

Yealink T30 Series Handset

User Guide



Call features

Placing a call

Using the Handset:

- Pick up the Handset
- Enter the number and press the **Send** soft key

Using the Speakerphone:

- With the Handset on-hook, press 
- Enter the number and press the **Send** soft key

Using the Headset:

- With the Headset connected, press  to activate the headset mode
- Enter the number and press the **Send** soft key

Answering a call

Using the Handset:

- Pick up the Handset

Using the Speakerphone:

- Press 

Using the Headset:

- Press 

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

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, select the desired call, and press the **Resume** soft key.

Ending a call

Using the Handset:

- Hang up the handset or press the **EndCall** soft key.

Using the Speakerphone:

- Press  or the **EndCall** soft key.

Using the Headset:

- Press the **EndCall** soft key.

Redial

- Press  to enter the **Placed Calls** list, select the desired entry, and press  or the **Send** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

Call transfer

1. Press  or the **Trans** soft key during a call.
2. Press the number you want to transfer to, and press the **Send** soft key.
3. Press  or the **Trans** soft key when the second party answers.

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 press the **Send** 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 **EndCall** soft key to disconnect all parties.

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

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

Customising your phone

Call history

1. Press the **Up Arrow** when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
 - Press the **Send** soft key to call the entry.
 - Press the **Delete** soft key to delete the entry from the list.

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.



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Scan this QR code to download the latest Xelion Apps (mobile and softphone) direct from their website



Watch a demo

Scan this QR code to see a demo video of this handset

If you need any assistance with your handset or Xelion package, please call our support team on 0121 311 1010 or email support@connaughtltd.co.uk