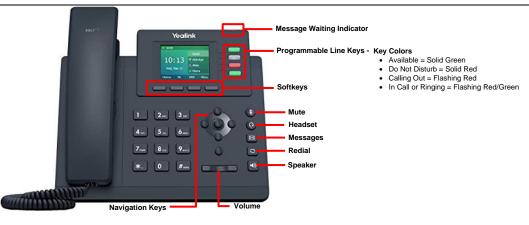


Yealink T33G Telephone User Guide

POPP Hosted Microsoft VoIP Phone System



Internal Call:

 Pick up the receiver, or press [Speaker] or [Headset] button, and then dial [4-digit extension]

Optional: Press **[Directory]** softkey and see the **Directory** section of the user guide for further instructions

External Call (no need to dial 9 for local or 1 for long distance):

• Pick up the receiver, or press [Speaker] or [Headset] button, and dial [10-digit phone number]

Redial/View Call History:

• Press [History] softkey, use [▲or ▼] navigation buttons to select the desired number, and press [Call] softkey two times to dial

Handling Multiple Incoming Calls:

- With caller on the line, press the [Answer] softkey this automatically puts the first caller on Hold and picks up the new caller
- Press [Swap] softkey to switch between the calls

Transfer Call:

Consultative Transfer:

- Press the [Transfer] button the caller is now on Hold
- Dial the **[4-digit extension] or [10-digit number]**, wait for the person to answer, announce the call, and hang up to complete the transfer
- To cancel transfer, press the [Cancel] softkey to return to caller

Blind Transfer:

- Press [Transfer] button, the caller is now on Hold
- Dial **[4-digit extension]** or **[10-digit number]** to which you would like to transfer the call and press **[B Transfer]** softkey to complete the transfer

Transfer Call Directly to Another User's Voice Mail:

- Press [Transfer] the caller is now on Hold
- Dial [*76] + [4-digit extension] + [B Transfer] softkey to complete the transfer

Make Conference Call (5 party max.):

- With first caller on the line, press [Conference] softkey
- Dial next party [4-digit extension] or [10-digit number]
- When answered, press [Conference] softkey to join all parties
- · Repeat the process above to add additional parties

Holding Calls:

- Press [Hold] softkey to place caller on Hold
- To pick up call on Hold, press [Hold] softkey or [Resume] softkey
- Park Call/Pick Up Parked Call (aka Shared Hold):
- To Park a call, press the [Park] key to place caller on park orbit
- To Pick up a Parked call, press the **[Park]** key (indicated by a red flashing light)

DND (Do Not Disturb - direct all calls to voice mail/call forward no answer number):

• Press [DND] softkey to enable/disable

Page (Paging key must be configured):

- Press [Paging] key and use navigation buttons to select the desired group from the Paging Groups List and press the [Paging] softkey
- Make announcement, and hang up or press [End Call] softkey when finished
- To adjust paging volume, press and hold [- or +] on the [Volume] button during a page

Directory:

- Press the [Dir] softkey, then press [Enter] softkey to select Network Contacts
- Use the [▲or ▼] navigation buttons to select Contacts (contacts you have added via the User Portal) or Extensions (auto-populated list of business group contacts), then press [Enter] softkey
- Use the [▲or ▼] navigation buttons to select an extension, then press [Call] softkey two times to call the selected contact

Adjust Volume:

 Press and hold [- or +] on the [Volume] button to adjust call volume (handset or speaker) or ring volume

Changing Ring Tones (for internal calls only):

- Press [Menu] softkey, press [▶] and [▼] navigation button to select Basic, and press [Enter] softkey
- Press [▼] navigation button to select Sound, and press [Enter] softkey
- · Press [Enter] softkey to select Ring Tones
- Use [▲or ▼] navigation buttons to select Common (default ring tone for all lines on the phone) or select Line (ring tone for a specific line), then press the [Enter] softkey
- The selected radio button denotes the current ring tone
- Use [▲or ▼] navigation buttons to scroll through and play ring tones
- Press [Save] softkey to change the selection

Optional Keys:

- Use Enhanced Monitored Extension Keys to:
- See individual's line status (available/not available)
- Make an internal call
- Transfer Call Press [Monitored Extension] key to blind transfer
- Pick up a call ringing at another extension

Log In/Out of a Multi Line Hunt Group (MLHG) (Note: Line must be enabled for Log In/Out by the business group administrator):

- Use [Login]/[Logout] keys
- Use the Administrator Portal or User Portal to login/logout
- Helpful Hint: Press [#] key or [Call] softkey to expedite call

Key Programming:

All programmable telephone keys are programmed via the Administrator Portal or User Portal web site. Contact your designated telephone system administrator for assistance.

For Additional Training and Support

Visit www.popp.com or call POPP Communications at 763-797-7900