Training Development and Technology Adoption

How to enable call forwarding on the Yealink MP54 desk phone

This quick reference guide is designed to assist you in setting up, enabling and disabling call forwarding on the MP54 desk phone.

2. Tap "Settings"

How to set up and enable call forwarding

1. On the home screen, tap the profile icon.



Carsen Darryl Jones >
Technical Training Analyst.Int

Available

Set status message

Connect a device
None

Hot desk

Settings

What's new

3. Tap "Calling"



5. Tap "Forward to"



4. Tap the toggle switch next to "Call forwarding"



6. Tap "Contact or number"



7. Tap "New contact or number"



9. If the desired phone number is listed under "Selected" then you have successfully set up call forwarding.



 In the search box, enter the desired phone number to forward calls to, then tap the contact card with the desired number listed. Then tap the back arrow.



How to disable call forwarding

1. On the home screen, tap the profile icon.



3. Tap "Calling"



2. Tap "Settings"



4. Tap the toggle switch next to "Call forwarding"



5. If the toggle is in the left position, then you have disabled call forwarding.



Have questions? Call the Service Desk 928.523.3335 or open a Service Now ticket

AA004-EN1-D039