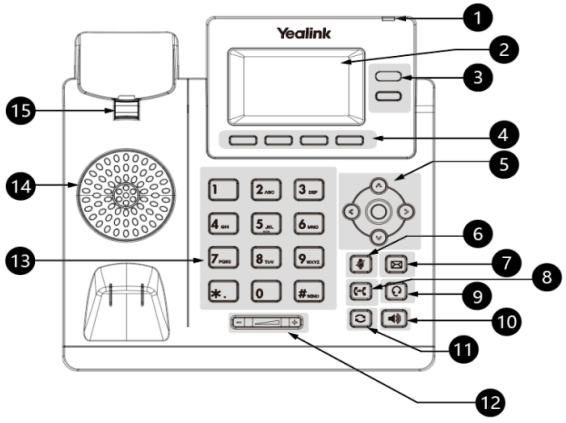
YEALINK T30/T31 BASIC GUIDE





Screen notifications

- Wired network is unavailable
- Wired network is unreachable
- Hands-free ON
- Handset mode ON
- Headset mode ON
- Do Not Disturb ON (DND)
- Voice Mail
- Missed Calls
- Keep Mute
- Silent Mode ON
- Always Forward ON
- Phone Warning

Device Keys

1. Power LED indicator for phone, message and phone system status..
   - Fast flashing: Incoming call.
   - Slow flashing: voice or text message.
2. Screen: Shows information about your phone, such as calls, messages, soft keys, time and date.
3. Line Keys:Access your phone lines and features.
4. Soft keys: Access the function displayed on the screen above the soft keys.
5. Navigation keys: Scroll through information or options displayed on the screen.
6. Mute Key: Toggles the microphone on or off.
7. Message Key: Accesses your voice messages.
8. Transfer Key: Call Transfer.
9. Headset Key: Toggles the headset mode on or off.
10. Hands Free Key: Toggles the handsfree mode on or off.
11. Redial key: Redials a previously dialed number.
12. Volume key : Adjust the volume of handset, headset, speaker.
13. Keypad keys: Allow you to enter numbers, letters, and special characters.
14. Speakers: Provides ringer and speakerphone audio output.
15. Reversible Tab: Secures the handset in the handset cradle when the phone is mounted vertically.

Main Functionalities

Call Transfers

Blind Transfer:: Transfer the call without confirmation.

Option ↕ Transfer + num + Transfer

Attended: Transfer the call to a third party with confirmation.

Option ↕ Transfer + OK + num + OK + Talk + Transfer

Call Pickup

When a device is ringing we can answer the call in any device using **8*.

Conference

You can initiate a three-way (including yourself) conference calls with your contacts on the phone.

Option ↕ Conference + OK + num + OK + Talk + Conference