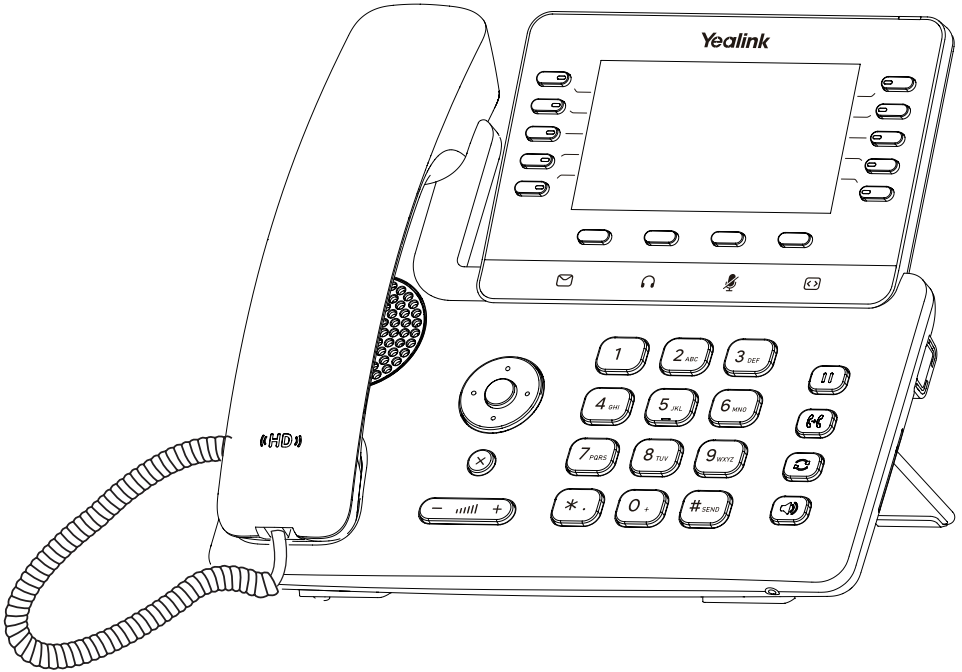


# Yealink

## Ultra Business Phone

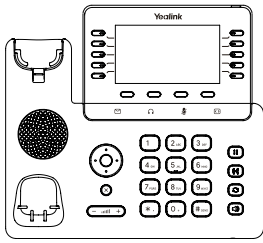
### SIP-T74W



Quick Start Guide(V1.1)

# Package Contents

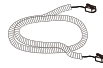
The following items are included in your package. If you find anything missing, contact your system administrator.



IP Phone



Handset



Handset Cord



Quick Start Guide



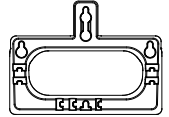
Ethernet Cable  
(2m CAT5E UTP Cable)



Power Adapter  
(Optional)



Stand

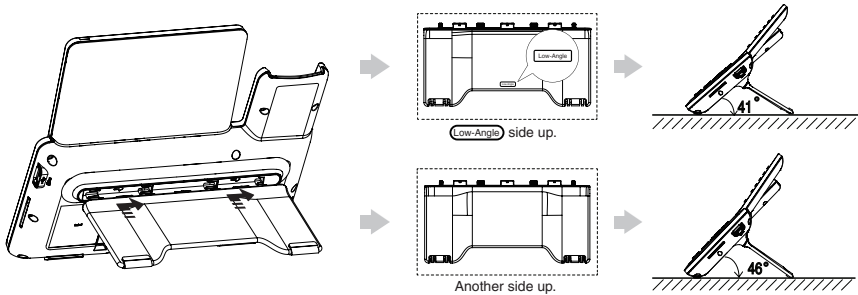


Wall Mount Bracket  
(Optional)

**Note:** We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

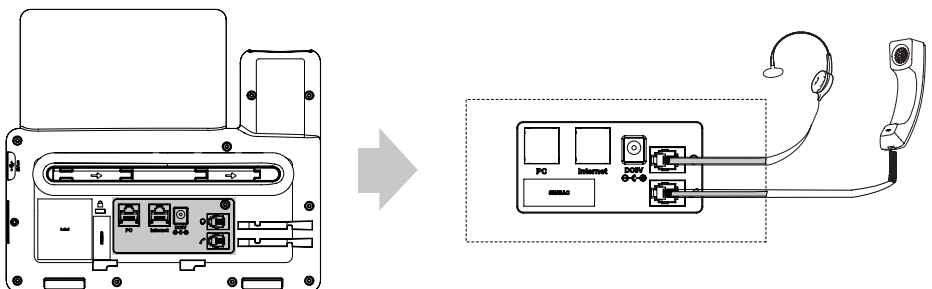
# Assembling the Phone

1. Attach the stand, as shown below:

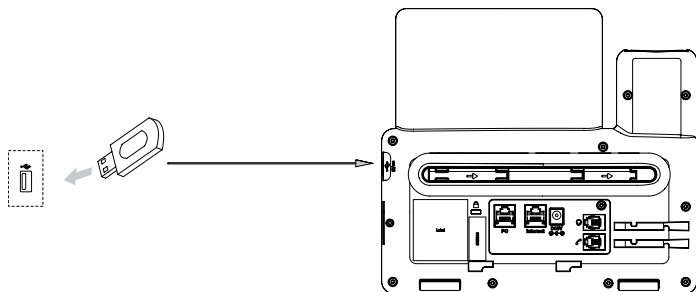


**Note:** You can also mount the phone to a wall. For more information on how to attach the wall mount bracket, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones.

2. Connect the handset and optional headset, as shown below:



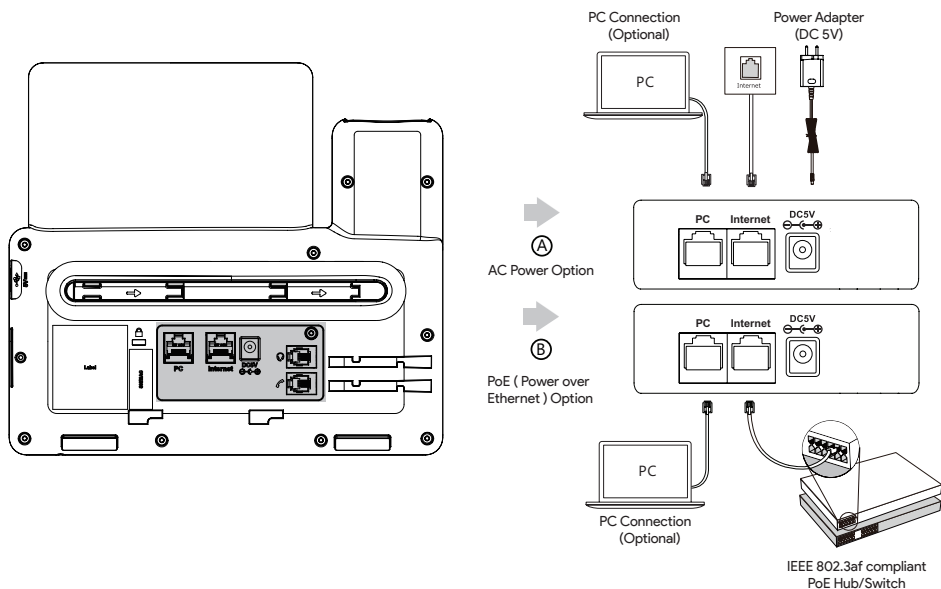
### 3. Connect the USB flash drive, as shown below:



**Note:** The USB port can also be used to connect other USB devices, such as EXP55, USB headset, EHS40 and so on.

### 4. Connect the network and power, as shown below:

You have two options for network and power connections. Your system administrator will advise you which one to use.



