Voicemail Features

1 — Review Messages	2 — Send a Message
1 Voicemail **3** Faxes **9** Future Delivery Messages **during playback of message** **1** Repeat **11** Play Previous Message **2** Save (or mark as new) **3** Erase **4** Reply **5** Send a Copy **6** Increase Volume **66** Hear Message Details **7** Slow Playback **77** Rewind 5 Seconds **8** Pause **9** Speed Up Playback **99** Fast Forward 5 Seconds **0** Help ***** Exit **#** Skip to Next Message	Enter phone number or extension number, then # **1** Review Message **2** Mark as Urgent **3** Mark as Private **4** Re-Record Message **5** Report on Send **6** Report on Read **7** Add Recipient **9** Schedule for Future Delivery **#** Send as is

3 — Work with Greetings	4 — Mailbox Settings
1 Personal Greeting **2** Extended Absence Greeting **3** System-Generated Greetings & Name Recording **4** Group Mailbox Greetings **5** Busy Greeting **6** Out-of-office Hours Greeting **7** Shared Greetings **9** Fwd All Calls to VM Greeting ***** Exit Menu	**1** Group Lists **2** Handsfree & Time Saver **3** Security Options **4** Group Mailbox Settings **5** Notification Settings **6** Additional Settings **7** Advanced Call Features **9** Live Message Screening ***** Exit Menu

5 — Reminders	6 — Review Erased Messages
1 Reminders Settings **2** Add New Reminder **3** Recurring Reminders Settings **4** One-Off Reminders Settings	**1** Voicemail **3** Faxes **during playback of message** **1** Repeat **11** Play Previous Message **2** Restore **3** Permanently Erase **4** Reply **5** Send a Copy **6** Increase Volume **66** Hear Message Details **7** Slow Playback **77** Rewind 5 Seconds **8** Pause **9** Speed Up Playback **99** Fast Forward 5 Sec **0** Help ***** Exit **#** Skip to Next Message

7 — Switch Account	0 — Help
Switch Account	**#** Next Hint ***** Return to Main Menu **1** Replay from Start of Menu

* — Exit	Common Buttons
Exit	**0** Helpful Hints **8** Pause / Resume

Telephone Feature Access Codes

Feature	Code
Voicemail	*98
Transfer Caller to User's Voicemail	Transfer + 8 + extension number + Transfer
Group Call Pickup	*11 + #
Directed Call Pickup	*12 + ext number + #
Manually Park Call	Transfer + *00 + #, hear orbit number, Transfer
Retrieve Parked Call	*01 ~ *XX + #
Block Caller ID	*67 + number
Unblock Caller ID	*82 + number

Feature	Activate	Deactivate
Immediate Call Fwd	*72 + number	*73
Busy Call Forward	*90 + number	*91
No Answer Call Fwd	*92 + number	*93
Do Not Disturb	*78	*79
Hunt Group Log In/Out	*96#+grp num	*96#+0

Yealink

T53 Telephone

Telephone
Quick Reference
User Guide

Button	Description
(Hold icon)	**Hold (T54/T46 only) –** Places an active call on hold. On T41 / T42 / T53 HOLD will show on the menu of an active call.
(Transfer icon)	**Transfer (T54 / T46 only) –** Transfer call to another extension. On T41 / T42 / T53 TRANSFER will show on the menu of an active call.
(Envelope icon)	**Voicemail Access -** press to call voicemail and access messages.
(Redial icon)	**Redial –** redials previously dialed numbers.
(Volume control icon)	**Volume Control –** Adjusts the volume for the handset, headset, ringer, and speakerphone.

Button	Description
(Speaker icon)	**Speaker -** activates the speakerphone mode.
(Mute icon)	**Mute –**Mutes the microphone in your handset or on your speakerphone so that your caller cannot hear you.
(Headset icon)	**Headset –** activates headset mode.
(Navigation buttons icon)	**Navigation Buttons –** Press UP or DOWN to view status of text messages on the display and scroll through menu selections. Press LEFT and RIGHT to view different line/call appearances.
(Exit icon)	**Exit / Goodbye –** ends and active call or sends a ringing call to voicemail.

Make a Call
Make a Call – Lift handset or press ⬛, dial number. To dial an extension number, simply dial the three or four-digit extension.

You may press [# SEND] after dialing a number to expedite the call. You may also pre-dial before pressing a line or lifting the handset to allow a longer delay during dialing.

Redial
Redial – Press ⬛; scroll through previously dialed numbers using navigation buttons and press SEND menu button; or just press ⬛ again to redial the most recent telephone number.

ICOM
ICOM – Perform a voice announcement through an extension's speakerphone. Press ICOM menu button, followed by extension number or monitored extension button; (press [# SEND] to expedite}; speak after the tone.

Answering a Call
Answering a Call – Lift handset, press ⬛ to answer on speakerphone, or press (headset icon) to answer on headset.

Pickup
Pickup – Press PICKUP menu button to answer a call ringing at another phone in your pickup group.

Page All
Page All – If equipped, press PAGE ALL button to make a voice announcement through all phones in the paging group.

Ending a Call
Ending a Call – Hang up handset, or press (x icon) to end a call on speakerphone or headset.

Call Hold
Call Hold – Press (hold icon) or HOLD menu button; To retrieve the call, press the line button on hold. When switching between active calls, HOLD is automatic, so it is not necessary to press the HOLD button.

Parking a Call
Parking a Call – Press a PARK button on your phone; call will show on hold on this button; call can be retrieved from any phone by pressing the flashing PARK.

Manual Park
Manual Park – Press (transfer icon) / TRANSFER, * 0 0 #; automated voice will tell you the park orbit number; press (transfer icon) / TRANSFER. To retrieve a call manually, press * X X #, i.e. * 0 1 #.

Monitored Extension Button
Monitored Extension Button – Can be used to view extension status, place calls to the extension, and transfer calls.

Supervised Transfer (announce call)
- **Manual –** Press (transfer icon) / TRANSFER; enter number; {press #/SEND to expedite}; wait for answer to announce call; press (transfer icon) / TRANSFER again to connect call.
- **Using Monitored Extension Button –** Press monitored extension button; wait for answer; announce call; press / (transfer icon) TRANSFER again to connect call.

Blind Transfer (do not announce call)
- **Manual –** Press (transfer icon) / TRANSFER; enter number; press (transfer icon) / TRANSFER.
- **Using Monitored Extension Button –** Press monitored extension button; press (transfer icon) / TRANSFER.

Transfer to Voicemail
Transfer to Voicemail – While on a call, press TRANS TO VM menu button, then enter extension or press desired monitored extension button.

OR: While on a call, press (envelope icon) and then enter the extension number or press a monitored extension button. OR: Transfer, 8, enter extension number, transfer.

3-Way Conferencing
3-Way Conferencing – While on a call, press CONF menu button; enter number, wait for answer; press CONF again. Use navigation buttons to drop a connection.

Do Not Disturb
Do Not Disturb – Menu button. Press to block calls and send immediately to your voicemail.

Voicemail
Voicemail – Press (envelope icon) button; enter your voicemail PIN if prompted (see reverse of this document).

User Commportal
User Commportal – Using an internet browser on your computer, visit **https://core1-clvd.ccrtc.com/portal** and select Login/User Commportal Login. Use your phone's direct telephone number and portal password. (see reverse of this document).