


How to:

PLACE A CALL


Using a handset:

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

Using a headset:

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

Using speakerphone:

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



You can alternate between headset, speakerphone and handset by pressing the corresponding key.

ANSWER/END A CALL

Using a handset:

- Pick up handset / Return handset or press **End Call** soft key.

Using a headset:



- Press .

Using speakerphone:


- Press .


TRANSFER A CALL

Blind Transfer - The call is transferred directly without the need to announce the caller:






1. Press  or the **Transfer** soft key during the active call, the call is then placed on hold.
2. Enter the receiving number you want the call transferred to.
3. Press  or the **Transfer** soft key.

Attended Transfer - Allows you to announce the caller prior to releasing the call:

1. Press  or the **Transfer** soft key during the active call, the call is then placed on hold.
2. Enter the number you want to transfer to and wait for the call to dial and connect.

When the second party answers, announce the call and then press  or the **Transfer** soft key.

ACCESS VOICEMAIL

1. Press  or press the **Connect** soft key.
2. When prompted, enter **PIN-Code** and press 
 - For new messages, press .
 - For saved messages, press .
 - For advanced voicemail settings, press .

cbiit

Yealink SIP-T29G Gigabit Colour IP Phone

Quick Reference User Guide



How to (Cont.):

MANAGE CALL HISTORY

1. Press the **History** soft key to view the **Placed**, **Missed** or **Missed** call log.
2. Press \uparrow or \downarrow to search and select an entry from the list.
- Press the **Send** soft key to place a call, or the **Delete** soft key to delete the highlighted entry from the list.
- Press the **Option** soft key and select **Add to Contacts** to add the entry to the local directory, OR for existing entries.
- Press the **Edit** soft key to edit the phone number of the entry before placing the call.

ADD A NEW CONTACT

1. Press the **Directory** soft key and then press the **Add** soft key.
2. Select the **Directory** the contact will be added to.
3. Enter the contact's **Name** and **Number**.
4. Press the **Save** soft key.

REDIAL A NUMBER

To call the last dialed number:

- Press $\boxed{\text{RD}}$ twice to call the last dialed number.

To call a previously dialed number:

1. Press $\boxed{\text{RD}}$ to enter the Placed list.
2. Press the scroll keys \uparrow or \downarrow until you reach the desired entry in the list.
3. Press the $\boxed{\text{RD}}$ or the **Send** soft key to place the call.

MUTE OR UN-MUTE A CALL

- Press the $\boxed{\text{MUTE}}$ to mute or un-mute a call.

FORWARD A CALL

1. Press the **Menu** soft key.
2. Select **Features** and then **Call Forward**.
3. Select the desired forward type: **Always Forward**, **Busy Forward**, or **No Answer Forward**.
4. Enter the destination number you wish to forward calls to.
- For **No Answer Forward**, press the scroll keys \uparrow or \downarrow to select the desired ring time.
- Press the **Save** soft key to accept the change.

CREATE A CONFERENCE CALL

1. Press the **Conference** soft key during an active call.
2. Enter the extension or external number of the second party, then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party has answered the call.
- All parties are now joined in the conference call.

PLACE A CALL ON HOLD & THEN RESUME THE CALL

To place a call on hold:

- Press $\boxed{\text{HOLD}}$ or press the **Hold** soft key during an active call.

To resume a call from hold:

- Press $\boxed{\text{HOLD}}$ or press the **Resume** soft key when a call is on hold.

If there is more than 1 call on hold:

- Press the scroll keys \uparrow or \downarrow to select the desired held call, then press $\boxed{\text{HOLD}}$ or tap the **Resume** soft key to retrieve the desired call.

Layout and Features:

