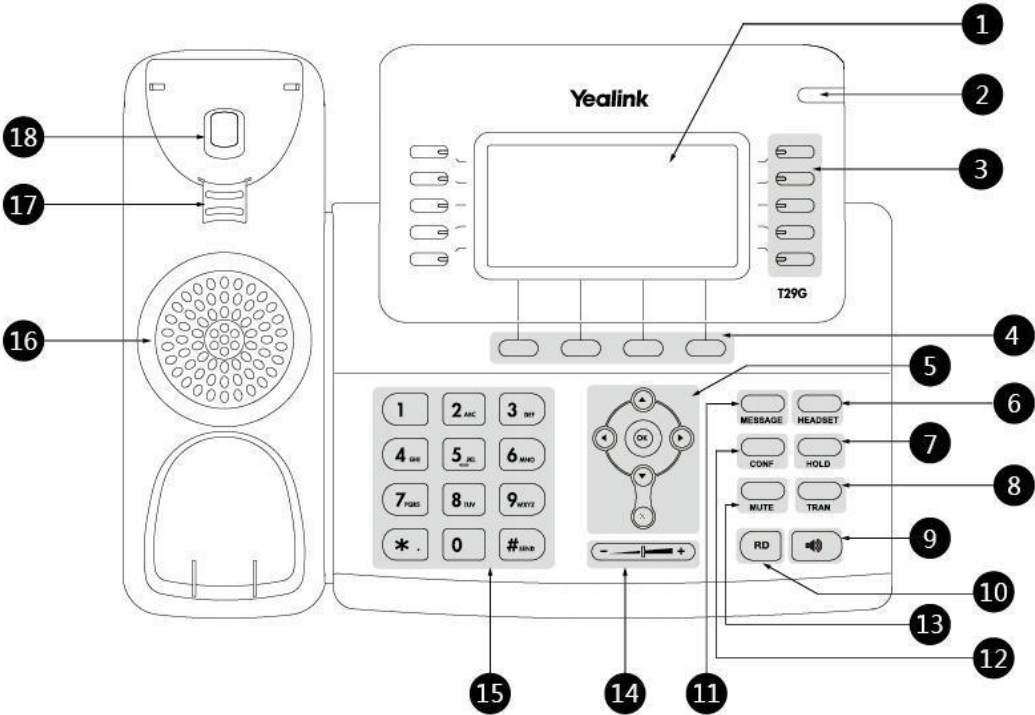



Phone User Guide – Yealink T29G






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|-----------------------|--------------------|--------------------------------|
| 1 LCD Screen | 7 Hold Key | 13 Mute Key |
| 2 Power Indicator LED | 8 Transfer Key | 14 Volume Key |
| 3 Line Keys | 9 Speakerphone Key | 15 Dial Pad |
| 4 Soft Keys | 10 Redial Key | 16 Speaker |
| 5 Navigation keys | 11 Message Key | 17 Hookswitch Tab (wall-mount) |
| 6 Headset Key | 12 Conference Key | 18 Hookswitch |

Placing a Call

Using the handset: Pick up the handset, dial number and press **Send** soft key. To use the speakerphone, press the speakerphone button  on the bottom right of the phone and place handset back in cradle.

Using the speakerphone: With the handset on hook, press , dial number and press **Send** soft key.

Using a headset: Press the headset button, enter the phone number and press **Send** soft key.

TIP: Local numbers may be 7 digit dialing or may require the area code, depending on the area. Long distance numbers can be dialed with or without the 1+. Please contact your administrator for access to international dialing.


Answering a Call

Using the handset: When phone is ringing, pick up the handset. To end the call, place handset back in cradle.




Using the speakerphone: When phone is ringing, press . Press Speakerphone button again to end the call.


Using the headset: When phone is ringing, press the Headset button to answer the call. To end the call, press the Headset button again.

Volume Adjustment

Use the volume key  to adjust the volume on the handset when you are on a handset call, on the speaker when you are on a speakerphone call, or ring volume when your phone is idle.

Redial

Press  to view Placed calls, then press  or  to select, press the **Send** soft key to dial.

Press  twice to call the last dialed number.

Muting yourself to callers

Press Mute key to mute yourself to callers. Press the Mute key again to unmute.

TIP: Mute can be used on handset, speakerphone and headset calls.

Call Hold

Press the Hold key or the **Hold** soft key during a call to place that call on hold. To return to the caller, press the Hold key again or press the **Resume** soft key.

You can use the navigation keys to navigate if there is more than one call on hold on your phone.

TIP: A call on hold can only be retrieved from the phone where the call was placed on hold. Use transfer or the Park feature to place calls on hold that need to be retrieved from other phones on the system.

Call Transfer

Blind Transfer: When on an active call, press the Tran button or the **Transfer** soft key. The caller will be placed on hold. Enter the number you want to transfer to, then press the Tran button or **Transfer** soft key to send.

Semi-Attended Transfer: When on an active call, press the Tran button or the **Transfer** soft key. The caller will be placed on hold. Enter the number you want to transfer to then #. Press the Tran button or **Transfer** soft key when you hear the ring back tone.

Attended Transfer: When on an active call, press the Tran button or **Transfer** soft key. The caller will be placed on hold. Enter the number you want to transfer to, then press #. Wait for the person to answer and announce the call. To transfer the call, press the Tran button or **Transfer** soft key. If the person does not want to take the call, press the **End Call** soft key then press the **Resume** soft key to return to the caller.

Conference (3-way) calls

When on an active call, press the Conf button or the **Conference** soft key. The first party will be placed on hold. Dial 2nd party. Wait for them to answer, then press the Conf button or **Conference** soft key again to join the two calls together. Press the **End Call** soft key to disconnect all parties, or press the **Split** soft key to return to each party individually.

Calling an extension on the system

Dial the extension number to call. If the person doesn't answer, you will be routed to their voice mail. To call over speakerphone, dial *0 then the extension number.

Call Park

Call Park is an enhanced hold feature that will allow you to place a call on hold that can be retrieved from any phone on the system.

To place a call into a park orbit: Ask the caller to hold. Press an available Park orbit button on your phone – **Park 1**, **Park 2** etc. That park button will light in red on every phone on the system.

To retrieve a parked call, press the same park orbit button. The call information will show on the display. If the call is not retrieved, it will ring back to the phone that originally placed it on Park.

Ring Tones

Press the **Menu** soft key when the phone is idle, then select **Basic, Sound, Ring Tones**. Use navigation keys to select Common, then press the **Enter** soft key. Use navigation keys to select desired ring tone. Press **Save** soft key to accept the change.

Voice Mail Set Up and Use

To set up your mailbox, press the Message button to go to voice mail. For the initial setup – you will be prompted to enter your new password, then #. You will be prompted to reenter your password, then #. Then you will be prompted to record a greeting.

Once your mailbox is set up, you will receive notifications on your screen if you have new messages. Press the **Connect** soft key to access your messages. Or you can press the Message button on your phone. You will hear how many messages you have. Press 1 to listen to your messages. When listening to messages, you can press 1 to save or 7 to delete. You can also press 3 to forward a message to another mailbox on the system.

To update password, greeting, or name in mailbox: Press 5 to manage your mailbox.

To change greeting press 1. To change name, press 2. To change password, press 3.

Your system may be enabled with the voice mail to email feature. If so, voice mails will come to your email as a .wav file and can be shared via email.

TIP: If you need a voice mail password reset, submit a service request.