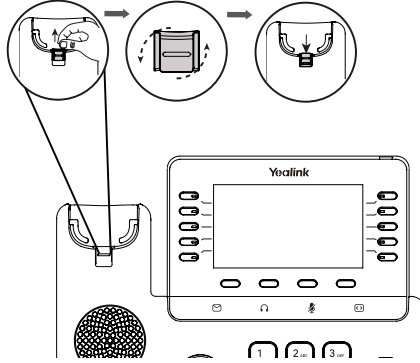
**Note:** The IP phone should be used with Yealink original power adapter (5V/2A) only. The use of the third-party power adapter may cause the damage to the phone. If you are connecting a PC to your phone, we recommend that you use the Ethernet cable provided by Yealink.  
If inline power (PoE) is provided, you don't need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

## Adjusting the Hookswitch Tab

The IP phone is packaged with the hookswitch tab in desk mount position. Before mounting the IP phone to a wall, you must set the hookswitch tab to wall mount position.

### To adjust the hookswitch tab:

1. Pull the hookswitch tab in the handset cradle.
2. Rotate the hookswitch tab 180 degrees.
3. Reinsert the hookswitch tab.



The hookswitch tab has a lip which allows the handset to stay on-hook when the IP phone is mounted vertically.

## Startup

After the IP phone is connected to network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via web user interface or phone user interface.

Welcome  
Initializing...please wait

# Configuring Your Phone

## Configuring via web user interface

### Accessing the web user interface:

1. Press the **OK** key when the phone is idle to obtain the IP address of the phone.
2. Open a web browser on your computer, enter the IP address into the address bar (e.g., "http://192.168.0.10" or "192.168.0.10"), and then press the **Enter**.
3. Enter the user name (default: admin) and password in the login page and click **Login**.

### Network Settings: Click **Network**→**Basic**→**IPv4 Config**.

You can configure the network settings in the following ways:

**DHCP:** By default, the phone attempts to contact a DHCP server in your network to obtain its valid network settings, e.g., IP address, subnet mask, gateway address and DNS address.

**Static IP:** If your phone can not contact a DHCP server for any reason, you need to configure the IP address, subnet mask, gateway address, primary DNS address and secondary DNS address for the phone manually.

**Note:** The IP phone also supports IPv6, but IPv6 is disabled by default.

The wrong network settings may result in the inaccessibility of your phone and may have an impact on the network performance. Contact your system administrator for more information.

### Account Settings: Click **Account**→**Register**→**Account X** (X=1,2,3...11,12).

#### Parameters of the account:

**Register Status:** It shows the register status of the current account.

**Line Active:** You can select Enabled/Disabled to enable/disable the account.

**Label:** It is shown on the LCD screen to identify the account.

**Display Name:** It is shown as Caller ID when placing a call.

**Register Name:** It is an authenticated ID for authentication provided by ITSP (required).

**User Name:** It is provided by ITSP for registration (required).

**Password:** It is provided by ITSP for registration (required).

**Server Host:** It is provided by ITSP for registration (required).

#### Register status icons on the LCD screen:



Registered



Registering



Register Failed

**Note:** Check with your system administrator if any error appears during the registration process or a specific configuration is required for your registration.

## Configuring via phone user interface

### Network Settings:

Press the **Menu** soft key when the phone is idle, select **Advanced**→**Network**→**WAN Port/Wi-Fi Port/VLAN/Web Server/802.1x/VPN/LLDP/CDP/NAT** to configure the network.

### Account Settings:

Press the **Menu** soft key when the phone is idle, select **Advanced**→**Accounts** to configure the account.

**Note:** For more information on account parameters, refer to **Configuring via web user interface** above.


# Basic Call Features

## Placing a Call


### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Call** soft key.

### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **Call** soft key.

### Using the headset:

1. With the headset connected, tap  to activate the headset mode.
2. Enter the number, and then press the **Call** soft key.

