ELEVATE
UNIFIED COMMUNICATIONS

IP PHONE QUICK START GUIDE SERIES

YOUR GUIDE FOR:

Yealink T33G

CloudBusinessPhone.com

Yealink T33G Quick Start Guide

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IP Phone Quick Start Guide Series

> This guide covers assembly, connection, voicemail, and frequently used phone features for the **Yealink T33G**. The key sequences below follow the supplied ELEVATE guide. Available menus and services may vary by configuration.

Contents

1. Guided Setup — assembling the phone, connecting handset/headset, and cabling
2. Voicemail Box Setup — personal greeting and PIN
3. Commonly Used Features — calls, transfers, conference, forwarding, and more

1. Guided Setup

Assemble your phone

Slot the stand into the correct interface on the back of the phone to support the desired viewing angle, as shown below.

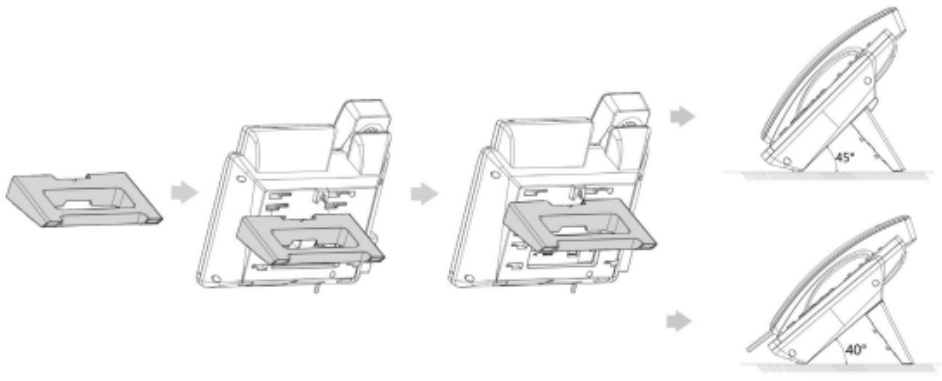


Figure 1. Original stand assembly illustration supplied in the Word document.

Connect the handset and optional headset

Connect the handset to the handset connection. For an optional wired headset, use the headset connection shown below.

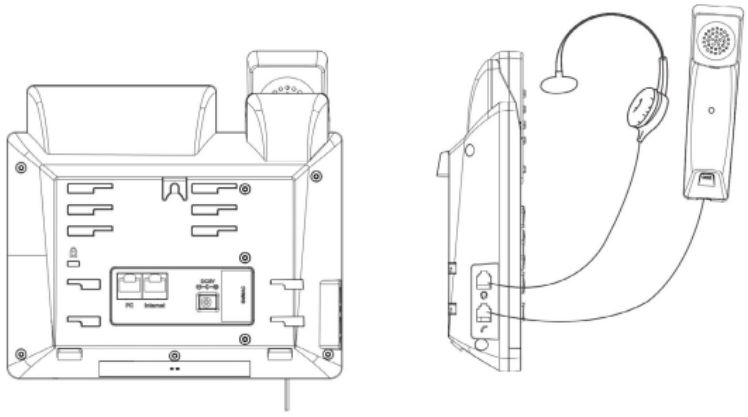


Figure 2. Original handset and optional headset connection diagram.

Note: The T33G supports headsets using an **RJ9 cable**. Consult the headset's documentation for its own connection instructions.

Connect the cables

Connect the network cable and either an appropriate power adapter or a Power over Ethernet (PoE) source, as shown in the supplied diagram. A PC connection is optional.

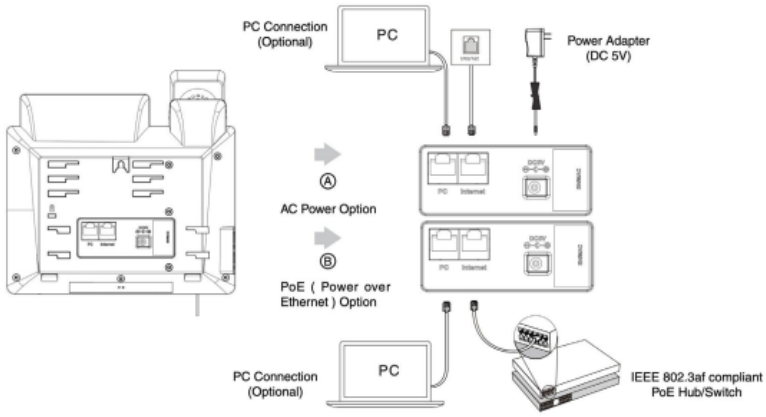


Figure 3. Original T33G cabling diagram: AC power or PoE, with optional PC connection.

Once connected to power and a working network, the phone should automatically download its configuration and become usable. Its voicemail box will have a default greeting.

If the phone does not provision: Confirm the network connection and power, then contact your system administrator or CloudBusinessPhone.com support.

2. Voicemail Box Setup

Record your personal voicemail greeting



1. Press the **Messages** (envelope) button.
2. Enter the PIN provided by your administrator, then press **#**.
3. Select **3** for personal options.
4. Select **1** to record your voicemail greeting.
5. Follow the spoken instructions to record and review your greeting.

