ELEVATE
UNIFIED COMMUNICATIONS

IP PHONE QUICK START GUIDE SERIES

YOUR GUIDE FOR:

Yealink T34W

CloudBusinessPhone.com

Yealink T34W Quick Start Guide

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IP Phone Quick Start Guide Series

> This guide follows the Yealink T34W portion of the supplied ELEVATE Word document. Menus, administrator settings and provisioning may vary by business configuration.

Contents

1. Guided Setup — stand, cables, RJ9/USB headset and Wi-Fi
2. Voicemail Box Setup — greeting and PIN
3. Commonly Used Features — calling, hold, transfer, conferencing and more
4. Quick Reference — frequently used controls

1. Guided Setup

Assemble your phone

Slot the stand into the back of the phone, as shown below. Confirm it is seated securely.

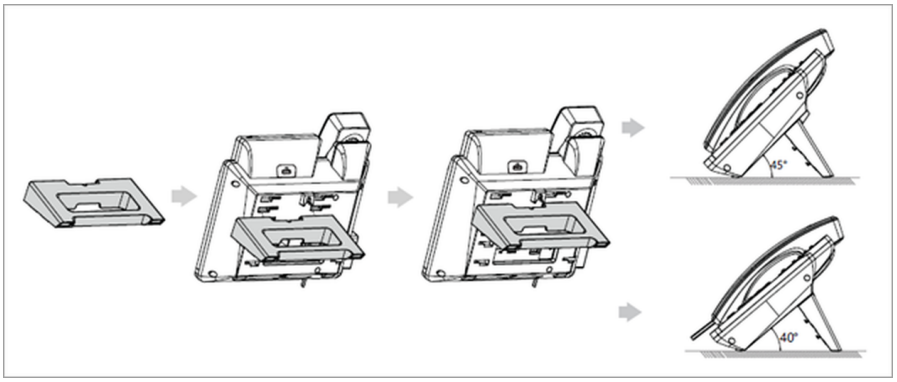


Figure 1. Yealink T34W stand assembly and two viewing-angle positions, from the supplied Word document.

Connect the handset and optional headset

Use the handset and headset connection points indicated in the diagram. For an optional headset, follow the headset documentation.

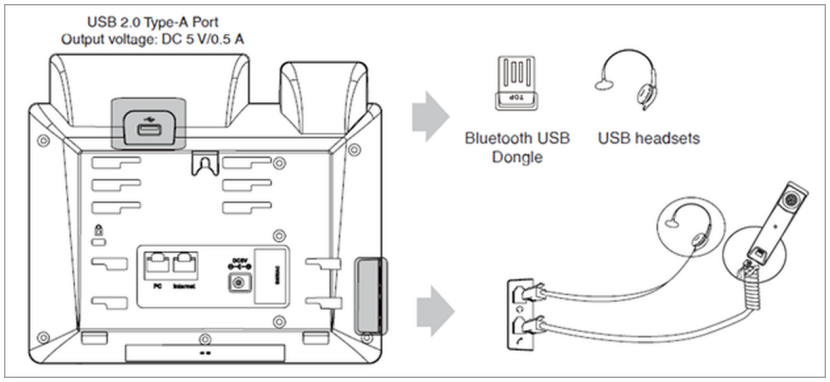


Figure 2. Yealink T34W rear connection diagram, from the supplied Word document.

Note: Your T34W supports headsets using an **RJ9 cable or a USB cable**. Connection procedures depend on the headset model.

Connect cables and power

Follow the original connection diagram below. It illustrates the network connection, an optional computer connection, and alternate AC-adapter or Power over Ethernet (PoE) power arrangements.

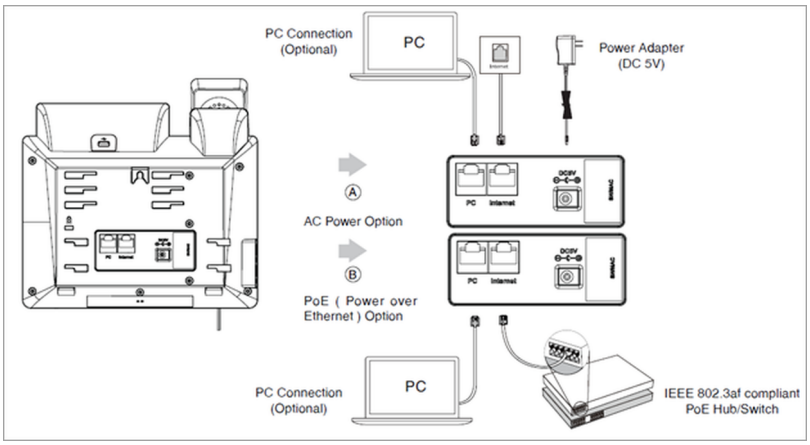


Figure 3. Original T34W cable and power options from the supplied Word document.

