



3CX YEALINK T31G – QUICK START GUIDE

Making a call

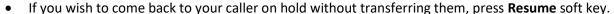
- Enter the internal extension or full external telephone number and then pick up the receiver to send the call.
- Alternatively, pick up the handset and then enter the internal extension or full external telephone number. Press the **Send** soft key or OK button to dial out.
- To end the call, hang 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 (+) 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

V1.2 - CJJ 16/11/19