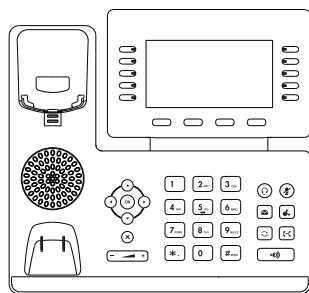


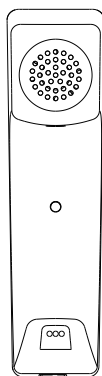
One Talk T54W IP Desk Phone

Package contents

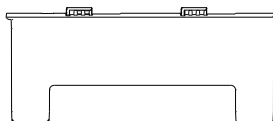
The following items are included in your package.



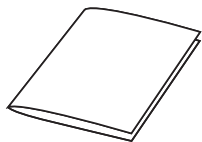
Phone



Handset



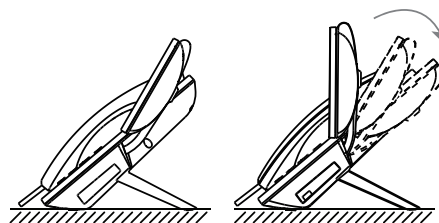
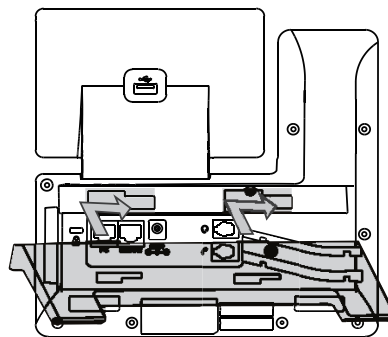
Stand



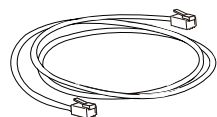
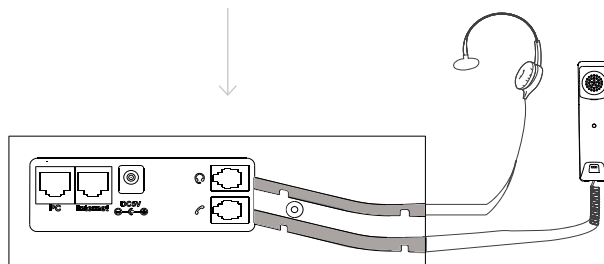
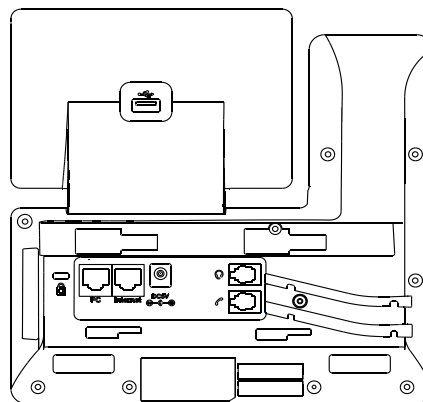
Quick-start guide

Assembling your phone

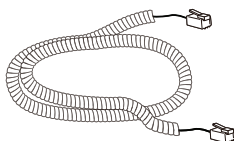
1. Attach the stand and adjust the angle of the screen



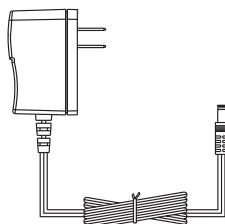
2. Connect the handset and optional headset, as shown below:



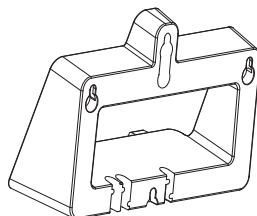
Ethernet cable
(2 m CAT5E FTP cable)



