

Yealink T31 Quick reference Guide



**Make a Call:**

* Lift handset and dial an internal number, EG. Dial extn 101.
* Lift handset and dial an external number. Remember to hit 9 first to get an outside line.

**Make a second call while on a call:**

Put the 1st call on HOLD, then dial the 2nd number. Dial 9 for an outside number.

**Conference call:**

While on a call place that call on HOLD. Dial the 2nd number and then click on CONFERENCE via the options menu.

**Handel a Call**

**Hold/Retrieve:** Click the HOLD key

**Transfer:** Place the 1st call on HOLD, Dial the 2nd number and then click TRANSFER in the menu

**Park/Unpark:** Click the PARK key

**Forwarding Calls:**

Forward all calls: Click the PBX key+Call Forward+Forward All Calls+Select User/Contact/Voicemail/Number you want to forward the calls to.

Forward No Answer: Click the PBX key+Call Forward+Forward N0 Answer+Select User/Contact/Voicemail/Number you want to forward the calls to.

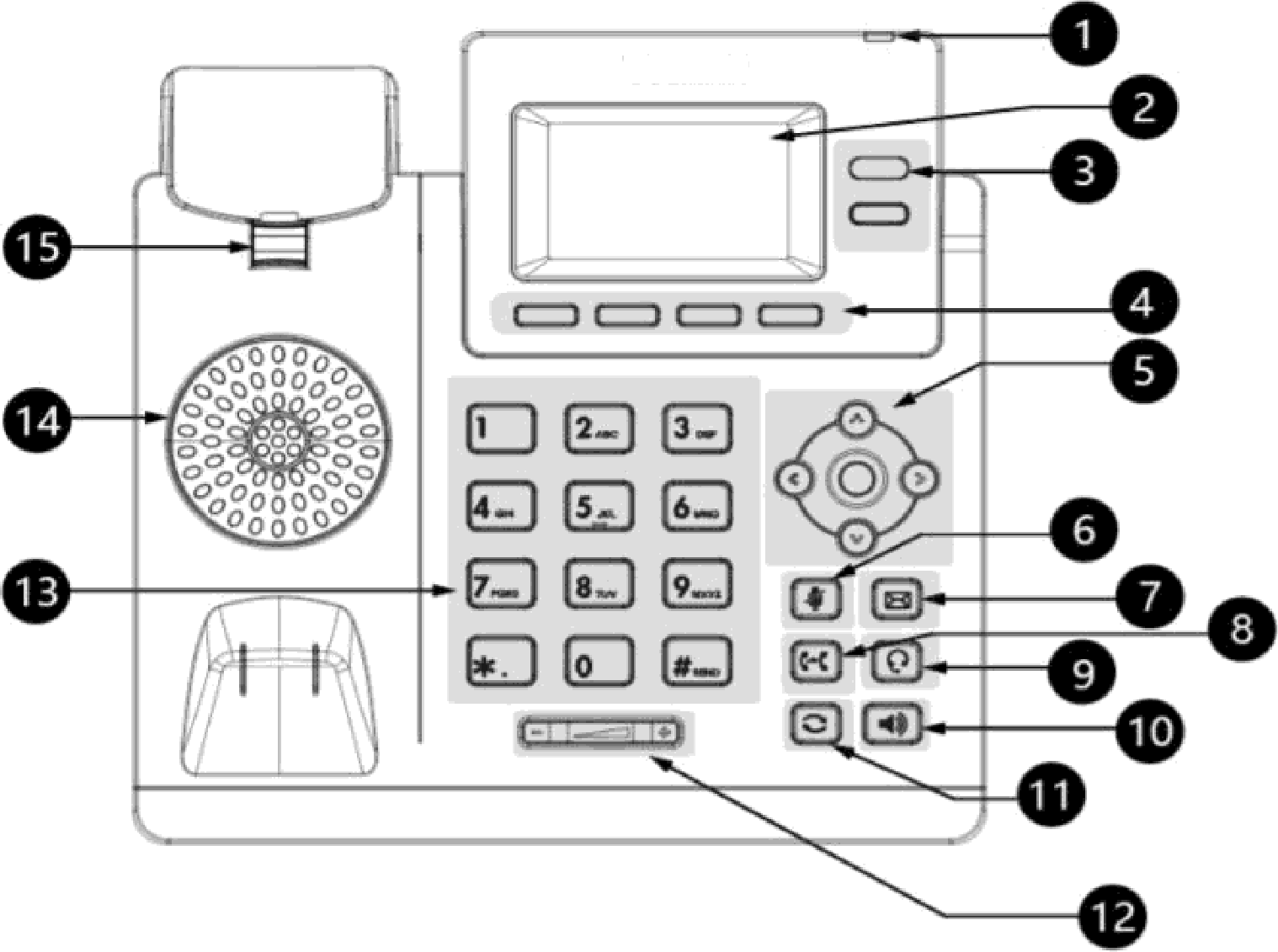
Forward On Busy: Click the PBX key+Call Forward+Forward On Busy+Select User/Contact/Voicemail/Number you want to forward the calls to.

Forward No Registration: Click the PBX key+Call Forward+Forward No Registration+Select User/Contact/Voicemail/Number you want to forward the calls to.

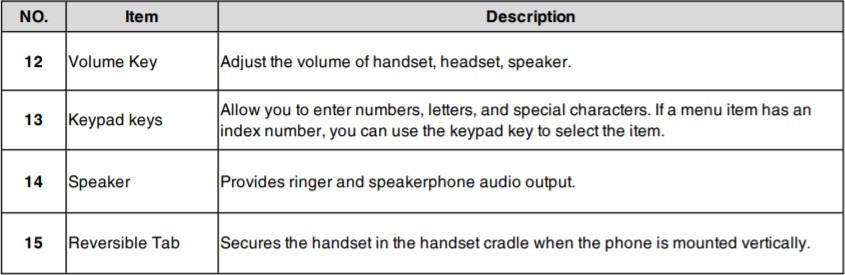
**Voicemail:**

To access your Voicemails, click the Message Key





|  |  |  |
| --- | --- | --- |
| NO. | Bern | Description |
|  | Pawar LED Indic-  ator | Indicates call status, message status and phona 's system status. |
| 2 | Phone Screen | Shows information about your phona, such as calls, messages. soft keys, lima and date. |
| 3 | Line Keys | AccBss your phona li nes and features.  Tha T30P/T30 phona does not hav6 Line keys. |
| 4 | Soft Keys | AccesG the function displayed on the screen above the soft keys. The soft keys change depending on what you are doing at th s time. |
| 5 | Navigation Keys | * Scroll through infarmatan or opbons displayed on the screen * Access History and Directory FBSP8ctively. |
| OK Key | Confirms actions or answers incoming calls. |
| 6 | MUTE Key | Toggles the microphone on or off. |
| 7 | MESSAGE Key | Accesses your voice messages. |
| B | TRAN Key | Transfers a call |
| g | HEADSET Key | Toggles the headset mode on ar off. |
| 10 | Spaakarphons Key | Toggles the speakerphons (hands-free) mode or not. |
| 11 | REDIAL Key | Redials a previously dialed number. |



**For more user guides and How To videos please go to** [**https://www.magnetplus.ie/business/talk-support/**](https://www.magnetplus.ie/business/talk-support/)

If you need any additional assistance or have any queries, please contact:

**Magnet Talk Support: 1800 789 789 Email:** [**support@magnetplus.ie**](mailto:support@magnetplus.ie)