ELEVATE
UNIFIED COMMUNICATIONS

IP PHONE QUICK START GUIDE SERIES

YOUR GUIDE FOR:

Yealink T44W

CloudBusinessPhone.com

Yealink T44W Quick Start Guide

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IP Phone Quick Start Guide Series

> Based on the Yealink T44W section of the supplied ELEVATE quick-start source document. Availability of device menus, provisioning and features may vary with your organization's configuration.

Contents

1. Guided Setup — stand, handset, headset, wired connection and Wi-Fi
2. Voicemail Box Setup — personal greeting and PIN
3. Commonly Used Features — everyday calls, hold, transfer and forwarding
4. Quick Reference — common controls at a glance

1. Guided Setup

Assemble your phone

Slot the stand into the back of the phone, as shown below. Ensure it is seated securely before positioning the phone on a flat surface.

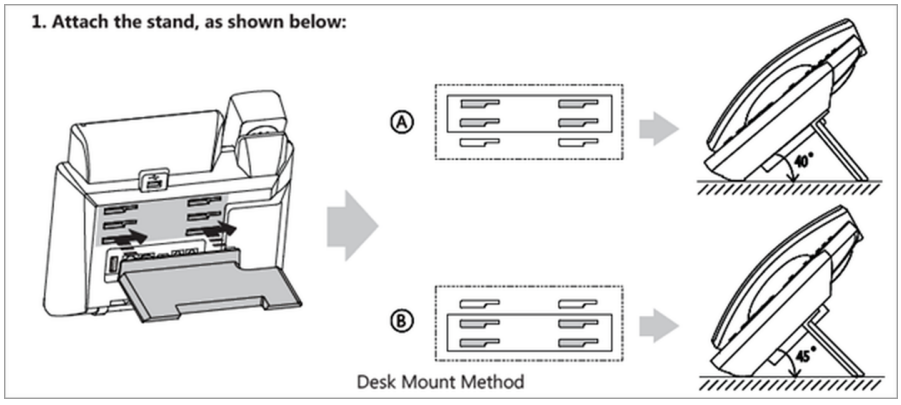


Figure 1. T44W stand assembly, from the supplied Word document.

Connect the handset and optional headset

Connect the handset to the port shown in the original connection diagram. For a compatible headset, follow the headset's connection instructions.

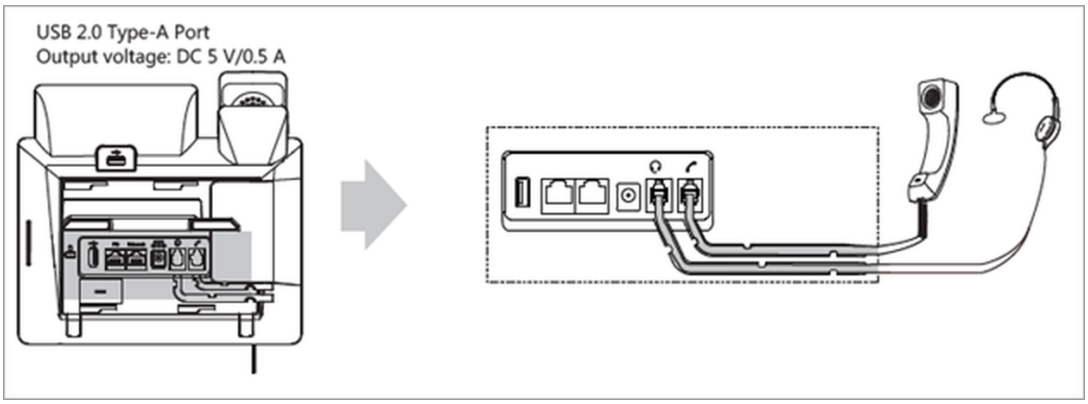


Figure 2. T44W handset and optional headset connections, from the supplied Word document.

Note: The T44W supports headsets using an **RJ9 cable or a USB cable**. Consult your headset documentation for the correct connection procedure.

Connect cables and power

Use the original connection diagram below to identify the **Internet/LAN** port, optional **PC** passthrough connection and available **AC adapter or Power over Ethernet (PoE)** arrangements.

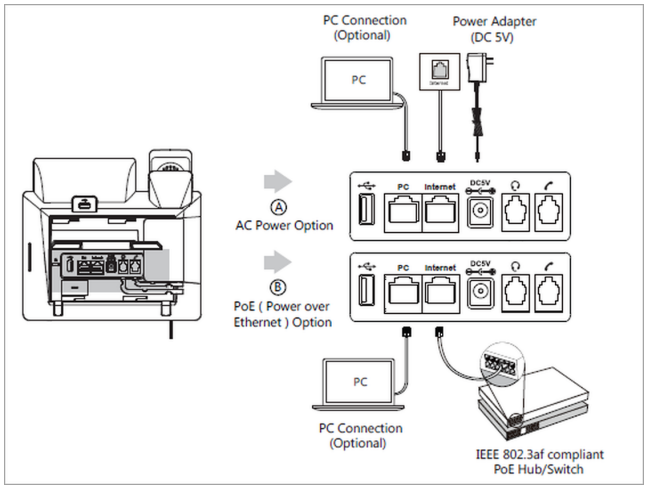


Figure 3. T44W cable and power options, from the supplied Word document.

