



PHONE USER GUIDE – Yealink T34W

Placing a Call

- Lift handset, press  or press 
- Dial a number, extension or press a speed dial

Answering a Call

- Lift handset OR
- Press  or 



Hold

- While on a call, press **Hold**

Retrieving a Held Call

- Press **Resume** to retrieve the call

Redial

- Press  twice to redial the last number
- Press  once to get to the placed calls list

Do Not Disturb

- Press DND

Turning Off DND

- Press DND Again

Park

- While on a call, press More
- Press Park

Retrieving a Held Call

- To retrieve the Parked Call, press the red Park button or dial the extension given

Conference Calls

- While on a call, press Conference
- Dial number or press a speed dial
- Press Conference again and all parties will be connected

Transferring a Call

Blind Transfer

- While on a call, press **Transfer**
- Dial number or press a speed dial
- Hang up to complete the transfer







Consult Transfer

- press **Transfer**
- Dial number or press a speed dial
- Talk to the person
- Hang up to complete the transfer

Transfer to Voicemail

- press **Transfer**
- Dial *+extension
- Hang up

Audio Control

- Press  to Change the ringer volume while your phone is on the hook
- Pick up the handset and Press  to Change the volume of the handset
- Press  then Press  to Change the volume of the Speaker phone
- Press  then Press  to Change the volume of the headset

Message Waiting Light

Located in the Upper Right Corner of phone, New voicemails will light this up red

Forwarding Calls

- Press Menu
- Select Features
- Choose Call Forwarding
- Choose the type of forwarding:
 - Always Forward- All calls forward all the time
 - Busy forward– Only forwards when line is in use
 - No Answer Forward- Calls are forwarded if not answered after a period of time
- Turn the forwarding on
- Type in a number to forward to
- Press Save

Turning off Call Forwarding

- Press Menu
- Select Features
- Choose Call Forwarding
- Choose the type of Forwarding
- Select Off

Ringtones

- Press Menu
- Select Basic
- Select Sound
- Choose Ringtones
- Choose the tone you want
- Select Save

Call History

- Press History
- Scroll through the list
- Select an entry
- Select the Person to call back or press options to get call detail such as duration, add to Contacts, edit info, blacklist contact or Delete

Soft Keys

History – Access your call history
Directory – Save/Access your Contacts
DND – Sends calls directly to voicemail
Menu – Brings you to your settings
Send – dials the number
Delete –backspaces one number while dialing
Cancel – removes the partially dialed number and hangs up
Transfer – Transfers a call
Hold – Places a call on Hold
Resume – takes a call off hold status
Conference – Initiates/completes a conference
Split – Splits a conference call apart
Manage – Manage the conference call
Far Mute - Mutes highlighted party
Remove – Removes highlighted party
Far Hold -Puts the highlighted party on hold
000 – Lists more options while on a call
End Call – Hangs up an active call
BXfer-Blind Transfer to another user
Park – Parks a call on the system that anyone can pick up by dialing the park extension listed when the call is placed on park
Call Flip- Flips the call to the Desktop or Cell phone app
Back – Brings you back one screen
Cancel – backs out of transfer or conference screen
Reject – Transfers call to your voicemail or forwarding condition

Hard Keys

Headset – Press this to use a headset
Mute – Makes it so people can't hear you
Messages – Calls Voicemail
Hold – Places a call on Hold
Redial – Press twice to redial the last person you called
Transfer – sends a call to third party
Speaker – Takes phone off hook
Bottom of Circle – Directory
Top of Circle- Call history
Center of Circle – Select/OK
X -brings you back one screen

Adding a Bluetooth Headset

- Press Menu
- Scroll to Basic
- Choose 6. Bluetooth
- Turn Bluetooth on
- Connect a device (make sure headset is in pairing mode)

Connecting to WiFi

- Press Menu
- Scroll to Basic
- Choose 7.WiFi
- Turn WiFi on
- Scroll Down to Available networks
- Select the network you would like to join and put in your password
- Click Save

LOFFLER