Yealink T33G

Desktop Telephone

This guide covers the basic features and typical operation of the Yealink model T33G desktop phone.

About Your Phone

The Yealink T33 phone provides a helpful color display screen, message/power indicator LED, and very helpful buttons and keys.

Your phone provides a number of single-purpose buttons called *keys* that allow quick, one-button task operations. Along the top of the phone there are four keys to the right and four keys below the display screen as shown here:

The keys to the right of the screen are programmable Line Keys. Each can be set per the configuration of the phone and/or configured as speed dials or 'favorites'. In the example above, there are two line keys that have been configured on the top two buttons.

The four keys that display along the bottom of the screen are called Soft Keys. The text displayed on the screen directly above each button identifies what happens when pressed. These are context sensitive and display useful options depending on the current call status or use of the phone. For example, when the phone is idle they are typically labeled History, Dir(ectory), DND, and Menu. If you are in an avtive call, the Soft Keys change to display options like Hold, T(rans)fer, End (Call), Options, etc.

The lower section of the phone includes the dialpad, navigation pad, the volume button, and task buttons.

The four-way navigation pad allows the user to move through the phone's menu system and make selections, and the four arrow keys also double as shortcuts. Pressing UP displays the call history, pressing DOWN displays the number directory, LEFT and RIGHT select the line appearance key to use for making an outgoing call.

The + and - buttons below the 4-way keypad adjust the call audio volume while in a call, and when not in a call they will adjust the ringer volume.

There are five more buttons along the right side of the phone that include:

Mute the audio microphone	
Use a headset (if connected)	
Access Voicemail and messages	
Redial the last number	
Activates/Deactivates Speakerphone	

Examples provide typical steps for usage of the standard configuration setup. Contact customer service for assistance with customized configurations.

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Place a Call

Using the Handset:

- Pick up the handset
- Enter the number on the dial pad
- Press the **Send** softkey

Using the speakerphone:

- Press the **Speakerphone** button
- Enter the number on the dial pad
- Press the **Send** soft key.

Using the headset:

- Press the **Headset** button
- Enter the number on the dial pad
- Press the **Send** soft key.

Answer Calls

Using the handset: Pick up the handset.

Using the speakerphone: Press

Using the headset: Press

End a Call

Using the Handset: Replace the handset on the cradle.
Using the speakerphone or headset: Press the

or key, or press the **End Call** soft key.

Conference Calls

You can conduct conference calls with up to two other parties (3-way including yourself) directly on your phone.

To set up a three-party Conference Call

1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and 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. Press the **End Call** soft key to disconnect all parties.

Transfer Incoming Calls

There are a few methods that can be used to transfer a call to another phone:

- A Cold or *Blind Transfer* sends a call directly and immediately to another party without consulting.
- A Warm or *Attended Transfer* allows you to speak with the transferred call receiver before sending the call.

Cold/Blind Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer the call to.
3. Press **Transfer** soft key again to immediately sent the call to that number.

Warm/Attended Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the **Send** soft key to dial that number.
3. Press the **Transfer** soft key again when the second party answers and you confirm they will accept.

Forward Calls

To enable call forwarding:

1. Press the **Menu** soft key when the phone is idle, and then select Features > Call Forward.
2. Select the desired forward type:

   - *Always Forward*: Incoming calls are forwarded unconditionally.
   - *Busy Forward*: Incoming calls are forwarded when the phone is busy.
   - *No Answer Forward*: Incoming calls are forwarded if not answered after a period of time.

3. Enter the number you want to forward to.
   For No Answer Forward, also select the desired ring time to wait before forwarding using the *After Ring Time* field.
4. Press the **Save** soft key to accept the changes.

Mute a Call

You can disable the phone's microphone to consult privately with others in the room while listening to the other party on the phone through the speaker or the handset.

To mute the call, press the Mute button. The button will turn red and the screen will indicate that the microphone is muted. Press Mute again to resume the call.

Use Speed Dial

Speed Dial allows users to configure a key on the phone that, when pressed, dials a pre-defined number.

To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select Features > DSS Keys.
2. Select the desired unused DSS key, and then press the Enter soft key.
3. Select *SpeedDial* from the Type field, select the desired line from the Account ID field, enter a label in the Label field and then enter the number in the Value field.
4. Press the **Save** soft key to accept the change.

To use the speed dial key:
Press the speed dial key to dial out to the preset number.

Note: Speed dials may need to be reset after a firmware upgrade.

Voicemail

The message waiting indicator on the idle screen indicates that one or more voice messages are waiting to be reviewed. The power indicator LED also slowly flashes red.

To listen to voice messages:

1. Press or the Connect soft key (if configured).
2. Follow the voicemail menu prompts to enter your Passcode/PIN, access the voicemail inbox, manage announcements, and listen to your voice messages