



Yealink T44W User Guide

Placing Outgoing Calls


When the phone is not in use:

1. Pick up the handset or press the  **Speakerphone** button.
2. Dial tone will be heard. Dial an extension or telephone number.

When using a headset:

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

When you are already on a call:

1. Press the  **Hold** soft key.
2. Press the **New Call** soft key.
3. Dial an extension or telephone number.
4. Resume the original call by pressing the **Resume** soft key.




Answering an Incoming Call


On the handset:

- Pick up the handset to answer the call.

On a headset:

- When the headset is connected, press the  **Headset** button to answer the call.

On Speakerphone:

- Press the  **Speaker** button to answer the call.

Rejecting an Incoming Call

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

Ending a Call

On a handset

- Hang up the handset.

On a headset:

- Press the  **Headset** button.

On speakerphone:

- Press the  **Speakerphone** button.

Hold



Placing a call on hold:

- While on a call, press the  **Hold** soft key.

Retrieving calls on hold:

- Press the **Resume** soft key.

Mute

- To mute the microphone on a call, press  **Mute** button.
- To unmute the microphone, press the  **Mute** button again.

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Transferring Calls

Cold Transfer

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

Warm Transfer

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

Call Waiting

While already on a call, and a new call rings in, you will hear a beep tone emitted by your phone.

To Answer the Second Call:

- Press the **Answer** soft key to access that call. The first call will be placed on hold.
- Once the second call has ended, resume the original call by pressing the **Resume** soft key.

To Reject the Second Call:

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

Volume Adjustment

In-Call Volume:

- While on a call, press the + and -  buttons to raise or lower the volume.

Ringer Volume:

- While the phone is not in use, press the + or -  buttons to adjust the ring volume on the phone.

Forwarding Calls

1. Press the **Menu** soft key.
2. Press the right arrow key to highlight **Features** and press the **OK** button.
3. Press the **OK** button while highlighting Call Forward.
4. Select the forwarding option you would like to manipulate and press the **OK** button e.g.:
 - to default calls to always forward, select **Always Forward**.
5. Utilize the arrow keys to select options (up and down) and toggle options off and on (left and right).
6. After your changes have been made, select the **Save** soft key to save changes.

Establishing a Wi-Fi Connection

1. Press the **Menu** soft key.
2. Use the navigation arrow keys and **OK** keys to reach the **Basic** menu option.
3. Scroll down to **Wi-Fi** option using the navigation keys and press **OK**.
4. Toggle Wi-Fi to **ON** using the right navigation key, then press the down navigation key to scan for networks.
5. Scroll down to the **Available Networks** option using the navigation keys and press **OK**.
6. Select the desired Wi-Fi network using the navigation and **OK** keys and follow the prompts to enter any required password, then press the **Save** soft key.