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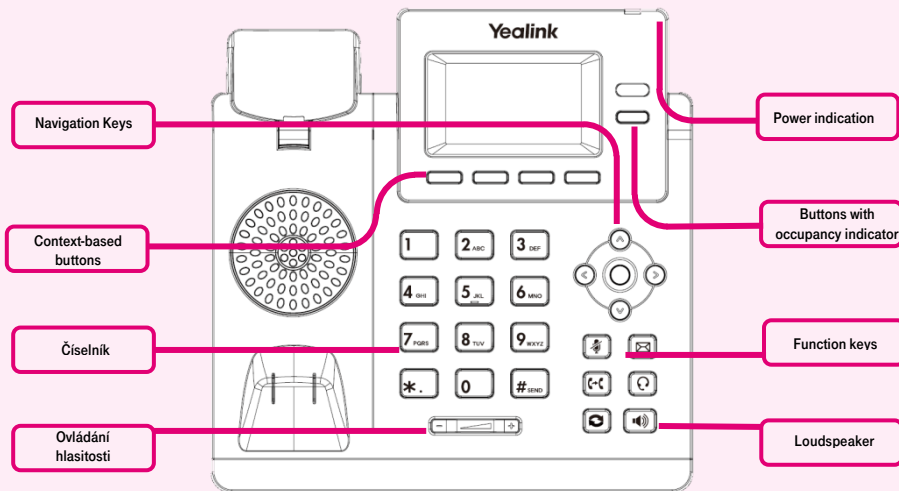
Yealink
SIP-T31P/G

Before you start to use your phone

The IP phone package you received from us includes: **IP phone, handset, power adapter and cables**. Take the stand and snap it to the phone from the back. Connect one end of the twisted pair cable to the handset. The other then into the phone to the jack marked with the handset. Plug the Ethernet cable into the phone into the socket marked internet. Plug the other end into a modem, router, or switch into the IP phone jack. If the switch does not support Power over Ethernet (PoE), connect the AC adapter to the phone and plug it into an electrical outlet. Now check the phone display. "Welcome Initializing" - "Please Wait" should appear on the display. When your abbreviated phone number appears after a few minutes, everything is ready and you can start calling.

Navigation Keys	Power indication
Context-based buttons	Buttons with occupancy indicator
Číselník	Function keys
Ovládání hlasitosti	Loudspeaker

We have prepared a **telephone directory** of your company for you directly on the phone. Now have the data obtained during the handover of the service, your **telephone number** and the **password ready**. Use the password to log in to **portal-uc.gtsce.com.**

The **name** is your **phone number**. Here you can adapt the Virtual PBX service to your needs. Help for all functions is available by clicking on the **"Help"** button. For more instructions, click on **"Download"**.

1. Calling

Start dialing, pick up the handset, or press the Speaker key). Enter a phone number. Confirm the selection by picking up the handset, the OK navigation key or the # key). To end the call, hang up or press the Speakerphone button again.

2. Control in general

The **navigation Buttons** are used to move in the menu. The **OK** button is used to confirm the selection. The phone also has the following key groups: Keys with occupancy indicator (BLF function) and context-sensitive keys. Buttons with occupancy indicator can be set via the web portal **portal-uc.gtsce.com**. Context-sensitive buttons change their function automatically according to the state of the phone. The menu can be scrolled with the navigation keys or by direct dialing with the number key, as each selection is numbered. Further in the manual we will talk about the so-called sequence, which means calling up the configuration menu with the context-sensitive "Menu" button and pressing direct dial 1-9.

That is: the sequence **Menu-2-4-1** means successively pressing the MENU, 2, 4, 1 keys. To return to the default state, use the Back-Back-Back-Exit context-based button.

Context-dependent button button Hold – puts a call on hold (with music)
Context-dependent button button Transfer - transfers a call
Context-dependent button button MENU - enters menu.
Mute button - used to deactivate the microphone. To reactivate, press the button. for the second time.
Message button - connects the phone to your voicemail, settings: **MENU-5-1-2**.
Transfer button - used to transfer an ongoing call
Headset button - switches the sound of the headset / microphone to the headset.
Redial button - opens the list of recently dialed numbers.
Speaker Button - Used to activate speakerphone.

