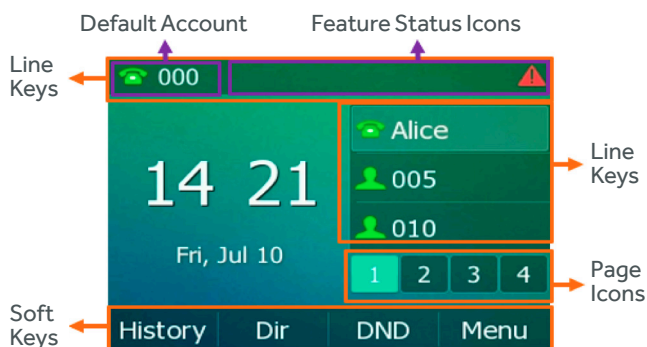
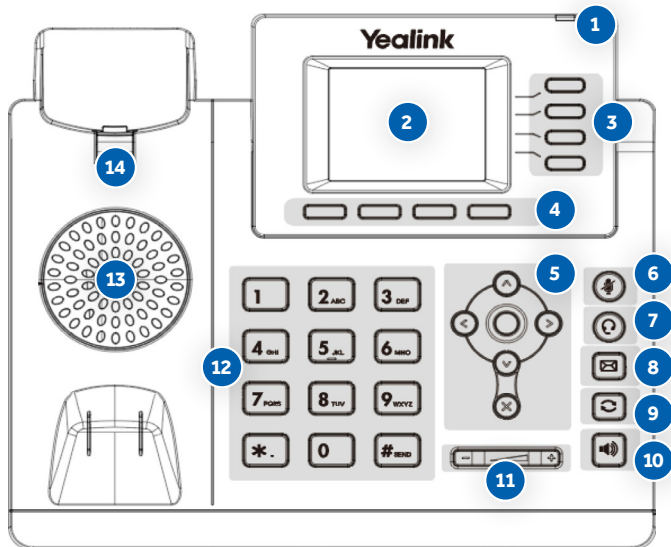


YEALINK T34W QUICK START GUIDE

Let's get you up and running with your new phone.




No.	Item	Description
1	Power LED	Indicate call, message, and phone system status.
2	Phone Screen	Shows information about your phone, such as calls, messages, soft keys, time and date.
3	Line Keys	Access your phone lines and features.
4	Soft Keys	Access the function above the soft keys on the screen. The soft keys change depending on what you are doing at the time.
5	Navigation Keys	<ul style="list-style-type: none"> Scroll through information or options displayed on the screen. Access History and Directory respectively.
5	OK Key	Confirm actions or answer incoming calls.
5	Cancel Key	Cancel actions or reject incoming calls.
6	Mute Key	Toggle the microphone on or off.
7	Headset Key	Toggle the headset mode on or off.
8	Message Key	Access your voice messages.
9	Redial Key	Redial a previously dialed number.
10	Speakerphone Key	Toggle the speakerphone (hands-free) mode or not.
11	Volume Key	Adjust the handset, headset, and speaker volume.
12	Keypad keys	Allow you to enter numbers, letters, and special characters. If a menu item has an index number, you can use the keypad key to select the item.
13	Speaker	Provide ringer and speakerphone audio output.
14	Reversible Tab	Secure the handset in the cradle when the phone is mounted vertically.




COMMONLY USED FEATURES

PLACING OUTGOING CALLS


When the phone is not in use:

1. Pick up the handset or press the **Speakerphone**  button.
2. Dial tone will be heard.

When using a headset:

1. Press the **Headset** button  to activate headset mode.
2. Dial an extension or telephone number.

When you are already on a call:


1. Press the **Hold**  soft key.
2. Press the **New Call** soft key.
3. Dial an extension or telephone number.
4. Resume the original call by pressing the **Resume** soft key.

ANSWERING AN INCOMING CALL

On the handset:

- Pick up the handset to answer the call.

On a headset:

- When the headset is connected, press the **Headset**  button to answer the call.

On Speakerphone:

- Press the **Speaker**  button to answer the call.

REJECTING AN INCOMING CALL

Press the **Reject** soft key to immediately send the caller to voicemail.

ENDING A CALL

On a handset:

- Hang up the handset.

On a headset:


- Press the **Headset**  button.

On speakerphone:

- Press the **Speakerphone**  button.

HOLD



Placing a call on hold:

- While on a call, press the **Hold**  soft key.

Retrieving calls on hold:

- Press the **Resume** soft key.

MUTE

1. To mute the microphone on a call, press the **Mute**  button.
2. To unmute the microphone, press the **Mute**  button again.

TRANSFERRING CALLS

Cold Transfer:

1. Press the **Transfer** soft key during an active call.
2. Enter the number you want to transfer to.
3. Press the **Transfer** soft key again.

Warm Transfer:

1. Press the **Transfer** soft key during an active call.
2. Enter the number you want to transfer to and press the **Dial** soft key.
3. Press the **Transfer** soft key after the second party answers and you have announced the call.

CALL WAITING

While already on a call, and a new call rings in, you will hear a beep tone emitted by your phone.

To Answer the Second Call:


- Press the **Answer** soft key to access that call. The first call will be placed on hold.
- Once the second call has ended, resume the original call by pressing the **Resume** soft key.

To Reject the Second Call:


- Press the **Reject** soft key to immediately send the caller to voicemail.

VOLUME ADJUSTMENT

In-Call Volume:


- While on a call, press the + and -  buttons to raise or lower the volume.

Ringer Volume:


- While the phone is not in use, press the + or -  buttons to adjust the ringer volume on the phone.

SPEAKERPHONE


While the phone is not in use:

- Press the **Speakerphone**  button to activate the speakerphone and get a dial tone for an outbound call.


While on a call on the handset or headset:

- Press the **Speakerphone**  button to continue the current call on the speakerphone.

While a call on speakerphone is active:

- Press the **Speakerphone**  button to hang up the current call.


LISTEN TO VOICEMAIL

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

FORWARDING CALLS

1. Press the **Menu** soft key.
2. Press the right arrow key to highlight **Features** and press the **OK** button.
3. Press the **OK** button while highlighting **Call Forward**.
4. Select the forwarding option you would like to manipulate and press the **OK** button e.g.:
 - To default calls to always forward, select **Always Forward**.
5. Utilize the arrow keys to select options (up and down) and toggle options off and on (left and right).
6. After your changes have been made, select the **Save** soft key to save changes.

REDIAL

- Press  when the phone is idle to dial out the last dialed number.
- Utilize the arrow keys to select call history (up and down), highlight your desired target, and press the **Call** soft key.

ESTABLISHING A WI-FI CONNECTION

1. Press the **Menu** soft key.
2. Use the navigation arrow keys and **OK** keys to reach the **Basic** menu option.
3. Scroll down to **Wi-Fi** option using the navigation keys and press **OK**.
4. Toggle **Wi-Fi** to **ON** using the right navigation key, then press the down navigation key to scan for networks.
5. Scroll down to the **Available Networks** option using the navigation keys and press **OK**.
6. Select the desired **Wi-Fi** network using the navigation and **OK** keys and follow the prompts to enter any required password, then press the **Save** soft key.



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