

Yealink EXP50

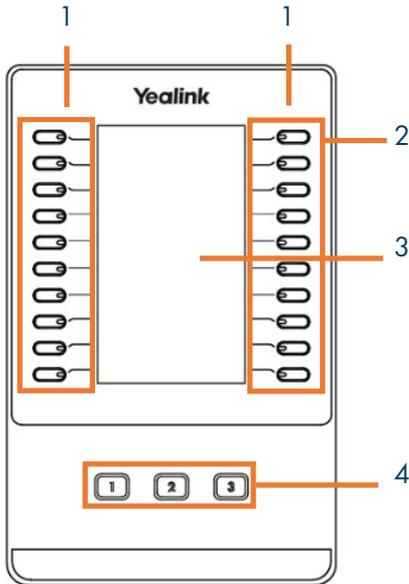
Expansion Module For T54 + T58 Phones

Quick Reference Guide



- + The Yealink EXP50 Expansion Module is compatible with both the T58A and T54W Yealink Desk Phones.
- + The Expansion Module has three pages of keys with 20 keys on each page for a total of 60 additional keys.
- + A total of three Expansion Modules can be added to each phone set.
- + The keys can be programmed as extensions, speed dials or features.

The main physical features of the EXP50 expansion module are described below.



No	Item	Description
1	Ext Keys	Can be assigned as busy lamp fields, speed dials or features.
2	LED Indicators	Appear on the key and when programmed as a BLF, show the user's telephone status.
3	Color LCD Screen	Shows the key feature label and icon.
4	Page Keys	Press these keys to navigate to other pages to view additional keys.

Icon/LCD Status Indicators

Icon	LCD Light	Status
	No Light	User is available.
	Fast Flashing GREEN	User's line is ringing.
	Solid RED	User is on a call.
	Slow Flashing RED	User is on DND.
	No Light	User is logged out.
	No Light	Key is programmed as a Speed Dial.

This chart represents the Icon and LCD Status indicator representations.

IMPORTANT: It is important to note that when a user is on a MaX Meeting call, they will not be shown as in a call.

PROGRAM KEYS ON YOUR YEALINK EXP50 MODULE

Use the CommPortal Web Interface to program keys on your expansion module.

Personal Details
Stacey Maier
[Devices](#)
[Allocated Licenses](#)

- + Log in to CommPortal.
- + On the Home Screen at the bottom, under Personal Details, select Devices.
- + On the pop-up, select Set Keys. A screen shows all devices assigned to your Subscriber number.

Devices

Desk Phone (315) 624 2238 [set keys](#)

OK

Manage your phones

 <p>Yealink SIP-T54W</p> <p>Edit</p>	 <p>Yealink SIP-T58V</p> <p>Edit</p>	 <p>MaX UC for Desktop</p> <p>Edit</p>
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- + Select Edit under your device. (You will only see devices that are assigned to your Subscriber number).



- + On the next screen, select the sidecar. This will bring up the keys on the sidecar. Keys read left to right. ie: Key 1 Key 2 Key 3 Key 4, etc.
- + Click the Softkey action dropdown next to the key you wish to program.
- + This brings up a scrollable list of features.

Sidecars



Delete

Add sidecar

▼Key 14	
Soft key action	None
▼Key 15	
Soft key action	None

- Line
- Automatic Call Back
- Automatic Recall
- Conference
- Directed Pickup
- Directory
- DND
- Enhanced Call Park
- Enhanced Monitor Extension
- Forward
- Group Listening
- Group Pickup
- Hold
- Intercom/PTT
- KeyPad Lock
- Last Caller ID Erasure
- LDAP
- Line Identity
- Multicast Paging

- + Select the feature and complete the required information. Most features are already available on fixed keys, Softkeys or line/feature keys.
- + See the next page for the most common sidecar keys.
 - + Busy Lamp Field (Enhanced Monitor Extension)
 - + Speed Dial

Program a Busy Lamp Field Key

A Busy Lamp Field Key, also known as an Autodial Key or an Enhanced Monitor Extension Key, can be used to one touch dial an extension in your business group, view the status of the extension or transfer a call to the extension.

▼ Key 11

*Soft key action	<input type="text" value="Enhanced Monitor Extension"/>	▼	<input type="button" value="Reset"/>
Line ?	<input type="text" value="Line 1"/>	▼	
Extension ?	<input type="text" value="Contact name or number..."/>		
Label	<input type="text"/>		

- + Select **Enhanced Monitor Extension** from the Softkey action dropdown.
- + Default line is Line 1. You do not need to change this.
- + In the Extension field, enter the extension number or type in a name to select from the directory.
- + Fill in the label field with what information should appear on the display.
- + When finished, select **Save changes** at the bottom.

Update phone(s) immediately when saving
 Discard changes
 Save changes

IMPORTANT: Selecting **Save changes** will cause an immediate reboot unless you uncheck **Update phone(s) immediately when saving**.

- + Press the key once to dial the user.
- + When you are connected to a call, press the key once to do a “blind transfer”. There is no need to press the Transfer Key.

Program a Speed Dial Key

A Speed Dial Key programs an external number on a key to enable one touch dialing to that number.

▼ Key 12

*Soft key action	<input type="text" value="Speed Dial"/>	▼	<input type="button" value="Reset"/>
Line ?	<input type="text" value="Line 1"/>	▼	
Number ?	<input type="text"/>		
Label	<input type="text"/>		

- + Select **Speed Dial** from the Softkey action dropdown.
- + Default line is Line 1. You do not need to change this.
- + In the Number field, enter the telephone number exactly as you would dial it.
- + Fill in the label field with what information should appear on the display.
- + When finished, select **Save changes** at the bottom.

Update phone(s) immediately when saving
 Discard changes
 Save changes

IMPORTANT: Selecting **Save changes** will cause an immediate reboot unless you uncheck **Update phone(s) immediately when saving**.

TRANSFER USING ADVANCED MONITOR EXTENSION (BLF) KEYS

TRANSFER allows you to connect your call to someone else (with call on line)

Announced: Press either the TRANSFER Softkey or Press the TRANSFER Key on the phone.

The current call is automatically placed on hold.

Press an ENHANCED MONITOR EXTENSION (BLF) KEY Wait for the person to answer, announce the call.

+ COMPLETE TRANSFER: Press the TRANSFER Softkey, call is connected, hang up.

+ TO RETURN TO HELD CALL: Press the CANCEL Softkey and then press the RESUME Softkey.

Blind Transfer: Press an ENHANCED MONITOR EXTENSION (BLF) KEY. The call is automatically transferred.

TRANSFER TO VOICEMAIL: Sends a caller directly to voicemail without ringing the phone.

+ Press the TRANSFER Softkey or press the TRANSFER key on the phone.

+ The current call is automatically placed on hold.

+ Dial *99 and enter the EXTENSION Number.

+ Press the TRANSFER Softkey again immediately.

NOTES: To program a Busy Lamp Field (Enhanced Monitor Extension) Key, see the CommPortal User Manual.

Special administrative programming is required to use the BLF keys to transfer. Check with your System Administrator.