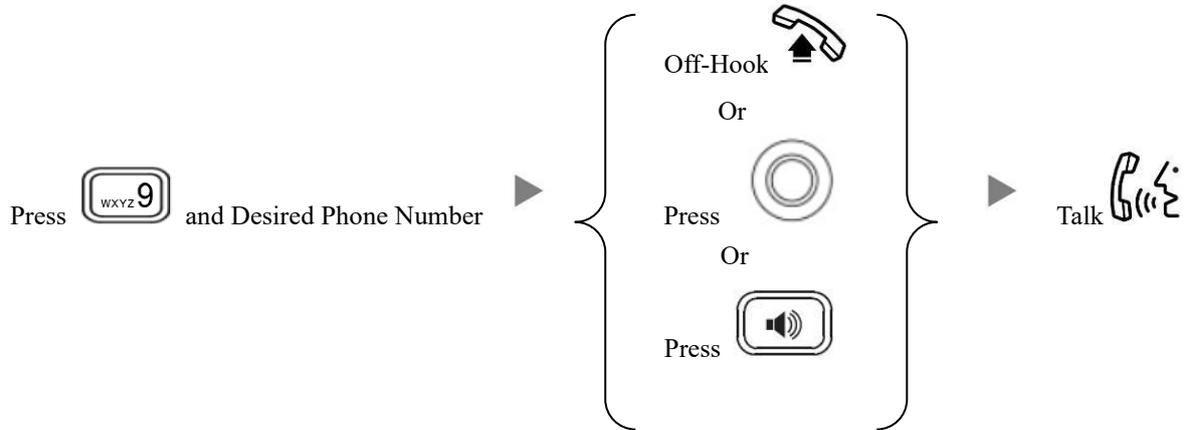


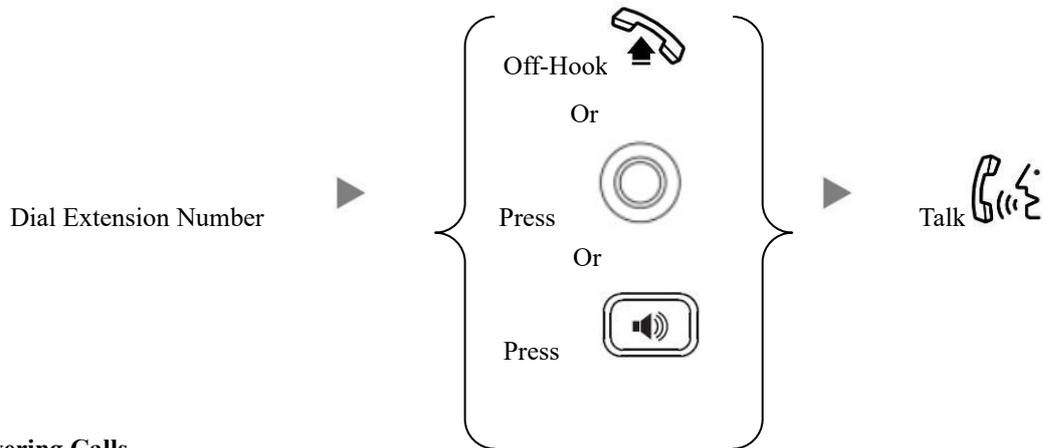
Yealink T30P/T31P/T31G/T33G Instructions

**1. Making Calls**

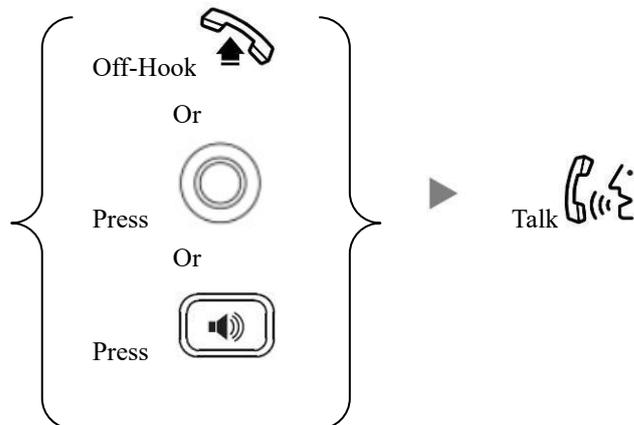
i. Outside Calls



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 3<sup>rd</sup> 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 3<sup>rd</sup> Party ▶ Press  ▶ Press **Conf**