**Note:** During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **Headset** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

## Answering a Call

### Using the handset:

Pick up the handset.

### Using the speakerphone:

Press .

### Using the headset:

Tap .


**Note:** You can reject an incoming call by pressing the **Reject** soft key.

## Ending a Call

### Using the handset:

Hang up the handset or press the **End Call** soft key.




### Using the speakerphone:

Press  or the **End Call** soft key.



### Using the headset:

Press the **End Call** soft key.

## Redial

- Press  to enter the placed call list, press the **Navigation Cluster** key to select the desired entry, and then press  or the **Call** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

## Call Mute and Un-mute

- Tap  to mute the microphone during a call.
- Tap  again to un-mute the call.

## Call Hold and Resume

### To place a call on hold:

Press the **Hold** soft key during an active call.

### To resume the call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.

- If there is more than one call on hold, press the **Navigation Cluster** key to select the desired call, and then press the **Resume** soft key.

## Call Transfer

You can transfer a call in the following ways:

### Blind Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the **B Transfer** soft key.

### Semi-Attended Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Call** soft key.
3. Press the **Transfer** soft key when you hear the ring-back tone.

### Attended Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Call** soft key.
3. Press the **Transfer** soft key when the second party answers.

## Call Forward

### To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features**→**Call Forward**.
2. Select the desired forward type:
  - **Always Forward**—Incoming calls are forwarded unconditionally.
  - **Busy Forward**—Incoming calls are forwarded when the phone is busy.
  - **No Answer Forward**—Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **No Answer Forward**, press the **Navigation Cluster** key to select the desired ring time to wait before forwarding from the **After Ring Time** field.
4. Press the **Save** soft key to accept the change.

## Call Conference

1. Press the **Conf.** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Call** soft key.
3. Press the **Conf.** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.

**Note:** You can split the conference call into two individual calls by pressing the **Split** soft key.

## Speed Dial

### To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features**→**Dsskey**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **SpeedDial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Press the **Save** soft key to accept the change.


### To use the speed dial key:

Press the speed dial key to dial out the preset number.

## Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

### To listen to voice messages:

1. Tap  or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.

# Customizing Your Phone

## Call History

1. Press the **History** soft key when the phone is idle, press the **Navigation Cluster** key to scroll through the list.
2. Select an entry from the list, you can do the following:

- Press the **Call** soft key to call the entry.
- Press the **Delete** soft key to delete the entry from the list.

If you press the **Option** soft key, you can also do the following:

- Select **Detail** to view detailed information about the entry.
- Select **Add to Contacts** to add the entry to the local directory.
- Select **Add to Blocklist** to add the entry to the blocklist.
- Select **Delete All** to delete all entries from the list.

## Contact Directory

### To add a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

### To edit a contact:




1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Navigation Cluster** key to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.

### To delete a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Navigation Cluster** key to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete selected item?".

**Note:** You can add contacts from call history easily. For more information, refer to Call History above.

## Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle or ringing to adjust the ringer volume.
- Press  to adjust the media volume in the corresponding screen.

## Ring Tones

1. Press the **Menu** soft key when the phone is idle, and then select **Basic**→**Sound**→**Ring Tones**.
2. Press the **Navigation Cluster** key to select **Common** or the desired account and then press the **Enter** soft key.
3. Press the **Navigation Cluster** key to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

## Security Center

Yealink provides a data protection mechanism, allowing you to decide whether to connect the phone to the device management platform and what private data you permit to report. For how to enable data protection, see the user guide.

Our product contains some source code that may be used and modified by anyone and everyone under the GNU General Public License (GPL), provided they, in turn, make it available to everyone else with the same licensing agreement.

Please visit <https://support.yealink.com/> or scan the QR-code below and go to **Help Desk** → **Open Source Software of Yealink IP Phones** for the original GPL license and the source code of components licensed under GPL and used in Yealink products.

