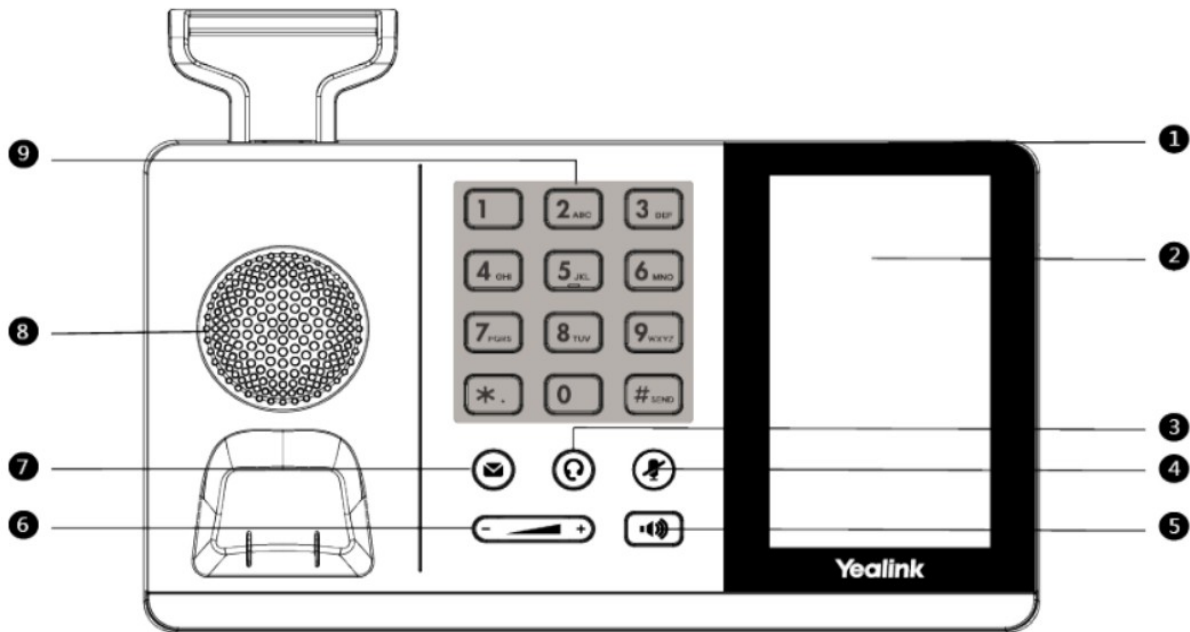
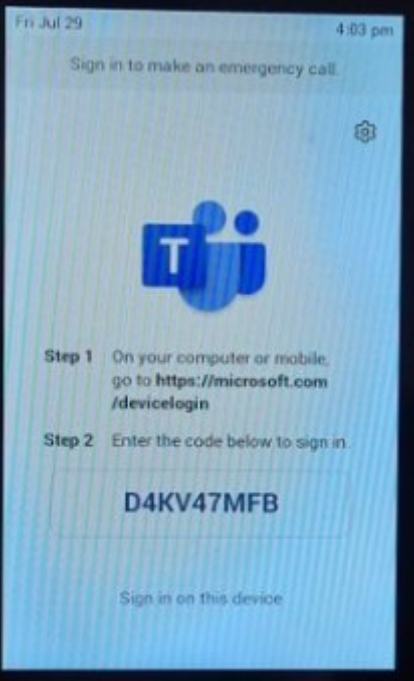
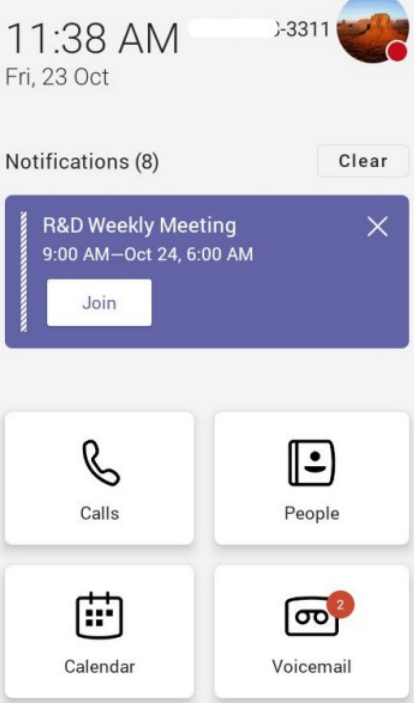


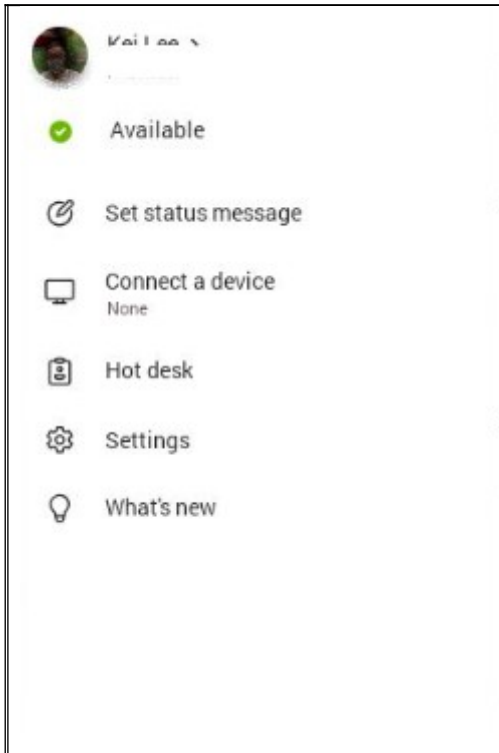
The University of Hong Kong
Yealink MP54 User Quick Reference