Handset cord

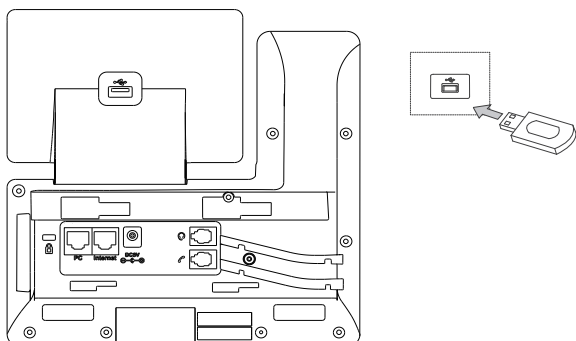


Power adaptor



Wall-mount bracket
(optional)

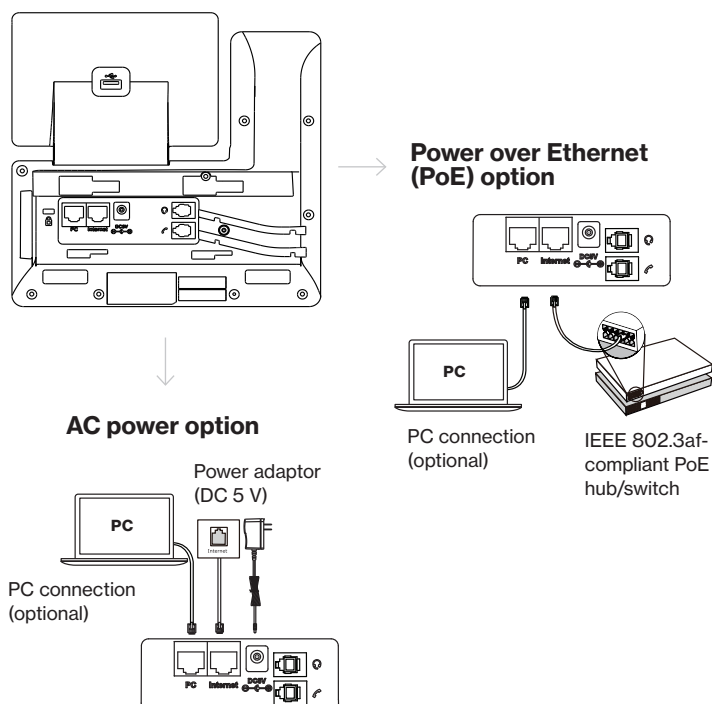
3. Optional: Connect the USB devices



Note: The USB port can also be used to connect other USB devices, such as the EXP50.

4. Connect the network and power

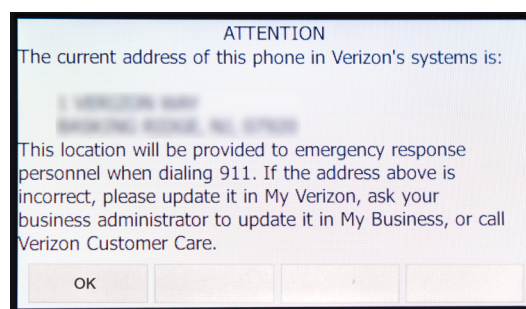
You have two options for network and power connections:



Note: The One Talk phone should be used with Yealink® original power adaptor (5 V/2 A) only. The use of a third-party power adaptor may cause damage to the phone. If inline power (PoE) is provided, you don't need to connect the power adaptor. Make sure the network switch is PoE compliant.

Starting the phone

After the One Talk phone is connected to a network and supplied with power, it will automatically begin the initialization process. The phone will go through a series of screens and update the firmware on the device; the first-time setup process takes about 15 minutes and should not be interrupted. You will know the phone is ready to be used when the 911 address appears in the screen of the device.




Basic call functions

Placing a call


Using the handset:

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

Using the speakerphone:

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

Using the headset:

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

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 **Reject**.