Once the phone is connected to power and the network, it automatically downloads its configuration files and becomes usable. The voicemail box will have a default greeting.

Establish a Wi-Fi connection

1. Press the **Menu** soft key.
2. Use the navigation arrows and **OK** to choose **Basic**.
3. Scroll to **Wi-Fi** and press **OK**.
4. Toggle **Wi-Fi ON** using the right navigation key, then press the down navigation key to scan for networks.
5. Select **Available Networks** and press **OK**.
6. Select the desired network with the navigation and **OK** keys, enter its password if needed, and press **Save**.

Connection tip: The source recommends an **Ethernet connection** for best performance when a computer uses the phone as its network connection. If a computer routed through the phone has high latency while the phone uses Wi-Fi, contact support about duplex settings. Be prepared to supply the computer's **Link Speed**: in Windows, open **Settings → Network**, select the active adapter and locate **Link Speed** (for example, 100 or 1000 Mbps).

2. Voicemail Box Setup

Record a personal voicemail greeting

1. Press the **Messages** button.
2. Enter the PIN supplied by your administrator, followed by **#**.
3. Choose **3** for personal options.
4. Choose **1** to record your voicemail greeting.
5. Follow the spoken prompts to record and review your greeting.

Change your voicemail PIN from the phone

1. Press **Messages**.
2. Enter your administrator-provided PIN, followed by **#**.
3. Choose **3** for personal options.
4. Choose **2** to change your PIN.
5. Enter your new PIN when prompted and press **#** when done.

3. Commonly Used Features

Place outgoing calls

From an idle phone:

1. Lift the handset or press **Speakerphone**.
2. When you hear a dial tone, dial the extension or telephone number.

Using a headset:

1. Press **Headset** to activate headset mode.
2. Dial the extension or phone number.

To start another call during an active call:

1. Press **Hold**.
2. Press **New Call**.
3. Dial the desired number.
4. Press **Resume** to return to the original call.

Answer an incoming call

- **Handset:** Pick up the handset.
- **Headset:** With a headset connected, press **Headset**.
- **Speakerphone:** Press **Speaker**.

Reject an incoming call

Press **Reject** to send the incoming caller directly to voicemail.

End a call

- **Handset:** Return the handset to its cradle.
- **Headset:** Press the **Headset** button.
- **Speakerphone:** Press **Speakerphone**.

Hold and resume a call

- To place an active call on hold, press the **Hold** soft key.
- To retrieve a held call, press the **Resume** soft key.

Mute and unmute

1. Press **Mute** during a call to mute the microphone.
2. Press **Mute** again to unmute.

Transfer calls

Cold transfer (transfer without first speaking to the recipient):

1. During an active call, press **Transfer**.
2. Enter the destination number.
3. Press **Transfer** again.

Warm transfer (consult the recipient first):

1. During an active call, press **Transfer**.
2. Enter the destination number and press **Dial**.
3. After the recipient answers and you have announced the call, press **Transfer**.

Call waiting

If a second call comes in while you are already on a call, a beep will sound.

- **Answer the new call:** Press **Answer**. Your first call goes on hold. When the new call ends, press **Resume** to return to the first call.
- **Reject the new call:** Press **Reject** to send the new caller to voicemail.

Adjust volume



- **In-call volume:** While on a call, press **+** or **−** to raise or lower the volume.

- **Ringer volume:** While the phone is idle, press **+** or **−** to adjust the ring volume.

Use speakerphone

- **Idle:** Press **Speakerphone** to get a dial tone for an outbound call.
- **On a handset/headset call:** Press **Speakerphone** to continue the current call on speakerphone.
- **On a speakerphone call:** Press **Speakerphone** to hang up.

Forward calls

1. Press the **Menu** soft key.
2. Press the right arrow to highlight **Features**, then press **OK**.
3. Highlight **Call Forward** and press **OK**.
4. Select the forwarding option you want to change and press **OK**. For unconditional forwarding, choose **Always Forward**.
5. Use the **up/down** arrows to select settings and the **left/right** arrows to turn them on or off.
6. Press **Save** after making the desired changes.

Redial



- Press **Redial** while idle to dial the last number you called.
- Use the **up/down** arrow keys to navigate call history, highlight the number you want, and press **Call**.

Quick Reference

Action	T44W control or sequence
Answer a call	Pick up handset, or press **Headset** / **Speakerphone**.
Reject a call	**Reject**
Hold / Resume	**Hold** → **Resume**
Mute / Unmute	**Mute** (toggles)
Voicemail	**Messages** → PIN → **#**
Cold transfer	**Transfer** → destination → **Transfer**
Warm transfer	**Transfer** → destination → **Dial** → **Transfer** after answering
Wi-Fi	**Menu** → **Basic** → **Wi-Fi** → **Available Networks**
Forward	**Menu** → **Features** → **Call Forward**
Redial	**Redial** while idle; use arrow keys for call history