Change your voicemail PIN

1. Press the **Messages** button.
2. Enter your current administrator-provided PIN, followed by **#**.
3. Select **3** for personal options.
4. Select **2** to change the PIN.
5. Follow the voice prompts to complete the PIN change.

Security note: Choose a PIN that is not easy to guess, and do not share it.

3. Commonly Used Features

Place outgoing calls

Using the handset or speakerphone when idle

1. Pick up the handset or press the **Speakerphone** button.
2. At the dial tone, dial an extension or telephone number.

Using a headset



1. Press the **Headset** button to activate headset mode.
2. No dial tone may be heard. Dial an extension or telephone number.

Start another call while already on a call

1. Press **Hold**.
2. Press **New Call**.
3. Dial an extension or telephone number.
4. Return to the original call by pressing **Resume**.

Answer, reject, or silence incoming calls

- **Handset:** Pick up the handset.
- **Headset:** With the headset connected, press the **Headset** button.
- **Speakerphone:** Press the **Speakerphone** button.
- **Reject:** Press the **Reject** soft key to send the caller to voicemail.
- **Ignore without rejecting:** Press **Silence**. The caller continues to hear ringing until the configured no-answer interval ends.

End a call

- **Handset:** Hang up, or press **More** followed by **EndCall**.
- **Headset:** Press **More**, then **End Call**.
- **Speakerphone:** Press the **Speakerphone** button.

Hold and resume

- **Hold:** During an active call, press the **Hold** soft key.
- **Resume:** Press the **Resume** soft key.

Mute and unmute

1. During a call, press **Mute** to turn off the microphone.
2. Press **Mute** again to turn the microphone back on.

Check voicemail

1. Press the **Messages** (envelope) button.
2. Enter your voicemail PIN, followed by **#**.

Transfer calls

Blind transfer (transfer without first speaking to the destination)

1. Press **Trans** during an active call.
2. Enter the destination number.
3. Press **B Trans**.

Semi-attended transfer (transfer when the destination is ringing)

1. Press **Trans** during an active call.
2. Enter the destination number, then press **Send**.
3. When you hear ringback, press **Trans**.

Attended transfer (speak with the receiving party first)

1. Press **Trans** during an active call.
2. Enter the destination number, then press **Send**.
3. When the other party answers, press **Trans** to complete the transfer.

Start a conference call

1. Place a call to the first participant.
2. Press **Conference** (**Conf**) to start a second call. The first call is held.
3. Dial the second participant. When they answer, press **Conference** (**Conf**) again to combine the calls.
4. Repeat the process to add more participants, subject to system limits.

Call waiting

When a new call arrives while you are already on a call, your phone emits a beep.

- **Answer the new call:** Press **Answer**. The first call is placed on hold. When finished, press **Resume** to return to it.
- **Reject the new call:** Press **Reject** to send it to voicemail.

Adjust volume



- **During a call:** Press **+** or **−** to change the listening volume.
- **When idle:** Press **+** or **−** to change ringer volume.

Use the speakerphone

- **Start a call:** With the phone idle, press **Speakerphone** for a dial tone.
- **Switch to speakerphone:** During a handset or headset call, press **Speakerphone**.
- **End a speakerphone call:** Press **Speakerphone** again.

Forward calls

Enable Always Forward

1. Press **Menu**.
2. Use the right arrow to highlight **Features**, then press **OK**.
3. Highlight **Call Forward** and press **OK** or **Enter**.
4. Select **Always Forward**. If disabled, it displays **Always Forward: Off**.
5. Press **OK** and use the left or right arrow to enable it.
6. Press the down arrow and enter the destination phone number or extension, then select **Save**.
7. If the phone requests confirmation, press **OK** or **Save**.

Disable Always Forward

1. Navigate to **Call Forward → Always Forward**.
2. If it displays **Always Forward: On**, press **OK** or **Enter**.
3. Use the left or right arrow to disable it.
4. Press **OK** or **Save**.

Busy Forward and **No Answer Forward** can be configured in a similar way.

Redial a number



- Press **Redial** to view **Placed Calls**. Select a call and press **Redial** or **Send**.
- With the phone idle, press **Redial** twice to call the last dialed number.

Quick-reference checklist

Task	On the T33G
Answer a call	Lift the handset or use Headset / Speakerphone.
Reject a call	Select **Reject**.
Ignore ringing	Select **Silence**.
Put a call on hold	Select **Hold**.
Return to a held call	Select **Resume**.
Mute the microphone	Press **Mute**; press again to unmute.
Check voicemail	Press **Messages**, enter PIN, then **#**.
Transfer a call	Press **Trans**, dial destination, then choose the transfer completion method.
Redial	Press **Redial** twice while idle for the last number dialed.

Help & support

ELEVATE from CloudBusinessPhone.com
Service: 888.704.1789, Option 1
Email: support@CloudBusinessPhone.com
Website: CloudBusinessPhone.com

Source: T33G portion of the owner-provided “VARIOUS TO BE CREATED.docx” document. Original device diagrams and button artwork were extracted from that file. The instructions are for the supplied ELEVATE configuration; consult your administrator if a menu differs.