ULTREX

Yealink T31 Guide

ULTREX

Button Functionality:

ULTREX

1: History

See history of inbound/outbound calls.

2: Directory

Access the built-in directory page.

3: DND (Do Not Disturb)

Turn on/off Do Not Disturb.

4: Menu

Access various menus built into the phone.

5: Volume Rocker

Adjust volume of phone.

6: Directional Buttons/OK button

Navigate the menu screen.

7: Mute Button

Mute the microphone while on call.

8: Transfer Button

Transfer a caller using extension.

9: Redial Button

Redial the last number called. Click twice to instantly redial.

10: Voicemail Button

Check Voicemail.

11: Headset Button

Toggle on/off optional headset.

12: Speaker Phone

Put the call on/off built-in speaker.

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Standard Transfer:

(1) Press the 'Transfer' button.

(2) Dial desired Extension.

(3) Press the 'Transfer' button again.

This will ring the selected user. The original phone will be open again.

Voicemail:

(1) Push the Voicemail button or dial *97.

(Example: *97)

(2) Dial your extension, followed by #.

(Example: *97 100#)

(3) Dial password. Default is 1234. Follow by #.

(Example: *97 100# 1234#)

To change voicemail greeting, dial 5.

Transfer To Voicemail:

(1) Press the 'Transfer' button located next to the bottom-left of the screen.

(2) Dial '**' followed by the desired Extension.

(Example: **100)

(3) Press the 'Transfer' button.

This will send the caller to the voicemail of the selected user. The original phone will be open again.

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Intercom:

To use the intercom, use a phone on the intercom system. If this is unknown, contact RingByName to set it up.

Dial intercom code. (Default is set to 12345)

This will page every phone on the intercom system. To change this, contact RingByName.