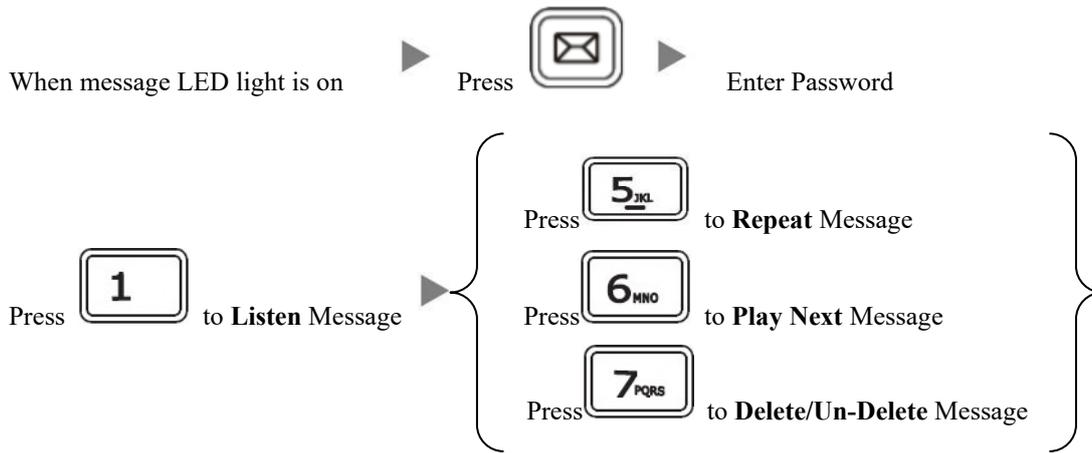
ii. **To Leave a conference and talk to the original person**

