ELEVATE
UNIFIED COMMUNICATIONS

# IP PHONE QUICK START GUIDE SERIES

## YOUR GUIDE FOR:
## Yealink T88W Pro

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# Yealink T88W Pro Quick Start Guide

**ELEVATE Unified Communications | CloudBusinessPhone.com**
**IP Phone Quick Start Guide Series**

A model-specific guide for the **Yealink T88W Pro**, covering installation, Wi-Fi, voicemail, and commonly used calling features.

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## 1. Guided Setup

### Assemble your phone

Insert the stand into the rear of the T88W Pro, as shown in the original installation illustration.

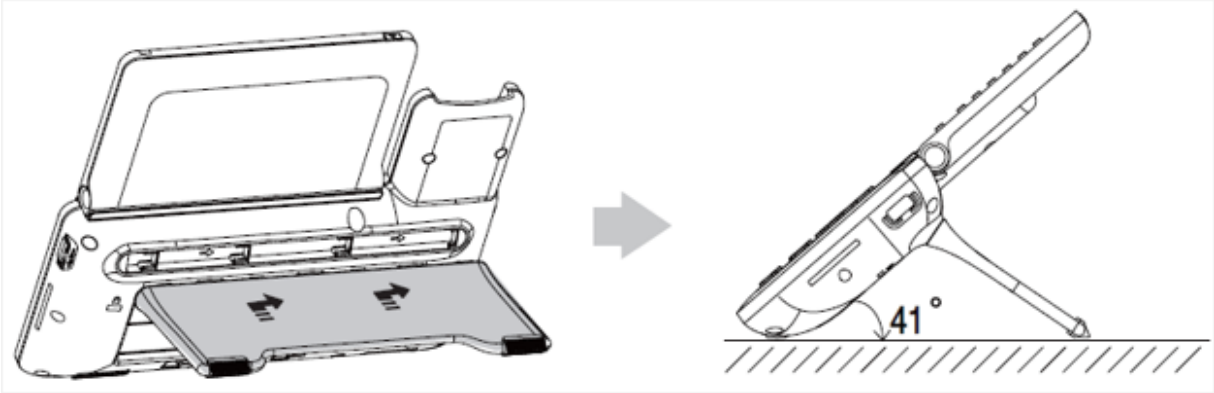



*Figure 1. Attach the stand and position the phone.*

### Connect handset and optional headset

Connect the handset and optional headset as indicated by the phone's connection diagram. This model supports headsets using **RJ9** or **USB** cables. Refer to your headset manufacturer's documentation for headset-specific connection directions.

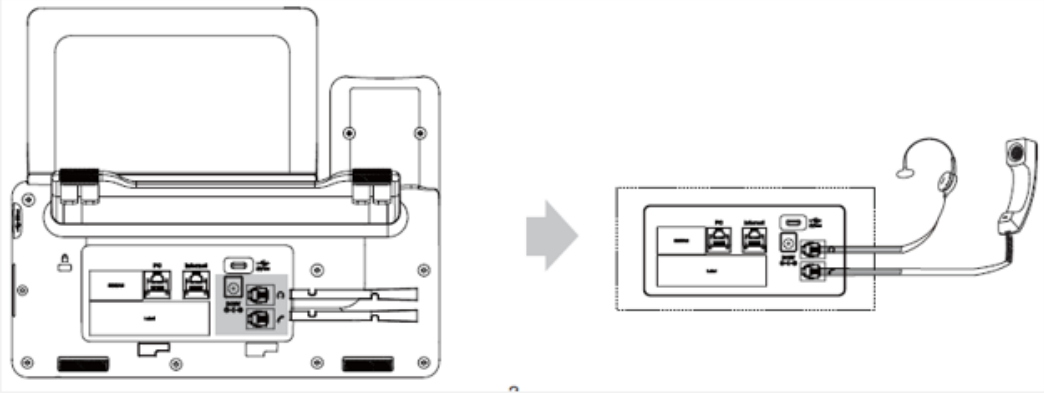


*Figure 2. Handset and optional headset connections.*

### Connect network and power cables

Use the original rear-panel diagram to identify the **Internet** port, optional **PC** connection, and the **power adapter** or **Power over Ethernet (PoE)** connection options.

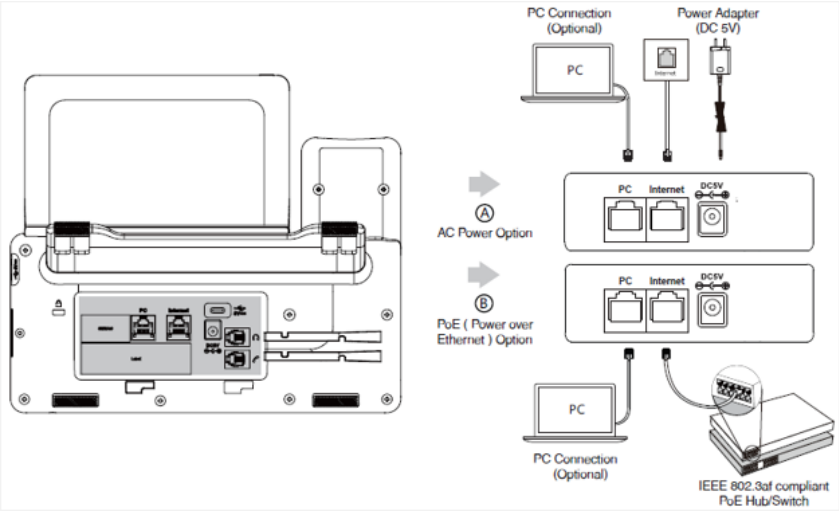



*Figure 3. Network and power connection options.*

When the phone has power and a network connection, it automatically downloads its configuration files and becomes usable. Its voicemail box is functional with a default greeting.