Ending a call

Using the handset:

- Hang up the handset or press **End Call**






Using the speakerphone:

- Press  or **End Call**



Using the headset:

- Press **End Call**

Redialing a call

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

Muting and unmuting a call





- Press  to mute the microphone during a call
- Press  again to unmute the call

Holding and resuming a call

To hold a call:

- Press  or **Hold** during an active call

To resume the call, do one of the following:

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


Transferring a call

You can transfer a call in the following ways:

Direct transfer



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

Consultative transfer

1. Press the **Consult** soft key during an active call. The call is placed on hold
2. Enter the number you want to transfer to, and then press 
3. Press the **Consult** soft key when you hear the ringback tone

Forwarding a call

To enable call forward:

1. Navigate to **Menu > 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 **Save** to accept the change

Initiating a conference call

1. Press **Conference** during an active call. The call is placed on hold
2. Enter the number of the second party, and then press **Send**
3. Press **Conference** again when the second party answers. Three parties are now joined in the conference

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

Configuring and using speed dial

To configure a speed-dial key:

1. Navigate to **Menu > Features > Dsskey**
2. Select the desired DSS key, and then press **Enter**
3. Select **Speed Dial** 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 **Save** to accept the change


To use the speed-dial key:

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

Listening to voicemail messages



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

To listen to voicemail:

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

Customizing your phone

Managing call history



1. Press **History**
2. Press  or  to select an entry from the list
3. Do the following:
 - Press **Send** to call the entry
 - Press **Delete** to delete the entry from the list
 - Press **Option**, then you can do the following:
 - Select **Detail** to view detailed information about the entry
 - Select **Add to Contacts** 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

Managing contact directory



Adding a contact:

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


Editing a contact:

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





Deleting a contact:

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

Adjusting the volume

Press  to adjust the volume.

Setting ringtones

1. Navigate to **Menu > Basic > Sound > Ring Tones**
2. Press  or  to select **Common** or the desired account and then press **Enter**
3. Press  or  to select the desired ringtone
4. Press **Save** to accept the change

Regulatory notices

Operating ambient temperatures:

- Operating temperature: +14° F to 122° F (-10° C to 50° C)
- Relative humidity: 5% to 90%, noncondensing
- Storage temperature: -22° F to +160° F (-30° C to +70° C)

Safety instructions

Save these instructions. Read these safety instructions before use!

The following basic safety precautions should always be followed to reduce the risk of fire, electrical shock and other personal injury.

General requirements

- Before you install and use the device, read the safety instructions carefully
- During the process of storage, transportation and operation, please always keep the device dry and clean
- During the process of storage, transportation and operation, please avoid smashing or dropping the device
- Do not attempt to dismantle the device

Environmental requirements

- Place the device in a well-ventilated place. Do not expose the device to direct sunlight
- Keep the device dry and free of dust
- Place the device on a stable and level surface

- Please do not place heavy objects on the device
- Do not place the device on or near any flammable or fire-vulnerable materials, such as rubber
- Keep the device away from any heat source or open flame, such as a candle or an electric heater
- Keep the device away from any household appliance with a strong magnetic field or electromagnetic field, such as a microwave oven or a refrigerator

Operating requirements

- Do not let a child operate the device without supervision
- Do not let a child play with the device or any accessory in case of accidental swallowing
- Please use only the accessories provided or authorized by the manufacturer
- The power supply of the device should meet the requirements of the input voltage of the device
- Before plugging in or unplugging any cable, make sure that your hands are completely dry
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, kitchen sink, wet basement or swimming pool
- Do not tread on, pull or overbend any cable in case of malfunction of the device
- During a thunderstorm, stop using the device and disconnect it from the power supply
- If the device emits smoke or an abnormal noise or smell, disconnect the device from the power supply and unplug the power plug immediately. Contact the specified maintenance center for repair
- Do not insert any object into equipment slots that is not part of the product or auxiliary product
- Before connecting a cable, connect the grounding cable of the device. Do not disconnect the grounding cable until you disconnect all other cables


Cleaning requirements

- Before cleaning the device, stop using it and disconnect it from the power supply
- Use a piece of soft, dry antistatic cloth to clean the device
- Keep the power plug clean and dry. Using a dirty or wet power plug may lead to electric shock or other hazards

FCC statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: 1) This device may not cause harmful interference, and 2) this device must accept any interference received, including interference that may cause undesired operation.

Environmental recycling

 This device needs to be treated as an electronic device for recycling purposes.

Technical support

For additional support information, please visit verizon.com/support/one-talk