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

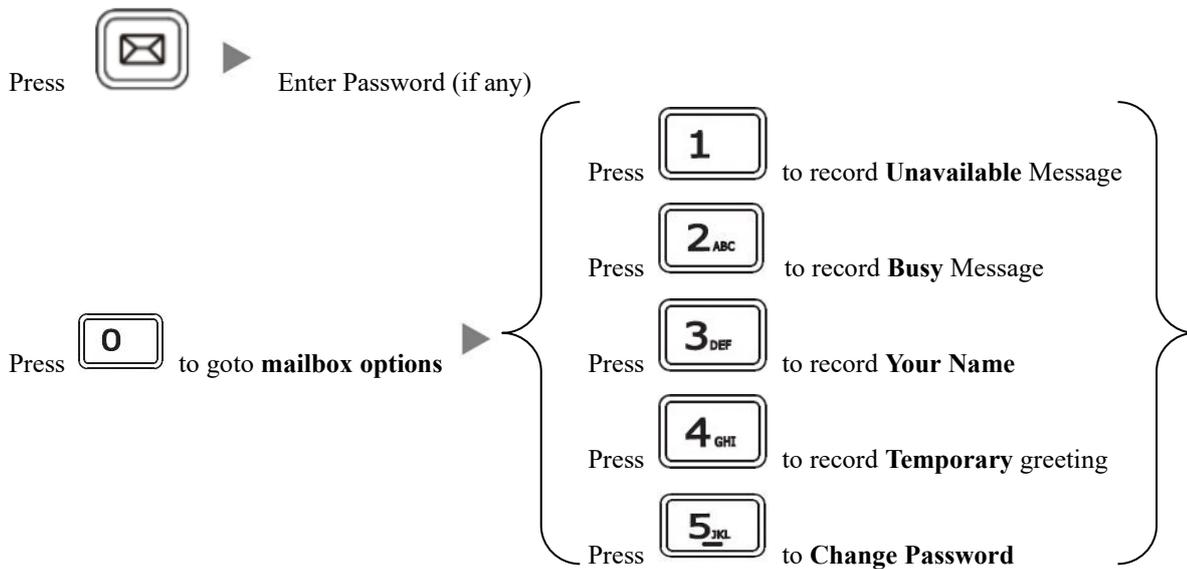
iii. **To Leave a conference**

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.**

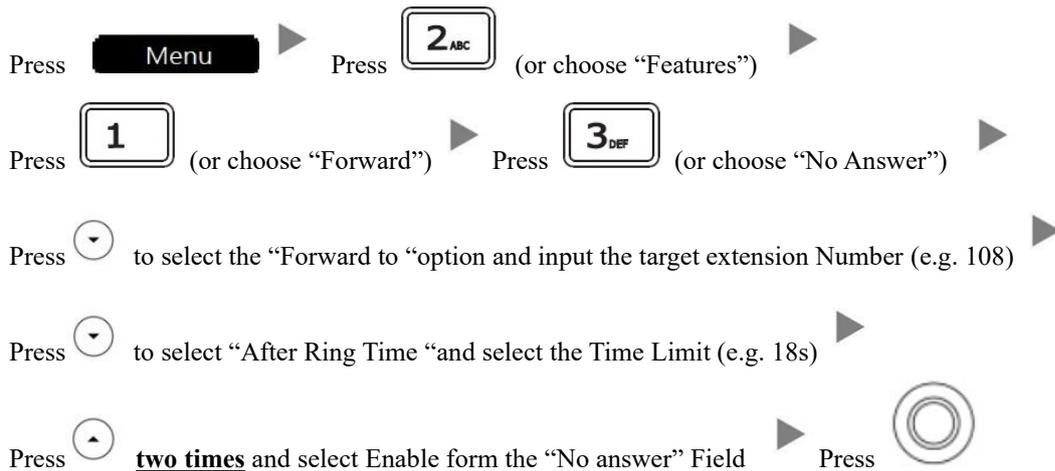
### Icons on top:

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

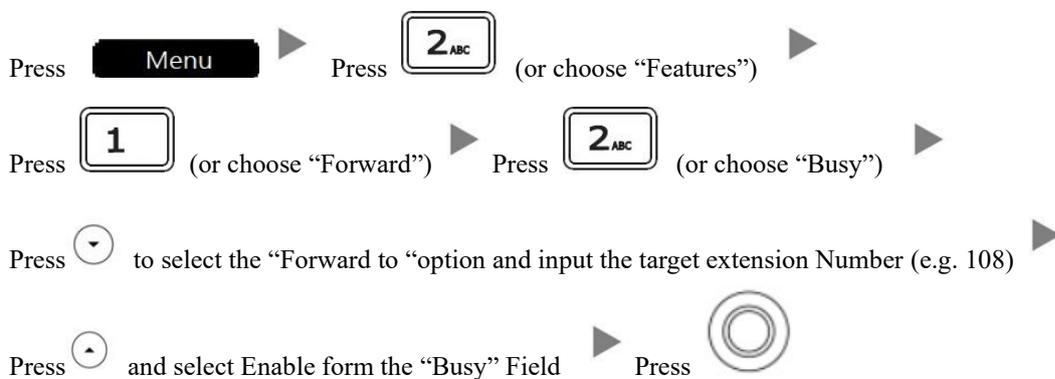
- IV. Press  or  to select the desired entry and press  to dial out.

## 9. Forward Call

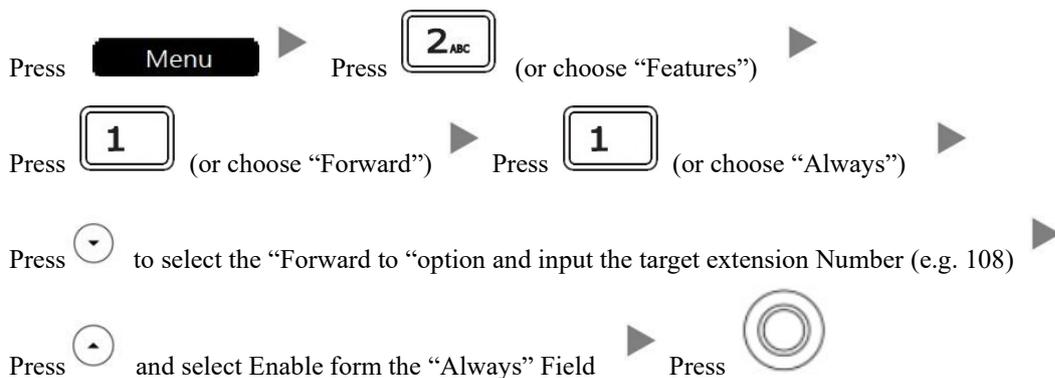
### i. To set up Time Limited / No Answer Mode



### ii. To set up Busy Mode



### iii. To set up the Always mode



### iv. To Cancel Calls Forwarding

