



The Yealink SIP-T34W is an entry-level IP phone designed to enhance communication efficiency in professional settings. Here's a comprehensive guide to help you set up and utilize its features effectively:

## 1. Assembling the Phone

- **Handset and Headset:** Connect the handset to the handset port using the provided cord. If you're using a headset, plug it into the designated headset port.
- **Power and Network Connection:**
  - **Power:** If your network supports Power over Ethernet (PoE), the phone will receive power through the Ethernet cable. Otherwise, connect the Yealink AC adapter to the DC5V port.
  - **Network:** Use an Ethernet cable to connect the LAN port to your network. If you need to connect a PC, use the PC port on the phone.

## 2. Configuring the Phone

- **Obtain IP Address:** Press the "OK" button on the phone to display its IP address.
- **Access Web Interface:**
  - Press the "OK" button on the phone to display its IP address.
  - Enter this IP address into a web browser on a computer that's on the same network.
  - Log in using the default credentials (typically "admin" for both username and password).
- **Account Setup:** Navigate to the "Account" tab to configure SIP account details provided by your service provider.

## 3. Basic Operations

- **Placing a Call:**
  - **Handset:** Pick up the handset, dial the number, and press "Send."
  - **Speakerphone:** Press the speakerphone button, dial the number, and press "Send."
  - **Headset:** Press the headset button, dial the number, and press "Send."
- **Answering a Call:**
  - **Handset:** Lift the handset.
  - **Speakerphone:** Press the speakerphone button.
  - **Headset:** Press the headset button.
- **Ending a Call:**
  - **Handset:** Place the handset back on the cradle.
  - **Speakerphone/Headset:** Press the corresponding button or the "End Call" soft key.

## 4. Advanced Features

- **Call Hold:** During a call, press the "Hold" button to place the call on hold. To resume, press "Resume."
- **Call Transfer:**
  - **Blind Transfer:** Press "Transfer," dial the number, and press "Transfer" again.
  - **Attended Transfer:** Press the "Transfer" soft key, dial the target number, wait for the recipient to answer, then press "Transfer" to complete.
- **Voicemail:** Press the "Message" button to access your voicemail. Follow the voice prompts to listen to messages or manage your voicemail settings.

## 5. Conference Calling

- **Initiating a Conference Call:**

- During an active call, press the "Conference" soft key.
- Dial the number of the third party you wish to add and press "Send."
- Once the call is connected, press "Conference" again to merge the calls.

## 6. Conference Calling

- **Ringtones:** Navigate to *"Menu" > "Settings" > "Basic Settings" > "Sound" > "Ring Tones"* to select a ringtone.
- **Display:** Adjust brightness and contrast via *"Menu" > "Settings" > "Basic Settings" > "Display."*
- **Network Settings:** Configure Wi-Fi and Bluetooth under *"Menu" > "Settings" > "Basic Settings" > "Wi-Fi."* Ensure Wi-Fi is enabled, then select your network and enter the password if required.

## 7. Conference Calling

By familiarizing yourself with these functions, you can leverage the full capabilities of the Yealink SIP-T34W to enhance your communication experience.