### Establish a Wi-Fi connection

1. Tap **Menu**.
2. Swipe up on the screen until **Wi-Fi** appears, and tap **Wi-Fi**.
3. Enable Wi-Fi using the toggle; available networks will appear.
4. Tap the wireless network you want to join.
5. Enter its password using the on-screen keyboard. Press **Done**, followed by **OK**.
6. The phone connects to the network.

**Connectivity note:** For best performance, connect the phone to the router by Ethernet when a computer accesses the Internet through the phone. If your computer experiences high latency when connected through a Wi-Fi-enabled phone, contact support about full-duplex settings and have the computer's link speed available.

**Checking link speed in Windows:** Open **Settings** > **Network settings**, select the active network adapter and find **Link speed** (the source guide gives 100 Mbps and 1000 Mbps as examples).

## 2. Voicemail Box Setup

### Record your personal voicemail greeting

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

### Change your voicemail PIN

1. Press the **Messages** button.
2. Enter your current 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, followed by **#**.

# 3. Commonly Used Features

## Place outgoing calls

**When the phone is idle:**

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

**With a headset:**

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

**While already on a call:**

1. Press **New Call**.
2. Dial the extension or telephone number.
3. To return to the original call, press **Cancel**, then **Resume**.

## Answer an incoming call

- **Handset:** Pick up the handset.
- **Headset:** Press **Headset** with the headset connected.
- **Speakerphone:** Press **Speakerphone**.

## Reject an incoming call

Tap the **Reject** soft key to send the caller directly to voicemail.

## End a call

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

## Hold and resume

- **Hold:** During an active call, press **Hold**.
- **Resume:** Press **Resume** to retrieve the held call.

## Mute and unmute

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

## Transfer calls

**Cold transfer (blind transfer):**

1. During an active call, press **More**.
2. Press **BXfer**.
3. Enter the destination number and press **OK**.
4. The call transfers immediately.

**Warm transfer (attended transfer):**

1. During an active call, press **More**.
2. Press **Transfer**.
3. Enter the destination number and press **Attended Transfer**.
4. After the second party answers and you have announced the call, press **End Call** to complete the source guide's described procedure.

## Handle call waiting

When another call arrives during an active conversation, the phone emits a beep and shows a new-call pop-up.

- **Answer:** Press the green **Answer** button. The original call is placed on hold. When the second call ends, press **Resume** to return to the original call.
- **Reject:** Press **Reject** to send the second caller to voicemail.

## Adjust volume

- **During a call:** Press **+** or **-** to adjust call volume.
- **When idle:** Press **+** or **-** to adjust ringer volume.

## Use speakerphone

- **From idle:** Press **Speakerphone** to get a dial tone for an outbound call.
- **During a handset or headset call:** Press **Speakerphone** to continue the call through the speaker.
- **During a speakerphone call:** Press **Speakerphone** to hang up.

## Forward calls

1. Swipe down from the top of the phone's display.
2. Press **Call Forward**.
3. Choose the type of forwarding to configure.
4. Tap the toggle to enable that forwarding type.
5. Enter the destination number in **Forward to**.
6. Press **Save**.

## Redial

- Press **Redial** while the phone is idle to dial the last number called.
- To call another recent number, use the up/down arrow keys to browse the call history, highlight the desired number, and tap **Call**.

# 4. Quick Reference

| Task | Control or action |
|---|---|
| **Make a call** | Lift handset or press **Speakerphone**, then dial |
| **Answer with headset** | Press **Headset** |
| **Answer with speaker** | Press **Speakerphone** |
| **Reject incoming call** | **Reject** |
| **Start another call** | **New Call**; return with **Cancel** then **Resume** |
| **Hold / retrieve** | **Hold** / **Resume** |
| **Mute / unmute** | Press **Mute** to toggle |
| **Cold / blind transfer** | **More** > **BXfer** > number > **OK** |
| **Warm / attended transfer** | **More** > **Transfer** > number > **Attended Transfer** > **End Call** (per source) |
| **Answer second call** | Green **Answer**; return to first with **Resume** |
| **Configure Wi-Fi** | **Menu** > swipe to **Wi-Fi** > enable and choose network |
| **Forward incoming calls** | Swipe down > **Call Forward** > configure > **Save** |
| **Redial last number** | Press **Redial** when idle |
| **Select recent call** | Use up/down arrows in history, then **Call** |

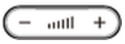
## T88W Pro button symbols


Messages


Speakerphone


Headset


Mute


Volume


Redial

*These button images were extracted from the supplied T88W Pro source instructions. Menu labels and displayed controls may vary with firmware and service configuration.*

## Need assistance?

**CloudBusinessPhone.com**
**Service:** 888.704.1789, Option 1
**Email:** support@CloudBusinessPhone.com

*Source: Yealink T88W Pro section of the supplied VARIOUS TO BE CREATED.docx. Illustrations are reproduced from that section; these instructions describe the supplied ELEVATE configuration. Review software version and deployment-specific behavior before customer distribution.*