Once the phone is powered and has a network connection, it automatically downloads its configuration files and becomes usable. The voicemail box should have a default greeting.

Establish a Wi-Fi connection

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

2. Voicemail Box Setup

Record a personal voicemail greeting

1. Press **Messages**.
2. Enter the PIN provided by your administrator, then press **#**.
3. Select **3** for personal options.
4. Select **1** to record your voicemail greeting.
5. Follow the spoken prompts to record and check the greeting.

Change your voicemail PIN from the phone

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

3. Commonly Used Features

Place outgoing calls

When the phone is not in use

1. Pick up the handset or press the **Speakerphone** button.
2. When a dial tone is heard, dial the extension or telephone number.

Using a headset

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

Start another call while already on a call

1. Press the **Hold** soft key.
2. Press **New Call**.
3. Dial the extension or telephone number.
4. To return to the original call, press **Resume**.

Answer an incoming call

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

Reject an incoming call

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

End a call

- **Handset:** Hang up the handset.
- **Headset:** Press the **Headset** button.
- **Speakerphone:** Press the **Speakerphone** button.

Hold and resume

- **Place a call on hold:** During a call, press the **Hold** soft key.
- **Retrieve a held call:** Press **Resume**.

Mute and unmute

1. Press **Mute** during a call to mute the microphone.
2. Press **Mute** again to turn the microphone back on.

Transfer calls

Cold transfer — send the active call without first speaking to the destination.

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

Warm transfer — speak with the receiving party before transferring.

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

Conference a call

1. While on a call, press **Conf.**.
2. Dial the next phone number or extension and press **Call**.
3. When the other party answers, press **Conf.** again to merge the two calls.

To remove a participant: Press **Manage**, select the participant, and press **Remove**.

Call waiting

If another call arrives while you are on a call, the phone emits a beep.

- **Answer the second call:** Press **Answer**; the first call is placed on hold. After the second call ends, press **Resume** to return to the first call.
- **Reject the second call:** Press **Reject** to send the caller to voicemail.

Adjust volume



- **During an active call:** Press **+** or **−** to raise or lower the receiving volume.
- **When idle:** Press **+** or **−** to adjust the ringer volume.

Use speakerphone

- **When idle:** Press **Speakerphone** to obtain a dial tone for an outbound call.
- **During a handset or headset call:** Press **Speakerphone** to continue the conversation hands-free.
- **During an active speakerphone call:** Press **Speakerphone** to hang up.

Forward calls

1. Press the **Menu** soft key.
2. Use the right arrow to select **Features**, then press **OK**.
3. Highlight **Call Forward** and press **OK**.
4. Select the type of forwarding to change and press **OK**; for all calls, select **Always Forward**.
5. Use the up/down arrows to select settings and left/right arrows to turn the selected setting on or off.
6. Press **Save** to save your changes.

Redial



- From the idle screen, press **Redial** to dial the most recently called number.
- To use call history, navigate with the up/down arrows, select the desired entry, and press the **Call** soft key.

Quick Reference

Task	Yealink T34W action
Answer a call	Pick up handset, press Headset, or press Speakerphone.
Reject call	Press **Reject**.
Hold / Resume	Press **Hold**, then **Resume**.
Mute / Unmute	Press **Mute** again to toggle.
Access voicemail setup	Press **Messages**, enter PIN and **#**.
Cold transfer	**Transfer → number → Transfer**.
Warm transfer	**Transfer → number → Dial → Transfer** after answering.
Conference	**Conf. → destination → Call → Conf.** after answering.
Wi-Fi	**Menu → Basic → Wi-Fi → Available Networks**.
Forward	**Menu → Features → Call Forward**.
Redial	Press **Redial** while idle.

Help and Support

ELEVATE from CloudBusinessPhone.com
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Website: CloudBusinessPhone.com

Document basis: Yealink T34W Quick Start Guide section of the uploaded "VARIOUS TO BE CREATED.docx." The T34W diagrams and button images above were extracted from that document. Check with your ELEVATE administrator if phone configuration or labels differ.