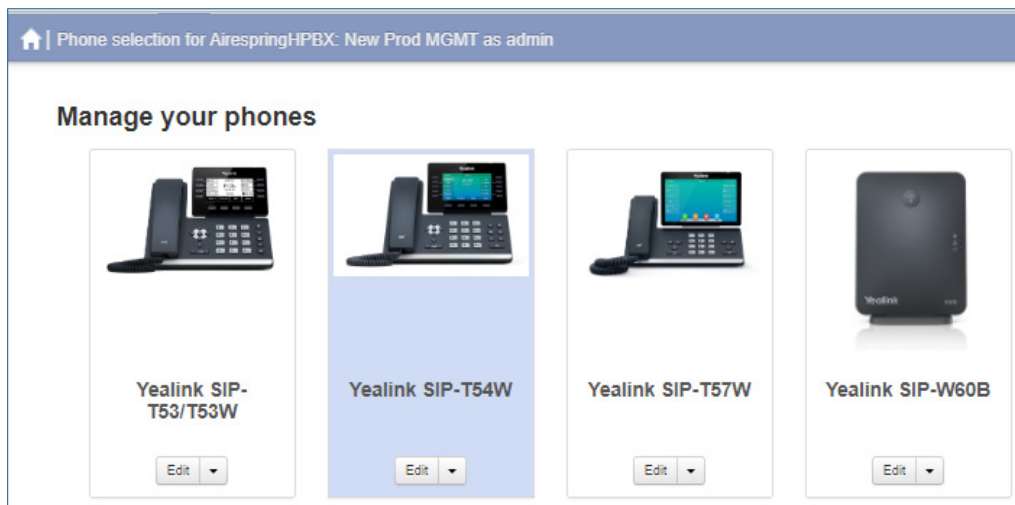
#### Accessing the CommPortal

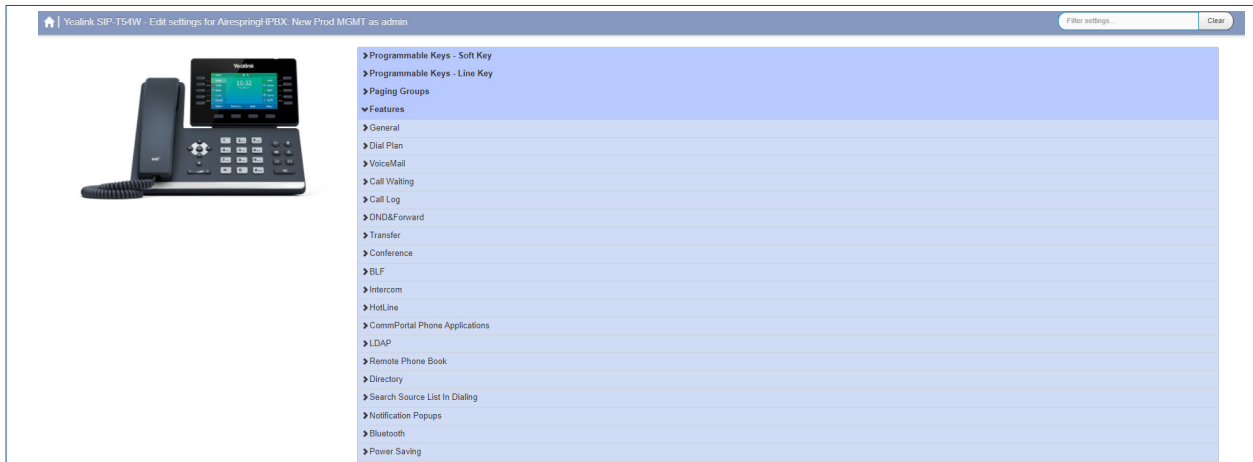
To configure phone, log in at <https://commportal.airespring.com/>

Once you login, select *Devices* and add the *Yealink T54W*



Once you access to the phone page, the following screen will display:



