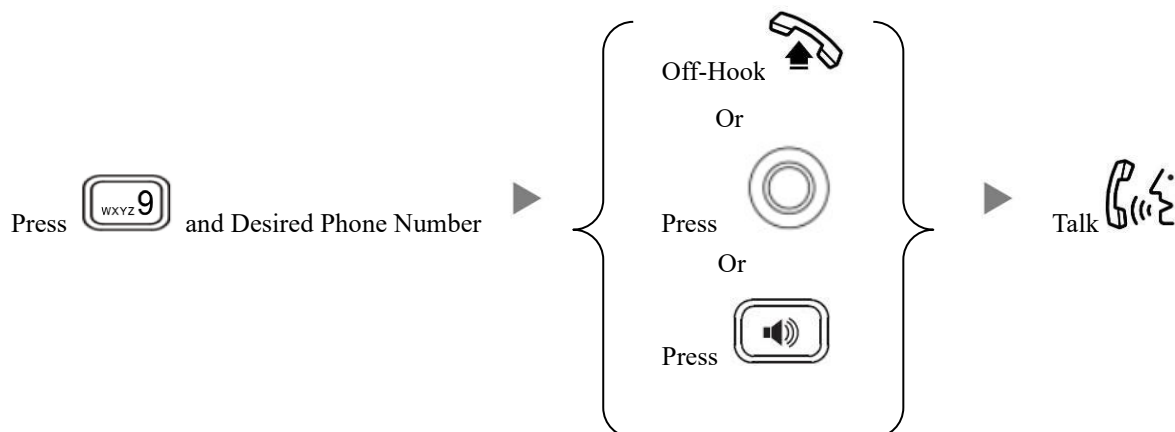


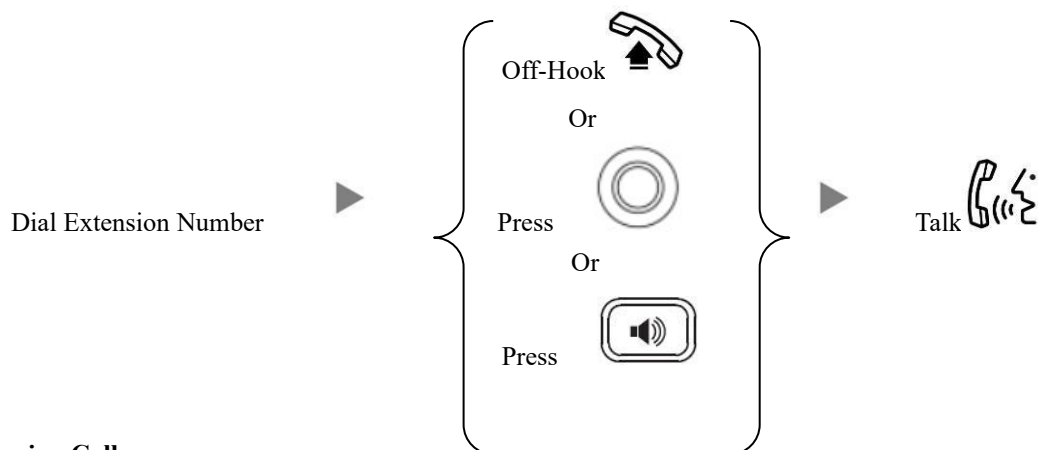
Yealink T30P/T31P/T31G/T33G Instructions

1. Making Calls

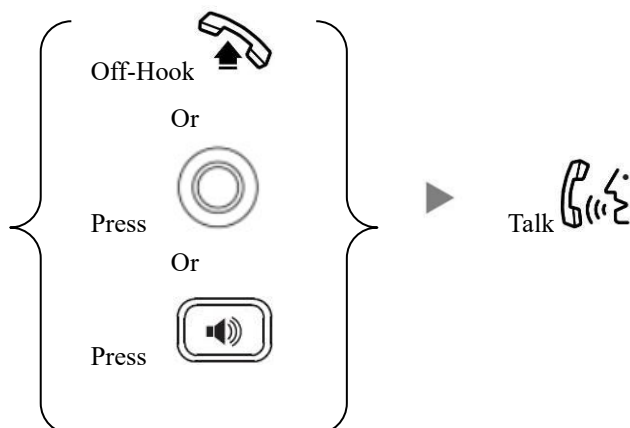
i. Outside Calls



ii. Calling Other Extension



2. Answering Calls




3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

During a conversation → Press **Trans** → Dial Extension Number and Press **Trans**

ii. Supervised / Attended Transfer

During a conversation → Press **Trans** → Dial Extension Number and Press 

→ inform the 3rd party about the call you are transferring  → Press **Trans**

4. Holding a Call

i. To Hold

During a conversation → Press **HOLD**


ii. To Retrieve a call (Call Hold retrieve)

iii.




