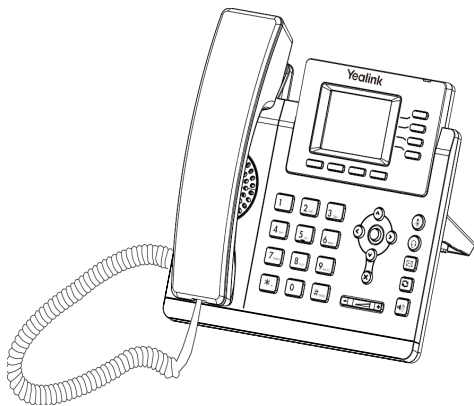


Yealink T33 Quick User Guide




MAKING A CALL

Using the handset:

1. Pick up the handset.
2. Enter the number and press the **Send** soft key.

Using the speakerphone:

1. With the handset on-hook, press  .
2. Enter the number and press the **Send** soft key.

ANSWERING A CALL


Using the handset:

Pick up the handset.

Using the speakerphone:

Press  .

VOLUME ADJUSTMENT


Press  to adjust the volume.

ENDING A CALL


Using the handset:


Hang up the handset or press the **End Call** soft key.

Using the speakerphone:





Press  or the **End Call** soft key.

MUTING A CALL

Press  to mute the microphone during a call.

Press  again to un-mute the call.

REDIAL

- Press  to enter the **Placed Calls** list, select the desired  entry, and press  or the **Send** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

CONFERENCE CALL

1. Press the **Conf** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, then press the **Send** soft key.
3. Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.

*Note: You may split the conference call into two individual calls by pressing the **Split** soft key.*

PUTTING A CALL ON HOLD

To place a call on hold:

Press the **Hold** soft key during an active call.

To resume the call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.
- If there is more than one call on hold, select the desired call, and press the **Resume** soft key.

TRANSFERING A CALL

You can transfer a call in the following ways:



Blind Transfer

1. Press the **Trans** soft key during an active call.
2. Enter the number you want to transfer to.
3. Press the **B Trans** soft key.

Attended Transfer

1. Press the **Trans** soft key during an active call.
2. Enter the number you want to transfer to, and press the **Send** soft key.
3. Press the **Trans** soft key when the second party answers.

CALL HISTORY

1. Press the **History** soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
 - Press the **Send** soft key to call the entry.
 - Press the **Delete** soft key to delete the entry from the list.

DIRECTIONS FOR RECORDING YOUR VOICEMAIL GREETING

1. Use any desk phone and dial "9999" (Prompt will say "Please enter your Personal Identification Number", but you are not going to do that now.)
2. Press the "#" key
3. Enter your 4 digit extension number (Prompt will say "Please enter extension number".)
4. Enter your Personal Identification Number (PIN). *This will be in your welcome email from 3CX.*
5. Press "9" to go to options
6. Press "8" to change your greeting message.
7. When prompted press "0" to record new self-identification message and at the end of recording message press "#" to stop the recording.
8. Press "0" to save the message.

RETRIEVING VOICEMAILS

Your voicemails will be sent to your email address, for you to play back.

OTHER OPTIONS AVAILABLE

You can manage other voicemail settings using any Desk Phone by dialing "9999". Press "#" and enter your extension. A voice menu system will ask you to enter your Personal Identification Number (PIN) followed by "#". The initial options you are presented with, are the following:

- Dial * to play your messages.
- Dial "9" to go to options.
- Dial pound "#" to exit.

When you dial "9" for options, the following options will be announced by the voicemail system. Dial the respective numbers to change and update these features:

- Dial * to play your messages.
- Dialing "1" allows you to change your profile status.
- Dialing "3" allows you to dial a number.
- Dialing "4" allows you to delete all read messages.
- Dialing "5" allows you to change your self-identification message.
- Dialing "6" allows you to play mailbox information.
- Dialing "7" allows you to change your voicemail PIN number.
- Dialing "8" allows you to change your greeting message.
- Dialing "9" allows you to restart the voice menu prompts.
- Dial pound "#" to exit.