



Yealink

Yealink SIP-T31G
Desktop Telephone
Quick User Guide

This guide covers the basic features and operation of the Yealink model T-31G desktop phone.

For more information including a video tutorial on how to use your phone, please visit the Star2Star Knowledge Base at: knowledge.star2star.com

Note that these instructions cover operation of these phones on Star2Star Business Voice and Business Voice+ systems.

About Your Phone:

Your phone contains many single-purpose buttons called keys that allow quick, one-button operations. There are four keys to the right and four keys below the display screen as shown here:



The keys on the side of the screen are programmable, and change depending on the configuration of your phone. In this example, there are two line keys on the top two buttons.

The four keys along the bottom of the screen are labeled History, Directory, DND, and Menu. We'll explain these keys in a later section.

There are 13 keys on the lower section of the phone, to the right of the numeric dial pad.



The four-way keypad is used to navigate the phone's menu system, and the four keys also double as shortcuts. Pressing UP displays the call history, and pressing DOWN displays the number directory. LEFT and RIGHT select the line appearance key to use for making an outgoing call.

The + and - buttons below the 4-way keypad adjust the volume. Pressing these keys when you are not engaged in a call adjusts the ringer volume. Pressing them while you are in a call adjusts the volume of the handset, speaker, or headset.

There are five keys to the right of the numeric keypad. The bottom key  is the speakerphone key. Press this key to make or answer a call using the built-in speakerphone.

The other keys are:

-  Activates a headset (if connected)
-  Mutes the microphone
-  Listen to your voice messages
-  Redial the last call

Placing a Call:

Using the Handset:

- Pick up the handset
- Enter the number on the dial pad
- Press the Send softkey

Using the speakerphone:

- Press the Speakerphone key
- Enter the number on the dial pad
- Press the Send soft key.

Using the headset:

- Press the Headset key.
- Enter the number on the dial pad
- Press the Send soft key.

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AW Rasmussen



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