Yealink T31G/T31P IP Telephone



place a call

Lift the handset, press the speakerphone button or headset button. Enter the number, then press #.

ending a call

Place the handset on its cradle or press the end call soft key.

muting

Press the Mute key to mute the handset, headset, or speakerphone.

redial

To redial the last number called, press the Redial button twice.
To view previously dialled numbers, press the Redial button once, then use the up and down arrow keys to scroll through the list.
Press the Redial button or the # key to dial the highlighted phone number.

holding and resuming

To place an existing call on hold, press the Hold button.
To retrieve a call on hold, press the Hold button again.
If multiple calls are on hold, press the appropriate line key before pressing Hold.

call transfer

To transfer a call in progress, press the Tran button.
Dial the destination number, then press #.
When the destination party answers, announce the caller, then press the Tran button to complete the transfer.
If there is no answer, press the Menu button and then Hold to return to the original caller.

3-way calling

Place (or receive) a call.
To add another party to the call, press the Conf button
Enter the destination number, followed by #.
When the destination party answers, press the Conf button again.
If there is no answer, press the Menu button, then press Hold to resume the call..

call history

To view missed, received, or placed calls, press the up arrow key
Use the left and right arrow keys to choose between All Calls, Dialled Calls, Received Calls, Missed Calls, and Forwarded Calls.
Use the up and down arrow keys to scroll through the list.
To dial a number, highlight it and then press OK.

volume control

Press the Menu button and select Settings > Basic > Phone Volume.
Select Handset, Speaker, Headset, or Ringer, then press OK.
Use the volume control button to adjust the volume, then press OK.
During an active call, the volume control button changes the volume of the handset, speakerphone or headset, whichever is active.

voicemail access

To access voicemail messages, press the Message button or Dial 555.
Depending on your system configuration, you may be prompted for a voicemail PIN number.
Option 2 - Retrieve old messages
Option 4 – Listen to personal greeting
Option 5 – Record new personal greeting
Option 6 - Delete personal greeting
Option 7 - Delete Voicemail

connect to Wi-Fi:

To connect a Yealink T34W phone to Wi-Fi, you can try these steps:

- Press the Menu Key
- Use the navigation arrow keys to select Basic
- Scroll to Wi-Fi and press OK
- Select Wi-Fi and toggle it ON
- Press Save
- The phone will scan for available networks
- Select your Wi-Fi network and press Connect
- Enter your Wi-Fi password and press Connect