3. Phonebook

As part of the virtual exchange service, two telephone directories of the platform are used: corporate, personal and external. The company list contains all active users of the company; external numbers (eg employee mobile phones) cannot be stored in it. All users have read-only. The personal address book is intended for the user's private contacts. It is individual for each line. Add, edit or delete personal list items either directly in the phone menu or via the **portal-uc.gtsce.com** portal. Any number can be stored in the external directory, but for administration it is necessary to log in to the web portal **portal-uc.gtsce.com** as an administrator. Other users have it read-only.

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4. Search the phone book

Press the button **"address".** The phone loads the appropriate phone book. Use the up and down arrows to move through the list, press OK to call the selected contact. **For a quick search** (by person's name or surname), enter the numbers that correspond to the letters on the keypad, press the key only once for each letter. You can find the letter combinations corresponding to the number you need to press on the telephone keypad or in this table:

Required charakter	Numbers
A, B, C	2
D, E, F	3
G, H, I	4
J, K, L	5
M, N, O	6
P, Q, R, S	7
T, U, V	8
W, X, Y, Z	9

5. Call selection from history

Press the **History** context-dependent button, you will see a **list of all calls**, press the navigation keys **left** or **right** to select another history, and you will see **missed calls**, **received calls** or **diverted calls**, press the navigation key **OK** to call numbers from the list, or for more detailed calls. information, press **Options - Details**. Deleting call lists: Press the **History** context-dependent button and the **Delete** context-dependent button to delete the selected entry. To delete the entire list, press **Options - Delete. all.**

6. Last Number Redial (Redial)

Press the (**Redial**) button twice. This dials the last number dialed.

7. Call transfer, call parking, conference calls

Call transfer without consultation:
During the ring / call, press the **Transfer** key or the **Transfer / Transfer** context-dependent button, dial the phone number, wait for the ring and press **Transfer** again or hang up (do not press # or OK to confirm).
To transfer a consultation call: During the call, press the Transfer key, dial the phone number, and press **#** or **OK** to confirm. You can talk to the other party and then transfer the call to them by pressing the **Transfer** key again and putting your handset on hold.
To transfer when a call is on hold: During a call, press the **Hold** context-dependent button and then the **New** context-dependent button, dial the other party's phone number, and then press **#** or **OK** to confirm. You can then switch between the two callers using the **Swap** context-dependent button. You can transfer the call again with the **Transfer** key or the **Transfer** context-dependent button.
Conference call for 3 participants: Call the first person. Press the **Conference** context-dependent button to put the active call on hold with the first person and get a dial-up call tone. Call the second participant and after the connection press the **Conference** button again. The conference is set up.

8. Redirection

All types of forwarding can be found in **MENU-2-1-4- (1 to 3).** To change, use the left or right navigation keys.
You can quickly turn forwarding on and off with the **Transfer** button.

9. Earphone and speakerphone volume, phone ringtone volume

To change the earpiece and speakerphone volume: Lift the handset and use the **Volume + / Volume-** keys to adjust the handset volume. To adjust the volume of the **loudspeaker call**, press the **Volume + / Volume-** buttons to adjust the speakerphone again. This can also be done during a call. Changing the ringer volume: You can change the ringer volume using the **Volume + / Volume-** button.

10. Language settings

Telephone's language setting depends on the settings in the user profile on **portal-uc.gtsce.com** portal. In the left bar select **"Profile"**, in the basic setting select **"Profile"** and then select the preferred language (**"Czech"** or **"English"**) and press **OK**. The language used on the portal will change after the new sign on the portal, the language of the telephone will change after switching the power supply off and on. The language setting on **portal-uc.gtsce.com** portal has the priority over the language setting in the telephone's menu.

11. Meet Me Conference

We assume that you have a Meet me conference created on the **portal-uc.gtsce.com** web portal, ie you have a set access number, you have a conference ID and possibly a PIN / ID of the moderator. On your phone, click the **Menu** button in the lower right corner of the screen.