1	Power LED Indicator	Indicates call statuses: <ul style="list-style-type: none"> • When receiving an incoming call, it fast flashes. • When receiving a voice message, it slowly flashes.
2	Touch Screen	4.3 inches (480 x 272) capacitive touch screen, tap to select items and navigate menus.
3	HEADSET Key	Toggles the headset on or off. The LED indicator glows green when the headset is activated.
4	MUTE Key	Toggles the microphone on or off. The LED indicator glows red when the mute feature is activated.
5	Speakerphone Key	Toggles the speakerphone (hands-free) mode or not. The LED indicator glows green when the speakerphone is activated.
6	Volume Key	Adjust the volume of the handset, headset, speaker, ringer, or media
7	MESSAGE Key	Accesses your voice messages.
8	Speaker	Provides audio output during hands-free.
9	Keypad Key	Enable you to enter numbers, letters, and special characters.

Service Features	Access
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<p>Internal Call</p> <ul style="list-style-type: none"> • Calls within HKU (Tel: 391-XXXXX only) 	<ul style="list-style-type: none"> • Dial Ext No. (5 digits)
<p>External Call</p> <ul style="list-style-type: none"> • Local calls within Hong Kong • International calls 	<ul style="list-style-type: none"> • Dial 8-digit local number • Please apply for an IDD calling card for international calls
	<p>Once the phone connected to HKU network, phone screen will provide login link and Pair Code</p> <p>Using computer or mobile web browser to visit the Microsoft sign in link showing on the phone set, link address could be different depends on the phone model</p> <p>Login with your HKU portal account and enter the Pair Code</p> <p>Note: If the login page showing error, e.g. “The request is blocked”, please clear your browser cache or access from privacy mode to retry.</p> <p>The request is blocked.</p> <p>0/EsJZAAAAACuHiCX0qyaQrDjcp+i9FfhSEICRURHRTA5MTIAYzFhZ</p>
	<p>Home Screen after Sign-In</p> <p>Settings – Tap the profile picture on the home screen</p> <p>Calls – Tap Calls to make a phoen call</p> <p>People – Tap People to edit your contact list</p> <p>Calendar – Tap Calendar to view your outlook calendar</p> <p>VoiceMail – Tap Voicemail to listen to your message</p>



Main Menu - Tap the profile picture on the home screen

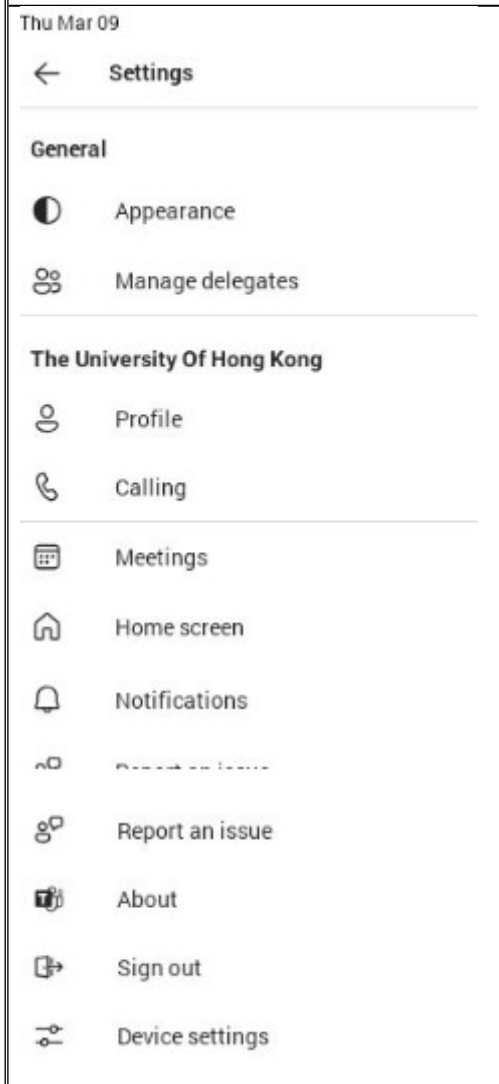
Status – Tap to change your current status

Set Status Message – Tap to Set your status message and duration

Connect to a device – Tap to connect to device which also login with the same Microsoft account

Hot desk – Sign in as different MS Teams account temporary (default is 2 hours)

Settings – Tap to access account and phone settings



Settings

Appearance – Light/ Dark theme

Manage delegates - Setup delegates to make or receive calls on your behalf.

Profile – View your account profile (View only)

Calling – Setup call forwarding, voicemail greetings, ringtone, and block calls option.

Meetings – Toggle to show meetings name in phone calendar

Home screen – Toggle on/off to show Home screen (Restart required)

Notifications – Toggle on/off to show notifications on phone.

Report an issue – Report issue to Microsoft

About – About phone model

Sign out – Sign out from your Microsoft Teams account

Device settings – select language, Time & Date, Display option, phone lock, Bluetooth, Wifi, etc.

For enquiry, please contact the ITS helpdesk at 3917 0123 or email to ithelp@hku.hk.

Remarks: It may take longer time for the phone to startup when it is connected to the network for the first time. DO NOT disconnect the phone before the startup completes as it may damage the phone set.