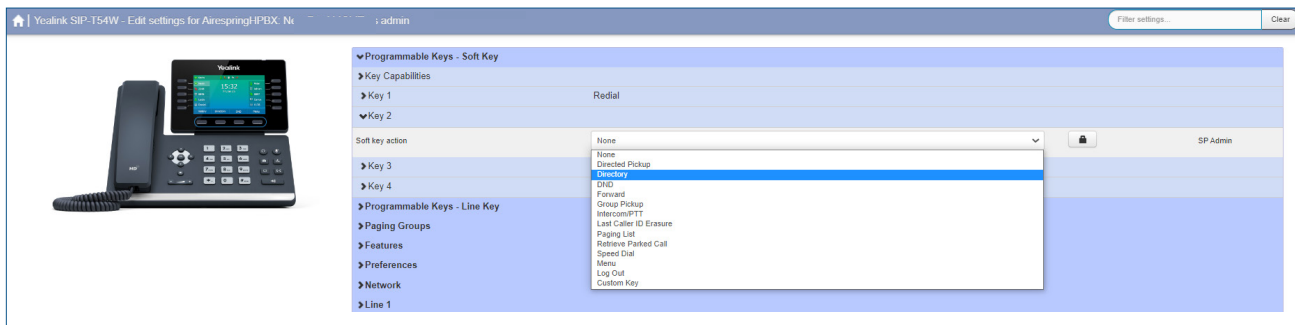


## Programmable keys – Soft key

In this section you will have 4 soft keys and will be able to select from the following options:

- ▶ **None** – this is used when a key is not assigned a function.
- ▶ **Directed Pickup** – this configures the key as a speed dial to pickup calls ringing on a particular line.
- ▶ **Directory** – this configures the key to provide you with the phone's list of contacts.
- ▶ **DND** – The Do Not Disturb profile allows you to send all incoming calls directly to voicemail without ringing your phone.
- ▶ **Group Pickup** – this configures the key as a speed dial for the Group Pickup service.
- ▶ **Intercom /PPT** – this configures the key to launch a paging call.
- ▶ **Lastest call ID Erasure** – this configures the key as a speed dial to call the access code which clears the network list of your recent calls.
- ▶ **Paging List**
- ▶ **Retrieve Parked Call**
- ▶ **Menu**
- ▶ **Log Out**
- ▶ **Custom Key**

By default, redial is assigned to soft key 1 and Menu as soft key 4. The user may change them as desired.

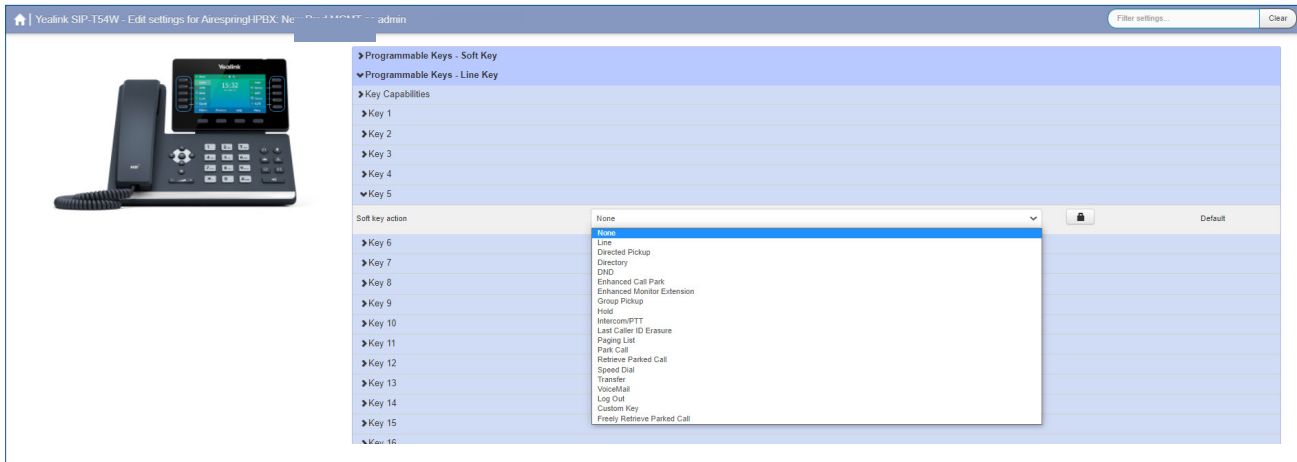


## Programmable keys – Line key

### The Line Keys capabilities

In this section you will have additional options to configure up to 16 keys:

- ▶ **Line** – assign a specific account registered from the phone to a key
- ▶ **Directed Pickup** – Call Pickup to a specific extension
- ▶ **Directory** – access the phones local directory
- ▶ **DND** – do not disturb
- ▶ **Enhanced Call Park** – configures a key to park in a specific orbit.
- ▶ **Enhanced Monitor Extension** – it allows you to monitor another line.
- ▶ **Group Pickup** – this configures the key as a speed dial for the Group Pickup service.
- ▶ **Hold** – this is used to place a call on hold.
- ▶ **Intercom/PTT** – intercom to a specific extension
- ▶ **Last caller ID erasure** – deleted the last CallerID of who called the phone
- ▶ **Paging List** – access subscribed Paging groups for transmission
- ▶ **Park Call** – this is used to park calls. Note to set the park code to \*53
- ▶ **Retrieve Parked call** – retrieve a parked call from a specified orbit. Note to change the retrieve code to \*54
- ▶ **Speed Dial** – this configures the key as a speed dial.
- ▶ **Transfer** – this is used to transfer calls.
- ▶ **VoiceMail** – this configures the key as a speed dial to access Voicemail. An alternative to using the envelope button.
- ▶ **Freely Retrieve Park Call** – this is used to retrieve parked calls when no specific Call Park orbit is programmed, the user will be asked for the orbit number.
- ▶ **Logout** – used for hotdesking/hoteling.
- ▶ **Custom key** – programable key for set functions that are not part of the standard configuration. Please contact Airespring if you are interested in a specific function to be programmed.



## Features

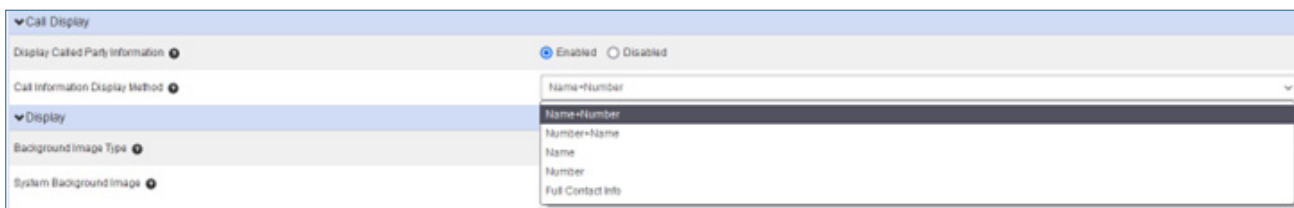
In this section you will be able to set up:

- ▶ Dial Plan
- ▶ Call Log
- ▶ DND&Forward
- ▶ Notification Popups

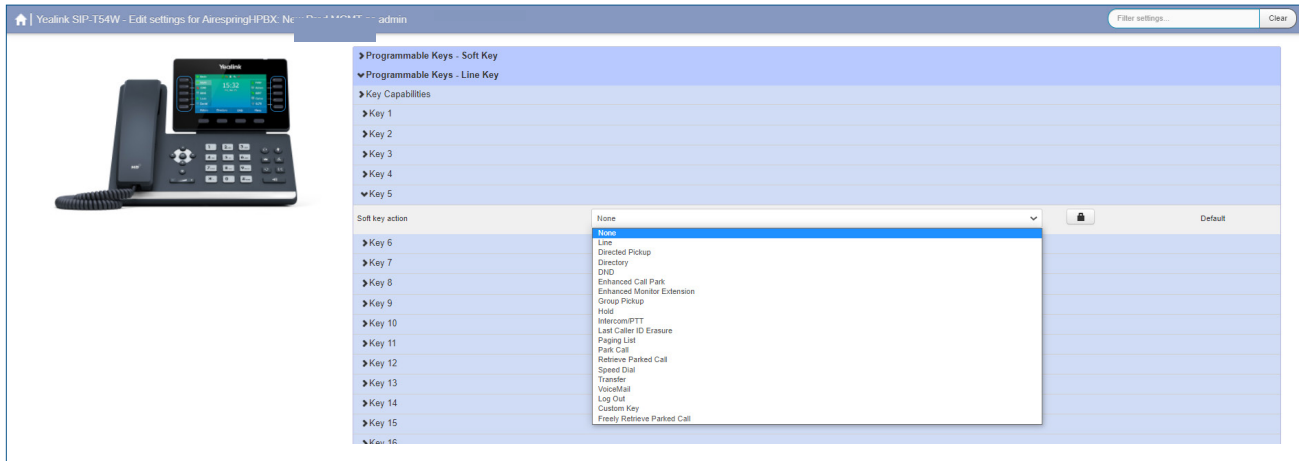
## Preferences

In this section you will be able to configure:

- ▶ Call Display



- ▶ Display
- ▶ Power Led
- ▶ InternalRinger



## Lines 1 – 16

In this section your administrator will be able to configure:

User’s information (Number, Name, Description), Ringtone, Voicemail.

You can define the Display Name, Description, and add a Custom Description. The Ring Tone for the line can be changed but will be overridden by the system for most calls based on BellCore specifications. The manual Voicemail dial code is displayed for informational purposes.