Press **Resume**

5. Making a conference (Conference Call)

i. To Establish a Conference

During a conversation → Press **Conf** → Dial to 3rd Party → Press  → Press **Conf**

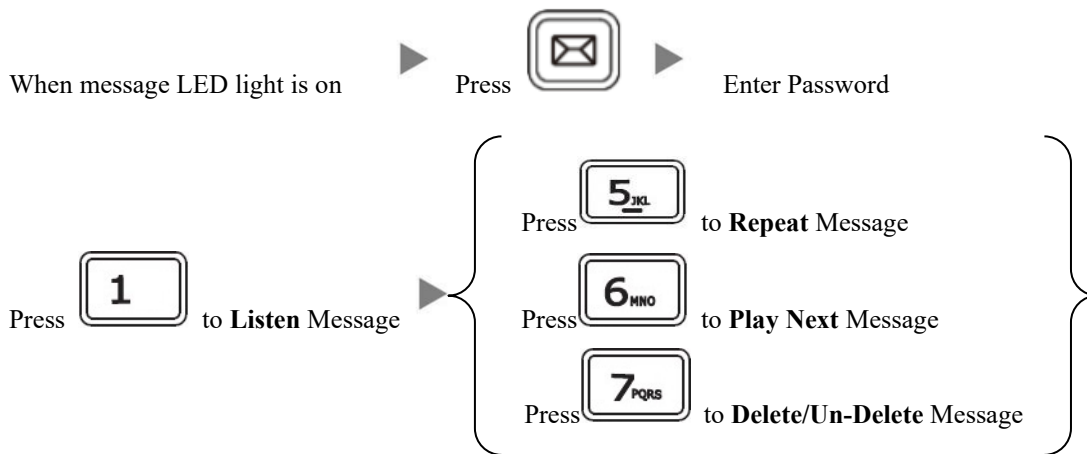
ii. To Leave a conference and talk to the original person

During a conference → Press  → Press **Split** →
Press  or  to select the party to drop → Press **End Call** → Press **Resume**

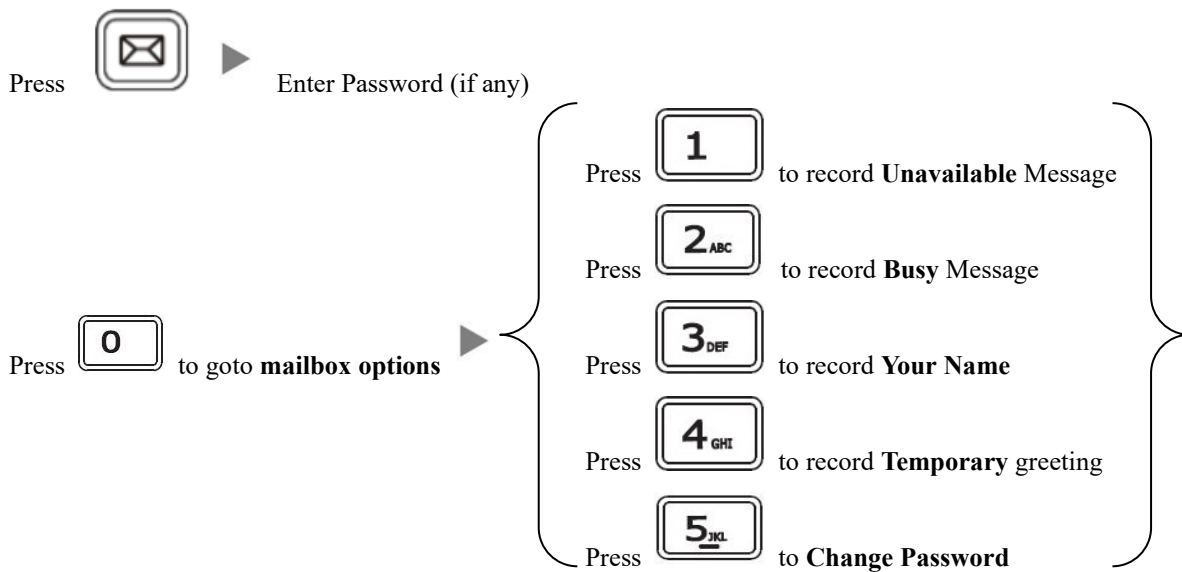
iii. To Leave a conference

During a conference → On-Hook 




6. Checking Voice Mail







7. Voice Mail Setup






8. Checking Call History

- I. Press  , Dialed calls will be listed .
- II. The LCD screen displays the call list.
- III. Press  or  to switch between **Dialed Calls, Received Calls, Missed Calls and Forwarded Calls.**

