Yealink T33G
Quick Reference Guide

Call Handling	

Blind Transfer

1. During an active call, press the **Transfer** soft key. The call is placed on hold.
2. Enter the number/extension you would like to transfer the call to.
3. Press the **B Transfer** softkey.

Attended Transfer

1. During an active call, press the **Transfer** soft key. The call is placed on hold.
2. Enter the number/extension you would like to transfer the call to; press **Send**.
3. When the second party answers, announce the call then press the **Transfer** soft key.

Parking a Call

1. **During an active call:** Press a **Parking Lot** slot that is not occupied and the call will be transferred to that Lot number. An occupied **Parking Lot** will have a solid red light on.
2. **To resume the call:** Press the **Parking Lot** key where the call was placed.

Making a 3-Way Call

1. During an active call, press the **Conference** soft key.
2. Enter the extension or external number of the second party, then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up the handset to disconnect all parties or press **End Call**.

Do Not Disturb (DND)

1. **To activate or deactivate DND:** Press the **DND** soft key when the phone is idle.

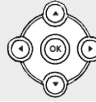| Keys	Key Description
	Press this key to use the speakerphone.
	Press this key to activate headset mode.
	Press this key to mute the microphone or a call.
	Press this key to access voicemail.
	Press this key to enter the placed call list.
	Press the navigation keys to move up/down/ left/right.
	Press this key to exit and return to the Home screen.
	Press during a call to adjust receiver volume of the handset/speakerphone/headset. Press when the phone is idle or ringing to adjust the ringer volume.

Call Handling (cont.)

Call History

While the phone is idle:

1. Press the **History** soft key.
2. Press (◂) or (▸) to switch between **All**, **Missed**, **Placed**, and **Forwarded**; select **Enter**.
3. Select an entry from the list using the up and down arrow key.
4. **To place a call to that number:** Press the **Send** soft key; or
5. **To view information about the entry:** Select the **Option** soft key, then select **Detail** from the prompt list; or
6. **To add to your Local Directory:** Select **Add to Contacts**; or
7. **Add to Blacklist:** Select if you want to block a caller or number.

Voicemail

The message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

1. Press the [✉] or the **View** soft key.
2. Press the **OK** button or the **Connect** soft key.
3. Enter your voicemail password when prompted. By default, this will be your extension twice.
4. To listen to your voice messages, press **1**. By default, new voicemails will play automatically.
5. Listen to each prompt for the different voicemail options.
6. When finished, hang up or press **#**.

Recording Your Voicemail Greetings
1. Call into your voicemail (see above steps).
2. Press **0** for Mailbox Options.
3. **Select Record Unavailable.** This is for when someone gets to your voicemail and you are not currently on another call.
4. **Select Record Busy**. This is for when someone gets to your voicemail and you are currently on another call or on DND.