Yealink T30 User Guide

Soft Keys

Navigation Buttons

Mute

Messages

Transfer

Headset

Speaker

Volume Adjustment

Redial

Call features

Placing a call

Using the handset:

1. Pick up the handset.
2. Enter the number and press the **Send** soft key.

Using the speakerphone:

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

Using the headset:

1. With the headset connected, press 🎧 to activate the headset mode.
2. 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.

Call Hold

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, 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. Enter 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.

Download the Xelion apps

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