

T31 Prompt Card



Soft Keys

Change function depending on phone status

- Hold** Caller is on-hold and hears music
- Resume** Resume call
- Go DND** Do Not Disturb
- Go Avail** Extension again targeted for incoming calls
- GPickup** Group pick up - press soft key then lift handset
- Conf** Press during call, dial third party, press again to connect all parties



Hard Keys

Default functions, including Transfer and Headset



Transfer a Call

- [Transfer Icon] + short dial**
- If extension picks up, press **[Transfer Icon]** again to complete transfer
- If no answer **Endcall** and **Resume** to return to call