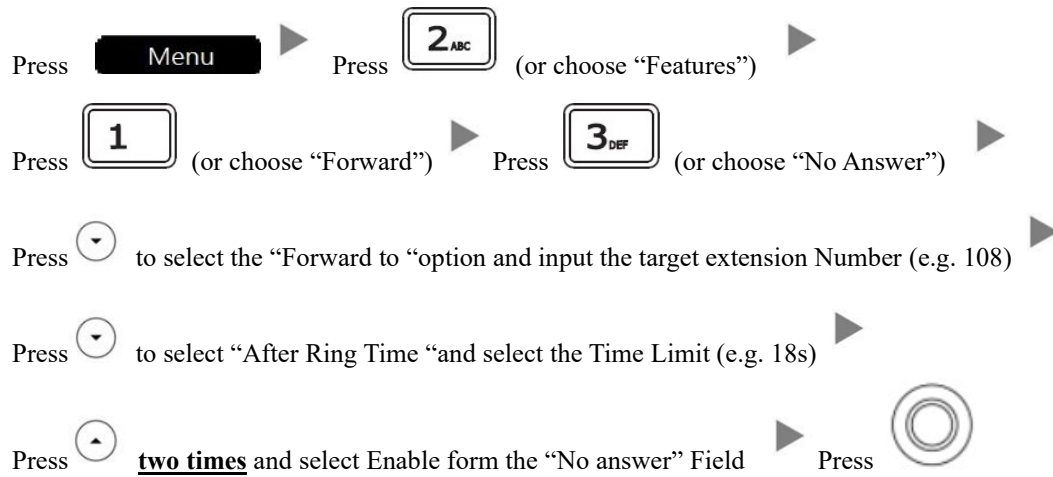
Icons on top:

-  Represents Dialed calls
-  Represents Received calls
-  Represents Missed calls
-  Represents Forwarded Calls

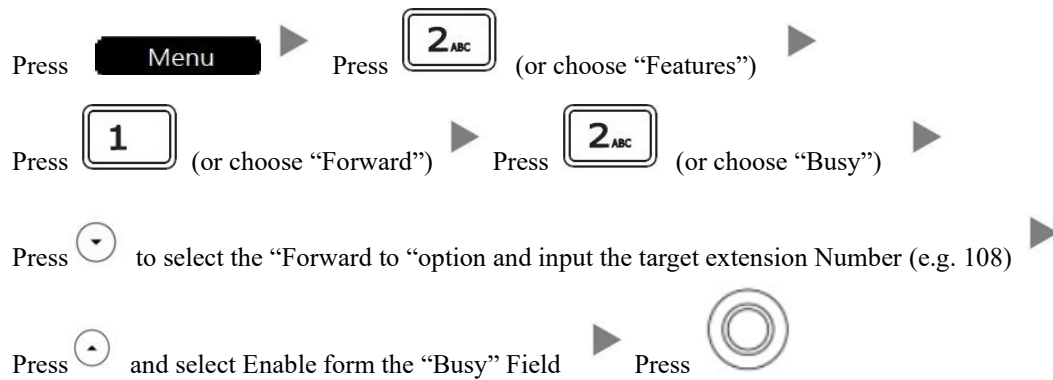
- IV. Press  or  to select the desired entry and press  to dial out.

9. Forward Call

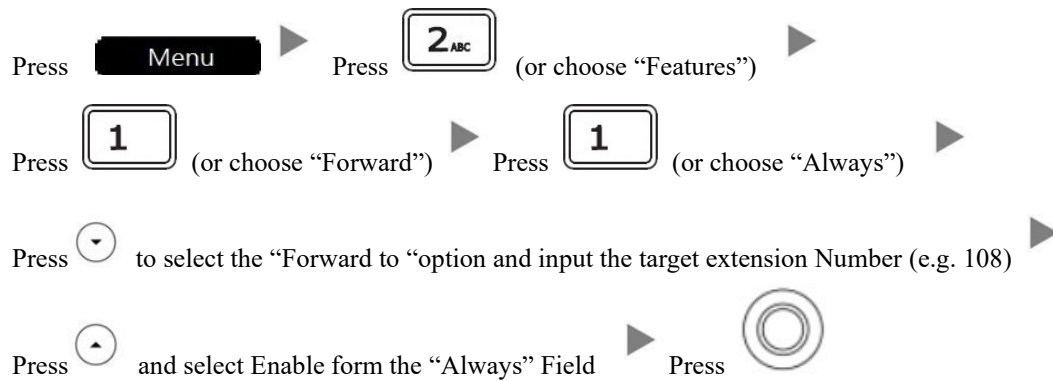
i. To set up Time Limited / No Answer Mode



ii. To set up Busy Mode



iii. To set up the Always mode



iv. To Cancel Calls Forwarding

