MAINCOMS

QUICK REFERENCE GUIDE

Yealink T31G

For Yeastar P-Series

The T31G is an entry-level desk phone with a 2.3-inch screen and two line keys. It arrives set up for your system: plug it into a Power over Ethernet network point, or use the Yealink power adapter, and allow a few minutes for it to start.

Getting to know your phone

- **Screen**
  Shows calls, menus and the labels for the soft keys below it.
- **Line keys**
  Two keys for your lines or shortcuts. The light shows each key's status.
- **Power light**
  Flashes when the phone rings or a voicemail is waiting.
- **Headset and Mute**
  HEADSET switches to a headset. MUTE turns your microphone off and on.
- **Message**
  MESSAGE dials your voicemail.
- **Call keys**
  TRAN starts a transfer. REDIAL shows numbers you have dialled.
- **Speakerphone and volume**
  Hands-free calls, and the volume of the call or ringer.
- **Navigation, OK and Cancel**
  Move through lists and menus. OK confirms, X cancels or rejects a call.
- **Soft keys**
  Their job changes with what is on screen, for example Send, Hold or Transfer.
- **Keypad**
  Enter numbers, letters and symbols.

Power light

Light	Meaning
Solid red	Starting up
Fast flashing red	Incoming call
Slow flashing red	Voicemail or message waiting

Line key lights

Light	Meaning
Solid green	Call in progress
Fast flashing green	Incoming call
Slow flashing green	Call on hold
Off	Line not in use

Good to know. Your line keys and soft keys are set up for your business, so the labels on your phone may differ slightly from this guide. If a key is not where you expect, call us and we will check it for you.

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Everyday tasks

Make a call

1. Lift the handset, or press **Speakerphone** or **HEADSET**.
2. Dial the number.
3. Press **Send**, or wait a few seconds for the call to connect.

Answer a call

Lift the handset, press **Speakerphone** or **HEADSET**, or press **Answer**. If you are already on a call, press **Answer** and your first call is put on hold.

Hold and resume

Press the **Hold** soft key to put a caller on hold. Press **Resume** to return to them.

Mute

Press **MUTE**. The key lights while your microphone is off. Press it again to unmute.

Transfer without speaking first

1. During the call, press **TRAN**.
2. Dial the number or extension.
3. Press **TRAN** again, or press **B Trans**. The call goes straight through.

Transfer after speaking first

1. During the call, press **TRAN**; the caller is held.
2. Dial the number and press **Send**.
3. When your colleague answers, introduce the call, then press **TRAN**. To go back to the caller instead, press **Cancel**.

Three-way conference

1. During a call, press **Conf**; the first caller is held.
2. Dial the second person and press **Send**.
3. When they answer, press **Conf** again to join everyone. Hanging up ends the call for all three.

Redial

Press **REDIAL** to see the numbers you have dialled and choose one, or press **REDIAL** twice to call the most recent number.

Call history and directory

Press **History** for missed, received and dialled calls, or **Dir** for your contacts. Highlight an entry and press **Send**.

Do not disturb

Press the **DND** soft key while the phone is idle, or go to Menu, then Features, then DND. Callers go to voicemail and a DND icon shows. Turn it off the same way.

Forward your calls

1. Press **Menu** and go to Features, then Call Forward.
2. Choose Always, Busy or No Answer and turn it on.
3. Enter the number to forward to and press **Save**. Turn it off the same way to stop forwarding.

Voicemail

Press the **MESSAGE** key, or dial ***2**. The power light flashes slowly when you have a new message.

Feature codes on Yeastar P-Series

***2**	Listen to your voicemail	***12 + ext**	Leave a voicemail for a colleague
***3 + ext**	Attended transfer during a call	***03 + ext**	Blind transfer during a call
***31 + number / *031**	Forward all calls on / off	***93 / *91**	Do not disturb / available
***4**	Pick up a call ringing in your group	***04 + ext**	Pick up a call ringing on a colleague's phone
***5 / 6xxx**	Park a call / retrieve it from slot 6xxx	***1**	Start or pause call recording, if enabled

Standard Yeastar codes. If your system has been customised, yours may differ.