



# **3CX YEALINK T30P – QUICK START GUIDE**

# Making a call

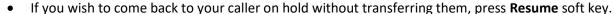
- Enter the internal extension or full external telephone number and then pick up the receiver to send the call.
- Alternatively, pick up the handset and then enter the internal extension or full external telephone number. Press the **Send** soft key or OK) button to dial out.
- To end the call, hang up the handset or press the EndCall soft key.
- To redial a number press to enter the Placed calls list. Press or to find the desired entry, and then press or the **Send** soft key.
- Press twice when the phone is idle to dial out the last dialled number.

# **Transferring calls**

# **Supervised Transfer**

- Place the caller on hold by pressing the ( button.
- Dial the extension or the telephone number that you wish to transfer the call to, then press **Send** or (OK)





(Please note, call charges apply to calls transferred externally)

### **Unsupervised Transfer**

- Place the caller on hold by pressing the (+C) button.
- Dial the extension or the telephone number that you wish to transfer the call to.
- Press the [6] button to complete transfer.

(Please note, call charges apply to calls transferred externally)

### Call Pick-Up

#### To pick up any phone when ringing

- Dial \*20\* (or programmed feature key).
- Lift handset and talk.

### To pick up a certain phone when ringing

- Dial \*20\* and then the extension number.
- Lift handset and talk.

# **Setting up personal Voicemail**

- Press 🖾 or dial 5555 then press **Send** or OK
- To record your outgoing message, choose option 980 from the main menu and follow the prompts.

# Listening to Voicemail messages

- Press or dial 5555 then press **Send** or ok
- New messages will automatically be played, and the symbol will be displayed on the screen.
- To listen to old messages, press \*.
- During playback you can press 9 for advanced voicemail options.

# **Call Forwarding** (All calls)

- To Change Status to away Dial \*61 (or programmed feature key). The destination number can be configured using the softphone, in your webclient or by contacting your system administrator.
- To return back to available Dial \*60 (or programmed feature key).

Further options are available from your softphone, webclient or by contacting your system administrator.

If you have any handset queries, you can contact Spitfire Support on:

020 7501 3030 or support@spitfire.co.uk

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